**ICPC and RCPC Process - COVID-19**

**ICPC**

1. SW requests ICPC via [safeguardingconferencerequest@lancashire.gov.uk](mailto:safeguardingconferencerequest@lancashire.gov.uk) as per usual process
2. MTS allocate to an IRO but hold sending invites.
3. SW and IRO have a discussion about the best way to facilitate the conference.
4. IRO will request that MTS send either formal invites to parents and professionals or Skype invites to professionals.

* If Skype meeting:
  + Letter is sent to parents by CP admin with their invite about the reasons conferences are being held this way.
  + MTS to set up SKYPE meeting in IROs outlook calendar. Parent not to be included in the outlook meeting invite at this point.
  + SW shares report with parents 48 hours prior to the meeting and has a telephone discussion with them about the report to seek their views
  + SW shares reports with other agencies 24 hours prior to the meeting
  + All agencies share their reports with parents, agencies and the SW 24 hours prior to the meeting. SW and MTS to support the sharing of these agency reports to ensure that confidential data is only shared with the correct people.
  + SW should ensure that parents have the facility to either dial into the meeting or can receive calls and provided the number to the IRO.
  + IRO contacts the parents prior to the meeting to discuss how the meeting will be run and any worries/question they have
  + Meeting is held by Skype, chaired by the IRO:
  + IRO seeks consent from all parties, including parents, to record the conference for the benefit of the minute taker. If anyone disagree the meeting will not be recorded
  + If there is a confidential section this should be done at the start of the meeting before the parent joins the call
  + IRO's will then call parents on the agreed number to invite them to the Skype meeting following the confidential slot
  + All agencies should have read each other's reports.
  + Agencies to give key summary of their concerns – minute takers to record these.
  + ICPC discusses threshold for CP plan, interim plan, and first core group and review dates
  + IRO calls parent to ask if any questions and get feedback.
  + IRO records within minutes that this ICPC was held by Skype due to COVID-19 and therefore special measures were put in place to ensure the meeting could be facilitated
* If face to face meeting:
  + MTS to send invites to SW, parents, agencies, requesting if agencies are not attending they inform if they are available via skype.
  + MTS to set up Skype meeting in IROs outlook calendar for agencies that cannot attend to dial in.
  + If agencies are using Skype to participate then MTS / IRO to facilitate this in the meeting.
  + SW shares report with parents 48 hours prior to the meeting and has a telephone discussion with them about the report to seek their views
  + SW shares reports with other agencies 24 hours prior to the meeting
  + All agencies share their reports with parents, agencies and the SW 24 hours prior to the meeting. SW and MTS to support the sharing of these agency reports to ensure that confidential data is only shared with the correct people.
  + IRO contacts/meets with the parents prior to the meeting to discuss how the meeting will be run and any worries/question they have
  + Meeting is held at specified venue, chaired by the IRO:
  + All agencies should have read each other's reports.
  + Agencies to give key summary of their concerns – minute takers to record these.
  + ICPC discusses threshold for CP plan, interim plan, and first core group and review dates
  + IRO contacts/meets with parents to ask if any questions and get feedback.

**RCPC**

1. SW, PM and IRO have a discussion about the best way to facilitate the RCPC and whether the risk level requires a face to face meeting.
2. If risk level is low enough Skype meeting should be held
3. IRO will request that MTS send either formal invites or Skype invites to parents and professionals

* If Skype meeting:
  + Letter is sent to parents by CP admin with their invite about the reasons conferences are being held this way.
  + MTS to set up SKYPE meeting in IROs outlook calendar. Parent not to be included in the outlook meeting invite at this point.
  + SW shares final core group report with parents 72 hours prior to the meeting and has a telephone discussion with them about the report to seek their views
  + SW shares final core group report with other agencies 24 hours prior to the meeting
  + If agencies have differing views from the final core group then they should complete their own report and share this with parents, SW and MTS 24 hours prior to the RCPC. As this is an established core group professionals can send their own reports to other agencies.
  + SW should ensure that parents have the facility to either dial into the meeting or can receive calls and provided the number to the IRO.
  + IRO contacts the parents prior to the meeting to discuss how the meeting will be run and any worries/question they have
  + Meeting is held by Skype, chaired by the IRO:
  + IRO seeks consent from all parties, including parents, to record the conference for the benefit of the minute taker. If anyone disagree the meeting will not be recorded
  + If there is a confidential section this should be done at the start of the meeting before the parent joins the call
  + IRO's will then call parents on the agreed number to invite them to the Skype meeting following the confidential slot
  + All agencies should have read each other's reports.
  + Agencies to give key summary of their concerns and progress on the CP plan – minute takers to record these.
  + RCPC discusses threshold for CP plan, ongoing plan, and core group and review dates
  + IRO calls parent to ask if any questions and get feedback.
  + IRO records within minutes that this ICPC was held by Skype due to COVID-19 and therefore special measures were put in place to ensure the meeting could be facilitated
* If face to face meeting:
  + MTS to send invites to SW, parents, agencies, requesting if agencies are not attending they inform if they are available via skype.
  + MTS to set up Skype meeting in IROs outlook calendar for agencies that cannot attend to dial in.
  + If agencies are using Skype to participate then MTS / IRO to facilitate this in the meeting.
  + SW shares report with parents 48 hours prior to the meeting and has a telephone discussion with them about the report to seek their views
  + SW shares reports with other agencies 24 hours prior to the meeting
  + If agencies have differing views from the final core group then they should complete their own report and share this with parents, SW and MTS 24 hours prior to the RCPC. As this is an established core group professionals can send their own reports to other agencies.
  + IRO contacts/meets with the parents prior to the meeting to discuss how the meeting will be run and any worries/question they have
  + Meeting is held at specified venue, chaired by the IRO:
  + All agencies should have read each other's reports.
  + Agencies to give key summary of their concerns and progress on the CP plan – minute takers to record these.
  + RCPC discusses threshold for CP plan, ongoing plan, and core group and review dates
  + IRO contacts/meets with parents to ask if any questions and get feedback.

**Advice**

* Anyone who is displaying COVID-19 symptoms MUST NOT attend any face to face meeting s and should be self-isolating for 7 days if they live alone or 14 days if they live in a family.
* It is strongly advised that those in a high risk category e.g pregnant women, people with additional health needs due not attend face to face meetings.
* If face to face meetings are going ahead please take extra precautions when going to meetings, for example handwashing on arrival and before leaving. Do not shake hands with anyone, feel free to explain why. Ask agencies to sit 1 chair apart from each other where possible.