**How To Prepare Well For A Child Protection Conference**

**Good preparation = good meetings = good (safe) plans for children**

**Pre*-*Birth Conference &**

**Initial Conference (ICPC)] Review Conference (RCPC)**

**Social Worker** to book date with Diary Clerk within 24 hours of the request being agreed. **The SW must provide an invite list at this stage**

[Safeguardingunitdiary@leicester.gov.uk](mailto:Safeguardingunitdiary@leicester.gov.uk)

37 2440

Date for RCPC is booked in the previous conference.

Social Worker to remind all of the date at the Core Group meetings.

Date is confirmed by email to Social Worker and Team Manager by diary clerk

Social Worker will provide the Invite List to the safeguarding unit in advance of booking an ICPC to ensure correct people are invited in a timely manner and to allow maximum time for agencies to complete checks and reports. Also:-

* Ensure names and dates of birth of family are correct, note any additional names
* Establish if an interpreter is to be booked

\*Invite List is available on Interface/Our Organisation/Learning, Quality & Performance/Safeguarding Unit-Forms/Child Protection Conference Request Forms

( inserted below)

**NB – There is a separate form for Pre-Birth Conferences and this will guide you regarding invitees**

Social Worker to send Invite List to [safeguardingunitinvites@leicester.gov.uk](mailto:safeguardingunitinvites@leicester.gov.uk) to be received:-

* **Before booking an ICPC**
* **15 working days before an RCPC**

Safeguarding Unit will then send Invite Letters out. If the invite list for RCPC is not sent in time to the safeguarding unit then the SW team must process the invites themselves.

Invites must be sent to all appropriate professionals, police and GP’s to be invited to **EVERY** meeting. The invitees for an RCPC maybe different than for an ICPC so please ensure you review the form.

**ALL** Child Protection Conferences should be quorate as per LSCB procedures. The Chair may postpone the meeting if there are not the appropriate professionals in attendance to make safe decisions.

RCPC’s and ending a child protection plan - if you are likely to recommend a CP plan ending then you should invite an Early Help TM to the meeting. This can support step down arrangements.

Child protection plans **will not end** unless there is good information from all involved professionals to the RCPC and **no end** of plan if no police information.

**It is good practice for ICPCs for the Social Worker to contact family and agencies to inform them of the conference**

**Continue with assessment. safeguarding actions including completing chronology, genogram, CIN plan and keeping Liquid Logic Pathway up to date.**

**Preparation of Parents/Carers**

* Explain to parents why a conference is being requested, what the purpose of it is, who attends and what the possible outcomes are and how they can contribute and be supported in the conference.
* Information leaflet for parents/carers can help you explain what a child protection conference is.(See inserted below)
* Provide parents with the template below to help them prepare for the conference.( inserted below)
* Consider with parents/carers any practical arrangements they need to make (child care, travel etc)
* Provide parents with report to conference, chronology and updated CPP ( if RCPC) conference) at least 48 hours before the meeting.
* Parents to be advised to arrive for the conference **15 mins** before the start time to meet with the Chair ( this is not the time to share the SW report)
* Ensure parents have a copy of your report

**Pre-Conference Discussion**

The Chairperson will initiate a pre-conference discussion with the Social Worker and/or Team Manager within the 10 days leading up to the conference.

This is important to ensure good preparation and consideration is given to good management of the meeting,

**Preparation of the Children**

* Consider how the children can individually participate
* If they wish to attend the meeting, follow the guidance in LSCB procedures and discuss with the Chair how to ensure their attendance is managed positively
* Indirect participation can be via letter, drawings, meeting and/or telephone call with the Chair or via the ‘Have your say booklet’ inserted below

**Preparing for the conference**

**Report, Chronology and Genogram**

Ensure the report (and documents below) for the child protection conference are completed and authorised on Liquid Logic to be made available to the **Chair and shared with parents (and children if appropriate) 48 hours before the meeting**

. The report should always include:-

* An analysis of the risks and protective factors for the children
* A recommendation about whether a Child Protection Plan is needed for the children
* Actions recommended to safeguard the children and support the family
* A concise Chronology of the significant events
* Genogram ( separate to report)
* For review conferences the updated child protection plan is required to be reviewed in the conference.
* The views of each child individually. To enable conference members to understand what life is like for each individual child. Pre verbal children’s views should be recorded as per the observations of the child and their care and again an understanding of what life is like for each child

**On The Day**

**What to bring to conference**

* The Social Worker hands out a copy of their report, genogram ,chronology and updated child protection plan ( CPP only relevant for RCPC’s) 15 minutes before the start of the meeting to professionals (who will be waiting in the professionals room)
* Social Worker will greet parents and find them an interview room to wait
* The Social Worker will meet the Chairperson who will then meet parents and initiate the start of the meeting
* The conference should start at the planned time with reports having been read before the meeting starts

**Please click on below to open the inserted documents**



