**Sunderland Safeguarding Children Partnership (SSCP)**

**Professional Reports for:**

**Initial/Pre-birth/Transfer/Review Child Protection Conference**

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| **Date of Conference:**  |
| **Child(ren)/Young person** |
| **Child’s Name** | **Age** | **Date of birth** | **Nursery/ School** | **Doctor** |
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| **Household members** |
| **Name** | **Relationship to Child/ren** | **Date of Birth** | **Employment/ School** | **Doctor** |
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| **Family Address:** | **Child/ren’s Current Address (if different):** |
| **Name of Agency:** **Report Prepared by:****Role:**  | **Agency Base Address:** **Tel No:****Email:**  |

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| **Overview of your agency’s involvement with child/family, such as:*** Why are you involved with the family?
* How long have you been involved with the family?
* What help have you been providing to the family? What difference did this make?
* What else could you do that would help?
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| **What are we worried about?** * What has happened in the past that might have harmed the child/ren?
* What do you think are the current worries for the child/ren?
* What is making things harder for the parents to deal with to keep the child/ren safe?
* What do you think could happen to the children in the future if nothing changes?
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| **What is working well? Existing strengths and safety** * What are the family already doing to make things better for the children?
* What have you seen the parents doing in the past to keep the children safe?
* What do you think the children would say their parents do to keep them safe?
* Overall what do you see that tell/shows you that things are going well for the child/ren and their family?
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| **What would you be seeing that will tell you the child/ren will be safer?** * What will you be seeing the parents/carers and network doing in the future that keeps the child/ren safe?
* What will you see in the child that is telling you things are getting better?
* What would like to see in the safety plan? (This should not be a list of services)
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| **Child/ren’s Views**Please ensure you have the child’s permission to share their views with parent/carers and with conference members.* What has/have the child/ren told you?
* What are they worried about and what do they say is working well?
* What do they think needs to happen to make things better?
* What have you seen that (tells/shows) you how the child/ren might be feeling?
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| **On a scale of 0 to 10 where 10 is there is enough safety in place for the child/ren and the current plan is working well and 0 is the child is not being kept safe enough by the parents/carers who don’t understand the worries and the situation is harming the child/ren?** **Where would you scale today and why?** (Your view may change having heard other conference participants’ information) |
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| **What is your recommendation and the reason for this?** * Do you think the child/ren need to be kept safe by way of a Child Protection Plan?

or* Can the children and family be kept safe by a Child in Need Plan?
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| **Date Report shared with Parents/Carers:** |
| **Date Report shared with Child/ren:** |
| **Date Report shared with Child Protection Chairperson:** |

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| Please comment separately on each child included in the Child Protection Conference and remember to share your report with the child/ren (if appropriate), and family at least 2 working days prior to conference.**Please send a copy of the report to the Chairperson:*** **2 working days in advance for Initial Child Protection Conferences**
* **5 working days in advance for Review Child Protection Conferences.**

**Please bring enough copies of your report for everyone in attendance*.*** Please email all reports to: Independent.Review@togetherforchildren.org.uk |

**Guidance**

For the conference to reach well-informed decisions based on evidence, it needs to be able to share information on the child/ren's needs and circumstances held by all agencies that have or been involved with the child/ren and family. Guidance regarding information sharing can be found [here](https://www.safeguardingchildrensunderland.com/p/professionals-information-and-resources-1/information-sharing). Reports should be clear about what is fact, what are allegations and what is opinion.

The expectation is that all professionals and agencies will provide a written report for conference, whether they are able to attend the meeting or not. A copy of the report should be forwarded to the Chair of the conference at least 2 working days in advance of the meeting. You must provide copies for conference members (a guide will be numbers of invitees).

The contents of the report should be shared with the parents/carers and child/ren where possible. At times it may be necessary to provide a separate report where sharing all information could put the child/ren or family member at risk.

The expectation is that all agencies will consider each of the headings on the report format. You should:

* Be clear about what is observation, allegation or opinion, and where/who information has come from
* Use relevant information from current and past records.

Each person writing their report will have information relating to their own, or their agency’s involvement with a child/family which should be broken down into what they believe to be the worries and what they have seen that is working well for the family. For example:

Education: Attendance and punctuality, friendships within school, what the child/ren look like, are they tired or ready to learn? Are they hungry?

Home conditions: Any complaints from neighbours etc. Is the home clean enough?

Health: Are the children taken to the doctor/dentist when needed? Are immunisations up to date, do the parents/carers listen and act on advice?

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| **What are we worried about?** The child/ren’s (use names) attendance is below 60%, parents do not always answer the school calls or contact school to say why they are not in school. The low attendance means the child/ren have fallen behind in schoolwork, they are struggling to make friends or the friends they have are no longer playing with them.Rent areas are £1400, they have been given a notice of eviction and the payment plan is not working.  | **What is working well?**When the child/ren (use names) are in school they are on time, they are well dressed, have lots of friends and one or two close friends, they try their hardest and are very polite. Parents ring the school if the children are unwell and not in school, they make sure their homework and reading books are filled in and sent back to school. Mam and Dad take the child/ren to the doctors when they are unwell, they have all their immunisations. |