

APPEALS PROCEDURE RELATING TO DECISIONS MADE AT A CHILD PROTECTION CASE CONFERENCE (Initial and Review).

1. Introduction

1.1 This procedure has been written for children, parents, carers and professionals who have attended a Child Protection Case Conference and who wish to make an appeal based on the circumstances outlined below.

2. When can an appeal be made?

2.1 There are four circumstances in which an appeal can be made under this procedure:

- A. The Child Protection policies and procedures were not followed
- B. Information given at the Child Protection Case Conference was incorrect, incomplete or not properly considered
- C. The decision to open or close a Child Protection Plan was incorrect based on the information shared at the Child Protection Case Conference
- D. The category of plan is not correct

2.2 **For Children, Parents & Carers** - Any other disagreement or complaint about how services have worked with you or your family following a Child Protection Case Conference must be directed to the particular agency concerned and will be investigated under their complaints procedure.

2.4 **For professionals** – Any other disagreement or complaint about aspects of the case management or the ongoing delivery of services following Child Protection Case Conference must be progressed in line with the [SCP Escalation Policy](#).

3. Who can appeal the decision?

3.1 The following individuals are able to raise an appeal:

- Children/young people, parents, carers or their advocates involved in the Child Protection Case Conference
- Any agency represented at the Child Protection Case Conference

4. How to make an appeal

4.1 Anyone wishing to challenge the decision of a Child Protection Case Conference under one or more of the criteria set out in 2.1 above should put be made:

- In writing to – **Senior Manager, Quality Assurance and Safeguarding Unit (2nd Floor), 4 Civic Way, Ellesmere Port, Cheshire, CH65 0BE**
- By email to – **Senior Manager Safeguardingunit@cheshirewestandchester.gov.uk**
- By phone to **Senior Manager on 0151 356 6550** (Please note that a summary of your concerns will be noted for recording purposes at this point).

4.2 All professionals should seek the approval of their direct line manager or their safeguarding lead prior to submitting a appeal.

4.3 The appeal must be received **within 5 working days** following the day of the Child Protection Case Conference and must detail what aspect is disagreed with, in line with 2.1 above.

4.4 Please note that while an Appeal is being considered, the decision of the Case Child Protection Case Conference will remain in place.

5. How an appeal will be dealt with.

5.1 On receipt of a request to appeal, the decision will be reviewed by a Senior Manager within the Quality Assurance and Safeguarding Unit, along with the Chair of the Child Protection Case Conference. The Senior Manager will have sight of all the documentation considered at that Child Protection Case Conference.

5.2 A formal response will be provided in writing to the person raising the appeal **within 5 working days**. If the individual continues to disagree with the decision they must notify the senior manager **within 3 working days**. The individual can do this by any of the means of correspondence detailed in 4.1 above.

5.3 If the appeal is not resolved at this stage the Safeguarding Children Partnership (SCP) Manager will be required to convene an appeal panel. The panel will be chaired by an Independent Person and supported by two other members of the Safeguarding Children Partnership. The Chair can be any member of the Safeguarding Children Partnership as long as they are independent to the case. 'Independent' in relation to this procedure refers to any member that has not been directly involved in the operational decision making within the case.

5.5 The panel representatives will be provided with the following information:

- All agency reports presented at Child Protection Case Conference
- A copy of the Child Protection Case Conference minutes
- The original appeal and response from the Senior Manager at 5.2 above.

5.6 All panel representatives will be expected to have read the information prior to the panel meeting.

5.7 The panel meeting will be convened **within 10 Working Days** of notification to the SCP Manager at 5.3 above.

5.8 The purpose of the panel is to consider all information available to the Child Protection Case Conference and ensure that procedures have been followed correctly. Panel members DO NOT meet with any individuals involved in the case and do not accept submissions. They DO NOT consider any information that was not presented at the Child Protection Case Conference.

5.9 Having considered all the information outlined in 5.5 the panel members will either uphold or overturn the appeal. The person making the appeal will be notified of the panel's decision **within five working days** by the Chair of the panel.

6. What happens next following an appeal panel?

6.1 If an appeal has not been upheld by the Panel there is no further challenge to this decision.

6.2. In circumstances where the panel upholds the appeal the following will occur:

- A further Child Protection Case Conference will be held **within 15 Working days**. This reconvened Child Protection Case Conference may have a new Chairperson if felt to be appropriate.
- The reconvened Child Protection Case Conference will consider the recommendations made by the Appeal Panel as well as the original information provided by all agencies to the Conference.
- The decision of the reconvened Child Protection Case Conference is final and the outcome will be confirmed in writing **within 24 Hours** to the person making the appeal.

6.3 When an appeal relates only to the category of Child Protection Plan (2.1D) and the appeal is upheld, the category will be changed by the Safeguarding and Quality Assurance Unit. All agencies involved in the case will be notified. A reconvened Child Protection Case Conference will not be required.