

LANCASHIRE SAFEGUARDING CHILDREN BOARD

PROFESSIONAL OR INDIVIDUAL AGENCY GUIDANCE

FOR COMPLETING INITIAL/REVIEW CHILD PROTECTION CONFERENCE REPORTS

Introduction

Professionals and agencies who are invited to attend conference should make every effort to do so but if are unable to, they should provide, wherever possible, a well briefed agency representative to speak to the report. All professionals/agencies will be expected to submit a written report (using the standard agency/professional templates for an Initial Child Protection Conference).

As a minimum, at every conference there should be attendance by local authority children's social care and at least two other professional groups or agencies, who have had direct contact with the child who is the subject of the conference. Attendees may also include those whose contribution relates to their professional expertise or responsibility for relevant services. In exceptional cases, where a child has not had relevant contact with three agencies (i.e. Children's Social Care and two others) this minimum quorum may be breached. This is at the discretion of the conference chairperson.

Those attending conferences should be there because they have a significant contribution to make, arising from professional expertise, knowledge of the child, their parents or carers, or both.

The decision at conference about whether a child has suffered significant harm, or is likely to in the future and should be subject to a Child Protection Plan, is the responsibility of all agencies represented at Conference.

Completing the Guidance

When completing this report it is important to:-

- Present the information in a manner which can be understood by conference attendees and enable such information to be evaluated from a sound evidence base.
- Take care in distinguishing between fact, observation, allegation and opinion. When information is provided from another source i.e. it is second or third hand, this should be made clear.
- Avoid any repetition or duplication within your report,

- Fill in the information that you know about and provide as much detail as possible to enable the conference to make an informed decision about what action is necessary to safeguard and promote the welfare of the child, and to make realistic and workable proposals for taking that action forward.
- Exclude confidential/sensitive information from the written report. For example, in certain circumstances e.g. Police investigations this should not be included and should be discussed separately with the Independent Reviewing Officer as Chair of the Conference.

REPORT FORMAT, WHEN TO SEND IT AND WHO TO SEND IT TO

Reports from professionals and agencies (excluding Lancashire Children's Social Care) should be based on the Initial Child Protection Conference Report pro-forma (CP-A1).

Those professionals/agencies unable to attend the last Core Group prior to a Review Child Protection Conference will be expected to submit a written report based on the Agency Review Child Protection Conference pro-forma (CP-A2)

Reports should be e-mailed using secure email to the appropriate office dealing with the administration of the conference. This will be shown on your invitation.

Office	Email Address
ACS administration Accrington	ACSAdministration.Accrington@lancashire.gov.uk
ACS administration Burnley (childcare)	Administration.Burnleychildcare@lancashire.gov.uk
ACS administration Calder House	Administration.CalderHouse@lancashire.gov.uk
ACS administration Clitheroe	Administration.Clitheroe@lancashire.gov.uk
ACS administration Colne	Administration.Colne@lancashire.gov.uk
ACS administration Leyland Civic Centre	Administration.LeylandCivicCentre@lancashire.gov.uk
ACS administration Kirkham	Administration.kirkham@lancashire.gov.uk
ACS administration Lancaster child care	ACSAdministration.LancasterChildren@lancashire.gov.uk
ACS administration Rossendale	Administration.Rossendale@lancashire.gov.uk
ACS administration Skelmersdale	administration.ormskirk@lancashire.gov.uk

HOW TO SEND A REPORT SECURELY

Reports from professionals and agencies that could potentially identify a child or their family **must be sent using a secure e-mail account**; this includes any completed CAF documentation or Child Protection Conference reports.

If you have an **external e-mail address** a secure mailbox can be set up through the following link <http://securemail.lancashire.gov.uk>.

Further information can be found at:

<http://userawareness.zixcorp.com/lancashire/>. Support for any technical problems can be accessed via the Lancashire County Council ICT Customer Service Desk on 01772 532626.

School staff can find all information required on the Westfield Centre website <http://www.westfield.lancsngfl.ac.uk/support/admin-support/simsnet-report-templates/other-reports> in a downloadable document 'SIMS.net CAF and TAC Forms' which provides a step-by-step guide with screen shots. All technical queries should be directed to the Westfield Centre on 01772 623222.

Some links between organisations are considered secure, for example other Local Authorities and some public services. A list can be found at http://www.lancashire.gov.uk/corporate/atoz/a_to_z/service.asp?u_id=1449&tab=1.

INFORMATION REQUIRED FOR THE INITIAL CHILD PROTECTION CONFERENCE REPORT

SECTION 1: REPORT AUTHOR DETAILS

Details of the report author, job title and organisation should be provided here.

SECTION 2 : KEY INFORMATION

Children Subject To Conference

Details of children who are living in the family home should be entered here. Please include the child's service user number which can be found on your invitation to conference.

