



May 2024

Title/Status-	LEAFLET: Principles of a Productive Child Protection Conference
New Document or Revised	New
Date Approved SMT	May 2024
Responsible Head of Service	Safeguarding, Improvement, Quality Assurance & Practice Excellence

Leicestershire Procedure for LEAFLET: Principles of a Productive Child Protection Conference

Applies to- Children in Particular Circumstances

May 2024

Principles of a Productive Child Protection Conference

When should Social Worker contact Safeguarding to Book in an ICPC?

Upon convening a Strategy discussion where the outcome is to progress to a Section 47 by **DAY 4** if not sooner you should be alerting your manager that there needs to be a request for an ICPC, by **DAY 5** the request for an ICPC needs to be completed by calling the Safeguarding Unit 0116 3057570 to book in the ICPC, if you are not in a position to conclude the Section 47 however still require an ICPC then to “**Select the Arrange CP Conference early**” button and save the step, which will then allow the workflow to come to the Safeguarding Service to proceed with the booking of the ICPC. The social worker at this time should advise if the conference needs to be split and any known risks or concerns with the families participation in the meeting. The ICPC must be held within 15 working days of the Strategy Discussion taking place. In the event that there is an upcoming RCPC that needs to move dates, the same process must be followed as above. Once the CYPS Safeguarding Unit have been notified of conference booking they will send an email to the CP Chair, Social Worker, and Safeguarding Admin to confirm the booking. It is the responsibility of the Social Worker to forward and inform family of the conference.

When a manager is considering any CP plan starting when the threshold for CP planning is finely balanced they should contact the duty CP IRO in the safeguarding unit available daily 9-11 and the number to call is 01163057570. If you are a FRCD manager, you can also consult with the Family Safeguarding team manager to explore threshold.

In the event that the child(ren) have been made subject to a child protection plan within the last 12 months, Social Worker must have a discussion with Kara Walne (or in her absence Rebecca Peters or Hollie Martin) on 01163057570 to finalise the decision, if a decision has been made to take a case back to conference within 12 months of the end of the previous child protection plan the **Service Manager** for your team must provide oversight to that decision on the child’s file. This will also provide an opportunity to consider if the PLO process should be used to support the repeat period of CP planning if circumstances suggest that safety is not sustainable and the CP plan had previously exhausted all opportunities to address concerns

What happens after the Conference has been Booked?

CYPS Safeguarding Admin book the conference into the nominated CP Chairs calendar and copy in Safeguarding Admin managers this conference is then allocated to a nominated clerk who will contact the Social Worker to request an invite list for conference.

May 2024

As per the LLR Practice Standards -CP Process all participants of a conference should be given 7 working days notice that their attendance is required at a Child Protection Conference.

As a general rule the Social Worker would send the completed invite list back to the allocated clerk or the duty clerk who originally made contact. If the clerk is out of the office or contact hasn't been established, the Social Worker can send a copy of the completed form back to Kerry Mcdonagh copying in CYPS Safeguarding Unit. If no invite list is received it is highly likely this conference will not go ahead.

How can I ensure Police Checks are completed for the Conference?

Police require at least seven working days' notice to request checks. Cut off is 4pm on the seventh day following the date of the Strategy discussion, so this needs to be considered when the Social Worker sends the invite list. Social Workers can email the clerk directly, copying in Kerry Mcdonagh to ensure that in the absence of the allocated clerk, the duty clerk can carry out the request. Best practice is to give minimum of an extra day to guarantee police checks can be carried out.

In order for the request to be successful, Social Worker must give a brief description as to why the check is being requested on that individual. Without this information the Police will not run a check, due to GDPR. There is a designated section of the form for this purpose.

How are the Invites for Conference Sent?

Initially, the CYPS Safeguarding Unit will create an outlook Teams calendar appointment for the conference and invite CP Chair Social Worker. Once an invite list has been sent by the Social Worker to the clerk, the clerk will send an electronic invite to all internal and external professionals. This invite will contain details of the child(ren) subject to conference as well as the date and time of the meeting.

It is the responsibility of the social worker to invite parents' and any family/legal representatives for the parents' to conference. The social worker must have had initial discussions with the family to determine the technology that the family have available. For instance, whether or not they have a smart phone for video calls and if they have access to data and/or Wi-Fi to enable video meetings and calls using Microsoft Teams, there must be discussions as to how they will join the meeting as may use data on the phones if not connected to Wifi.

May 2024

Upon receipt of the conference invite the social worker should forward this on to the relevant family members and their legal representatives. In order to maintain confidentiality when forwarding the email to more than once recipient, the social worker can send the invite individually to several attendees. Any external body must use the 'click here to join meeting' link in order to be video capable, if only dial in details are used, this will be solely audio.

All meeting options for conferences have been set to not allow anyone outside of the organisation to bypass the lobby. The CP Chair will admit professionals into the conference initially followed by parents and any legal representation for parent/family after any relevant confidential section has taken place. The chat facility within these meetings have also been disabled.

When should I submit my Social Work Report for Conference?

