

- The Dorset Safeguarding Unit approved these guidance notes and the Report to Child Protection Conference formats and procedures in 2010 and they are to be implemented on a pilot basis during 2010.
- All agencies invited to a conference should provide details of their involvement with the family and their assessment of the situation.
- The Police Safeguarding Referral Unit have their own report formats and do not follow these guidelines.
- General Practitioners (GPs) have a separate format but may also follow these guidelines.
- There is a separate format for the social worker's report to conferences.
- There are separate forms for reports to Initial and Review conferences.
- For **Review Conference Reports** please refer to the Child Protection Plan as to whether any improvements have been noted.
- The report must make clear which child or children are the subject of the conference, whilst also addressing any known needs and circumstances of other children in the household.
- Where there are multiple children the report should include clear separate details for each child where applicable.
- On the first page of the report format, list all known names and variations of spellings for the child/ren and siblings.
- Where an agency only provides services to an adult or adults in the family this information should also be provided.
- Include a genogram if this will help to clarify family members and their relationship to the extended family and potential support networks.
- The report must make a clear distinction 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.
- Where the agency has sensitive information that may expose a child/ren to risk of significant harm or may compromise a Criminal Investigation this **SHOULD NOT** be included within the report as it is third party information and must be shared verbally at conference. **If unsure what to include please consult with the Social Worker.**
- Use the report format to state your assessment of any strengths and any concerns you or your agency has relating to the child/ren and his/her family, including any risks to the child/ren and how your agency has or will be able to reduce the risks.
- For **review** conferences, give details of any involvement of your agency in the child protection plan.
- For agencies in contact with the family, the report should be provided to parents and older children (to the extent that it is believed to be in their interests) at least **two working days in advance of the initial conferences and a minimum of five working days before review conferences**. This will enable the family to comment on the content and any factual errors that need to be corrected as well as ensure family members attending the conference are best prepared.

- The agency report should be sent to the **Social Worker** identified in the invitation letter and also copied to the **Minute Taker's Office\* at least two working days in advance of an Initial conference and five working days for a Review conference.** (Essential to enable Chair to familiarise prior to conference.)

(\* Minute Taker's Local Office as detailed in the invitation)

**PLEASE NOTE:** If reports are provided in advance they will be photocopied. If not, you need to bring sufficient hard copies of the report with you to conference. A copy should be provided for all those on the invite list.

The reports will subsequently be attached to, or incorporated within, the Minutes of the Conference for circulation.

Where any agency representatives are unable to attend the conference, they must ensure that a written report is made available to the conference and, where possible, that a colleague attends in place.

(The above instructions and guidelines are consistent with the Pan Dorset Inter-Agency Procedures)

### **Specific information is required from Schools, Early Years Childcare Providers and Health Professionals:**

- **Teachers and other staff working in schools /Early Years Childcare** please comment (as appropriate) on the following:
  - state current year group – date started at school
  - attendance and punctuality – state whether Education Social Work Service is involved.
  - attainment levels, achievements – recent of recent tests/examinations
  - Information based on Early Years Foundation Stage guidance
  - performance in relation to ability
  - attitude to learning, motivation
  - behaviour and social relationships – attitudes to peers and adults in school
  - any specific incidents worthy of mention (with dates)
  - dates of and reasons for any exclusions where applicable.
  - any known health issues (under Section 1 Physical Health & Well being))
  - appearance (under Section 1 Physical Health & Well being))
  - emotional development (under Section 1 Physical Health & Well being))
  - (under Section 3 'Parenting Capacity') discussions or other communications with parents or carers.
  - please include strengths and any concerns.
- **Health Professionals** please confirm the name of the child's GP and list any other health professionals involved with the family (e.g. physiotherapist, adult mental health) and comment on (as appropriate) the following:
  - relevant health history
  - previous hospital admissions, including attendance at A&E
  - height, weight and percentile information (e.g. chart)
  - development status
  - immunisation status
  - child's current physical, emotional and psychological health
  - diet and exercise information
  - identified health needs and concerns
  - (under 'Parenting Capacity') appropriate use of healthcare.

November 2010