Please complete all the information even if you are not directly working with them. The names of all the children should be on the conference invitation letter.

Please provide details of the home address in the box below.

Adults and Others in the household

Details of all adults living in the house, including parents or carers, should be entered here. This section is also for children or young people who live in the house but are not subject to the conference.

Any other significant adults

Details of any extended family, step families, friends who have contact with the adults or children in the family or adults who have caring responsibilities for the children should be entered in this section.

Details of their relationship with the child and whether the adult has parental responsibility is also required here.

Any Children who do not live at named address

Details of children who are living with extended family or friends should be entered here. You may need to provide historical context about why the child does not live with parents. It may also be older children who are living away from the family.

Child/ren and adults you are currently working with

Details of the child/ren and any adults you are currently working with should be provided in this section.

Has the report been shared with parents/carers/child/ren?

It is Lancashire Safeguarding Children's Board policy that every effort should be made to make contact with the family.

Sharing the report with the child and parents prior to the conference may take the form of verbal agreement over the telephone, a home visit, inviting parents in to a meeting to discuss the report.

Please indicate whether the report has been shared with:-

- the child/ren (subject/s of conference) and;
- with the parents/carers in this section.

State the Reasons why evidence that your report is based on

For example, if you are an adult service and only work with parent, please state that. You may not have had contact with the children but your contribution into how the family functions is valuable.

SECTION 3 : MAIN REPORT

Chronology of Significant Events/Contacts with the Service

A chronology of **significant key events and contact** with you as a professional or agency should be recorded here. The chronology should be a brief overview of significant events in a child's life for example attendance at A&E, house moves, school moves, referral to other agencies, domestic violence incidents, if any other adults move in or out of the house. Try to include an overview/analysis of any intensive contact that family members have had with your service.

Childs Current and Past Developmental Needs

This section should include any knowledge or experience in the developmental progress in the context of the child's age and stage of development. This includes whether the child has reached developmental milestones and consideration about the 5 outcomes from Every Child Matters may be used. Account must be taken of any vulnerabilities for each child such as learning difficulties or having a physically impairing condition.

This section should also include any relevant information you may have regarding education, health, emotional and behavioural development, any issues about identity, family and social relationships, social presentation, self care skills.

It may be useful to draw upon knowledge and information gained in a previous assessment when completing this section.

Parenting Capacity

Information on the capacity of the parents and other family members to ensure the child/ren is/are safe from harm, and to, respond to the child/children's developmental needs within their wider family and environmental context should be included in this section.

Research shows that issues for parents such as poor mental health, illness, learning disability, substance/alcohol misuse, domestic abuse and a history of child abuse are all likely to have an effect on parenting capacity.

Previous assessments or CAF Guidance may assist you in completing this section.

Family & Environment

Parents and children are influenced positively and negatively by the wider family, the neighbourhood and social networks in which they live. It is useful to include comments about how the family functions, and how it functions when under stress and to identify what factors may assist parents in carrying out their parenting roles. Account must be taken of the diversity of family styles and structures, particularly who counts as family and who is important to the child.

In some circumstances children may have a number of carers.

Previous assessments or CAF Guidance may assist you to complete this section.

Analysis/Conclusion

Based on the information gathered, include an analysis here incorporating significant events/contacts with your service, identify the strengths and the factors that have an impact on different aspects of the child/young person's development and parenting capacity, and the relationship between them. It is appropriate to comment on previous plans agreed between agencies and parents, whether previous recommendations/actions have been carried out and the outcomes for the children.

This process should result in a clear understanding of the child/young person's developmental needs including whether he/she is suffering or is likely to suffer significant harm.

When analysing information gained during an assessment it is important to distinguish between fact, observation, allegation and professional opinion and when information is provided from another source, ie, it is second or third hand, this should be made clear.

Try to note down any recommendations for Conference and any future work that may be carried out. Also include any research that backs up your analysis. Be clear and specific.

After you have read/heard all the information you will be asked to make a judgement as to whether the child is at risk of significant harm and needs a protection plan.

Child/Young Persons Views

This should cover any views, wishes and feelings of the child/ren young persons taking into account the age and level of their understanding. Also, take into account any additional languages, and attempts should be made for translation. Try to identify any barriers to communication. Please record any areas of disagreement.

Discuss with the child/young person their thoughts and feelings about things that are happening within the family. This should be recorded and presented to the conference.

Parent/Carers Views

This should cover any views, wishes and feelings of the parents. Take into account any additional languages, and attempts should be made for translation. Try to identify any barriers to communication. Please record any areas of disagreement.

Where appropriate, the Parents/Carers should be provided with a copy of your report in advance of the conference. The contents of the report should be explained and discussed with the child and relevant family members in advance of the conference itself, in the preferred language(s) of the child and family members.