Family must have sight of or receive a copy of the Social Work report at least 24 hours before conference, best practice would be 3 days prior to a RCPC as stated in the LSCP. A copy of the Social Work report must also be sent to both CP Chair and clerk 24 hours before conference to allow the clerk to circulate the report to professionals ahead of conference. All professionals are advised to delete the report following conference.

What happens on the day of the Conference?

On the day of the conference and occasionally the day before, the clerk will send any reports that have been received from professionals who are unable to attend, these are sent to both the Social Worker and the CP Chair. We request that Social Worker joins the conference call around 10-15 minutes before conference start time to discuss any necessary information with CP Chair before other professionals dial in. CP Chair will contact family prior to conference to advise them of what to expect and when they will be joining the meeting. The conference will then begin and any confidential information discussed before the family and their legal representation join conference. For face 2 face conferences the social worker should arrive ½ an hour prior to the conference to allow discussions between them and the CP Chair.

The chair of the meeting has the ability to eject participants from conference, they obviously have the link to re-join the meeting but will not be able to bypass the lobby.

Dates, times venues are agreed for the next CP Conference and Core Group as well as attendees.

May 2024

If there is a recommendation for the CP Planning to end and there are outstanding aspects of a CP plan, there needs to be special consideration as to whether this needs to remain within a CP Plan or could it be an aspect of a CIN Plan by all Conference members to prevent Repeat Child Protection Planning.

If ANY participants of the conference chose to record the meeting, a message will be displayed across the top of the screen in a blue banner advising that the meeting is being recorded. If this hasn't been agreed prior to the meeting, it should be challenged.

Why might a Conference be stood down and what should I do?

- No longer needed. This might be because the child is now Looked After, deceased, transferring to another authority or actually doesn't meet the threshold for a ICPC. As soon as Social Worker is aware of any of these points they should make their manager aware and then make contact with the allocated CP Chair to discuss and agree the meeting to no longer go ahead, once this is done Social Worker should then call CYPS Safeguarding Unit 01163057570 to inform them.
- Conference is not quorate. This might be because there has been an issue with invites, professionals have had to cancel last minute/didn't attend or the within the necessary timeframe, The Child Protection Conference needs to be quorate, ensuring there is at least 2 other agencies are present or have sufficient written report with views from a Professional who is part of the core group, the Social Worker is to have the invite list with the Conference Clerk as stated above, the judgement sits with the CP Chair that if they have the information required for the Conference members and themselves to make a final judgement then permission is given to the CP Chair to go ahead with the CP Conference, it is recognised though in some cases that there are not 2 other agencies working with a family, in such cases these conference should proceed, to stand a CP Conference down will need permission from a Safeguarding manager, giving clear rationale why it is being stood down, the Social Worker will then need to contact CYPS Safeguarding Unit via telephone 01163057570 to rebook in the meeting. Social Worker will be advised of last date to hold the meeting. If it is not possible to hold the meeting before it's last day, SW/TM must obtain their Service Manager agreement for the conference to go out of date.
- Social Worker report was not shared with family
- An interpreter is not available for a Family where English is not their first language.

May 2024

- Family cannot attend. This might be because of illness, appointment or childcare issues. Social Worker should initially discuss this with the allocated CP Chair and agree a change of date before contacting CYPS Safeguarding Unit via telephone 01163057570 to rebook in the meeting. Social Worker will be advised of last date to hold the meeting. If it is not possible to hold the meeting before it's last day, SW/TM must obtain their Service Manager for the conference to go out of date.
- Unforeseen circumstances. This might be staff sickness, network issues or other circumstances that prevent the conference from going ahead. In the event of an CP Chair being sick, Safeguarding Managers will attempt to obtain cover from another CP Chair for the meeting, if this cannot be done the meeting may be stood down. In the event of a clerk being sick, cover will try to be arranged with another clerk or the meeting may get recorded. If neither are possible then the meeting may get stood down. If the Social Worker is sick then cover should be provided by TM or Duty Worker, however this must be who has knowledge of the case to be able to present the case to conference members. If neither of these options are available then the conference may be stood down. In the event of a network failure the conference would have to be rearranged.

If the Safeguarding Unit, including its CP Chairs stand down/rearrange a meeting then it is the responsibility of the clerk to inform all attendees ahead of the meeting if possible to advise of the situation.

If the decision to rearrange/stand down the meeting has originated from the Social Worker, it is then the Social Worker responsibility to contact all attendees to let them know the meeting isn't going ahead.

In both scenario's the social worker would need to contact CYPS Safeguarding Unit 01163057570 to rebook in the meeting.

What will happen following a CP Conference.

If the Child/ren are made subject to Child Protection Planning then a CP plan is developed with all within the conference as to what do we need to see to end the Child Protection Planning, this plan is to be signed off on Mosaic by the CP Chair no later than 5 working days of the conference in time for the core group.

A record of the CP Conference is to be available for Conference members no later than 15 working days of the CP Conference.



May 2024

A CP Chair may submit a positive challenge for excellent Quality work of the Social Worker however may also send an escalation of professional concern if Social Worker report isn't completed or appropriate checks/work not completed.