## 

## **4.11 Initial Child Protection Conference Agenda (with practice guidance)**

**Initial Child Protection Conference**

**Agenda, practice guidance and prompts for Child Protection Chairs for an Initial Child Protection Conference.**

**Section 1**

**Chair’s meeting with parents and family**

The Child Protection Chair (CPC) will contact the family and arrange to meet with the family prior to the Conference to explain the process & help the family to feel prepared & understand what is going to happen at Conference. This may also include speaking to the child or young person.

Prior to the ICPC the Social Worker will have shared their report. All agencies invited to and attending the conference should also have shared their reports with the family.

Please check if parents have written/ capture their own report or feedback to conference so this can be shared in line with other professionals’ reports on the day.

On the day of the Conference the family should be invited into the “room” with the CPC & SW prior to other professionals coming into meeting. This may be easier if the Conference is taking place in a physical space but should be possible even via virtual meeting. The CPC ‘s preparation discussions should support and encourage this approach – however it is recognised some parents may not want to do this - what is important is that parents are supported to have a positive experience of Conference.

Room –consider layout / facilities (if applicable) - refreshments/ activities if young children present / toilets/ signal for break etc. This approach does not assume very young children are going to be present in the meeting but should build on the preparation and discussions had with the family by SW and CPC.

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**Section 2**

**The Meeting - Introductions and who is present.**

* Parents to be introduced first - Remind professionals it is the parents’ meeting about their children etc.
* Apologies received.
* **Reports received for conference** - including whether parents have completed their own report and or safety plan for Conference.
* **Rules of the conference** - Confidentiality and equal opportunities statements.

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**Section 3:**

**Why are we here today?**

* **Voice of the child** – what has the Child/ young Person told us or shown us through their behaviours which helps us to understand what is happening for them?
* Advocacy, direct work, wishes and feelings.
* **Parents’ understanding of the professional worries.**
* **Ask parents why they are here today?** (this is the preferred option and should be talked through with parents in the prep for conference - we would like to encourage parents to take an active role in the meeting
* **Summary of Harm Statement.** Parents should already be aware of this as it will have been discussed when the report has been shared and in preparation for the Conference**.**
* **Questions about reports received for conference. Check with parents first.** This should be dealt with in the discussion with parent prior to conference but good to acknowledge at this point whilst everyone is in the meeting.
* CPC should check with attendees if there is any additional information not shared in reports. Check with parents first- as above point.

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**Section 4:**

**Discussion and current situation**

* **Strengths / Safety**
* Ask parents first, then professionals if there is anything they want to add. If parents do not wish to go first - can ask who knows you best in the room and they are asked.
* **Risks & current worries**
* Ask parents first, then professionals to add their comments / perspectives.
* CPC dig for detail, First/ Worst/Last etc Severity/ Incidence/ Impact.
* **Complicating factors.**
* What is making this current situation harder to deal with?
* **What needs to happen to keep the child/children safe?**
* What would parents/ professionals need to see to be confident that children were safer?

This is where the plan is developed - when developing the plan think about what needs to be prioritized, especially if there are several things or changes we are asking parents to do.

Check parents understanding of what we are going to do and what they are agreeing to do, and what others are going to do. Ask parents if there is anything they think should be in the plan.

Consider if we could/ should be using PAMS tools to support understanding. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 5:**

**How safe do people think the children / young people are?**

* Based on everything we’ve have heard today…**Scaling Q’s to be used**
* Professionals / parents to score on a scale of 0-10
* All responses to be recorded in the minutes.

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**Section 6**:

**Decisions**

The conference considers whether the child should be subject to a Child Protection Plan. The following questions need to be considered by professionals:

**Has the child suffered Significant Harm? And is the child likely to suffer Significant Harm**?

The test for the likelihood of the child suffering Significant Harm in the future should be either that:

* *The child is shown to have suffered ill-treatment or impairment of health or development* ***as a******result o****f physical, emotional or sexual abuse or neglect,* ***and*** *professional judgement is that further ill-treatment or impairment are likely; or*
* *Professional judgement, substantiated by finding of enquiries in this individual case or by research evidence, is that the child is likely to suffer ill treatment or the impairment of health or development as a result of physical, emotional or sexual abuse or neglect.*

If the child or young person is at continuing risk of [**Significant Harm**](http://www.proceduresonline.com/resources/keywords_online/nat_key/keywords/significant_harm.html) safeguarding the child requires multi -agency help and intervention delivered through a Child Protection Plan.

If there is no consensus, the CPC will make the decision.

* **CPC’s summary**
* **Decision and category (if Child Protection)**
* **Any dissenting views**

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**Section 7:**

**Future meeting dates and times**

**If Child Protection Plan agreed**

Agree: membership of core group; date of core group review (within 20 working days) and next Review Child Protection Conference date.

**If Child In Need plan agreed:**

Agree: membership of Child in Need Group (within 20 working days) and Child in Need meeting date.

**Feedback:**

Please ensure feedback forms are given/ sent to family and to professionals

* Note parents/child can write or contact the Chair if unhappy with any aspect of the conference (as per CP conference leaflet).
* CP Chairs must ensure parents are aware of their right to appeal the decision.

**Initial Child Protection Conference Agenda**

**Section 1**

Chair’s meeting with parents and family - Family tree/genogram may be completed.

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**Section 2: The Meeting**

* Introductions and who is present.
* Reports received for conference .
* Rules of the conference - Confidentiality and equal opportunities statements.

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**Section 3:** **Why are we here today?**

* What has the Child/ young Person told us or shown us through their behaviours which helps us to understand what is happening to/ for them?
* Parents’ views & understanding of the professional worries.
* Summary of Harm Statement.
* Questions about reports received for conference.
* Additional information not shared in reports. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 4:**  **Discussion & Current Situation**

* Strengths / Safety.
* Risks & current worries.
* Complicating factors.
* What needs to happen to keep the child/children safe?

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**Section 5:**  **How safe do people think the children / young people are?**

* Professionals / parents to score on a scale of 0-10.
* All responses to be recorded in the minutes.

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**Section 6**: **Decisions**

* Professional views - is a Child Protection Plan required?
* Child Protection Chairs summary.
* Decision and category (if Child Protection).
* Any dissenting views.

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**Section 7:** **Future meeting dates and times**

**If Child Protection Plan agreed:** Membership of core group; date of core group review (within 20 working days) and next Review Child Protection Conference date.

**If Child In Need plan agreed:** Membership of Child in Need Group (within 20 working days) and Child in Need meeting date.

Feedback forms completed.

Note parents/child can write or contact the Chair if unhappy with any aspect of the conference (as per CP conference leaflet).