

**MANAGEMENT ACTION NOTE 13: Timing of Initial and Review Child Protection Conferences**

**Context**

It is essential when children are identified as suffering or likely to suffer significant harm there is a safety plan that is effective in protecting the child in the short term whilst interventions at reducing the risk are put in place.

The Local Authority has a duty to carry out enquiries under section 47 of the Children Act. If those enquiries confirm a child is suffering or likely to suffer significant harm, an initial child protection conference (ICPC) needs to be held. It is essential the conference has both the right people involved and the right information to plan for next steps.

If the outcome of the ICPC is a child protection plan, this plan should be reviewed both through regular core groups but also through a series of review child protection conferences (RCPC) until the criteria for no longer requiring a child protection plan is met.

[Working Together to Safeguard Children \(HM Government, 2018\)](#), Section ‘Processes for managing individual cases’ on page 31 sets out the requirements for the timing of both initial and review child protection conferences. The timings can be summarised as follows:

- 15 working days between the strategy meeting that initiates the S47 enquiries that leads to the decision to hold an initial child protection conference (ICPC) and the ICPC being held
- 3 months (90 days) between the ICP and the first review child protection conference (RCPC)
- 6 months (181 days) between the first and second RCPC and any subsequent RCPC

This Management Action Note should be read in conjunction with the [Practice Standards subsection Child Protection Service \(ver 3, Oct 2020\)](#)

**Actions**

<b>Process for Booking an Initial Child Protection Conference</b>			
<b>Step</b>	<b>Action</b>	<b>When</b>	<b>Responsible</b>
1.	The chair of the strategy meeting to complete the form ‘ <i>strategy meeting</i> ’ as part of the worklist ‘ <i>Child Protection: strategy meeting</i> ’ and ensure the worklist is completed.	Day 1	Team Manager
2.	The social worker to undertake a s47. enquiry and record it through the S47 enquires form	Day 1-5	Social Worker

3.	<p>By day 5 of the s47 enquiry discussion between the team manager and the social worker takes place as a progress check of the s47 enquiry, the interim safety plan and whether an ICPC is required.</p> <p>Team manager to record this discussion on a Management Case Note.</p>	Day 5	Social Worker/Team Manager
4.	<p>If a ICPC is required, the social worker is to start the <i>'Business support: Convene initial child protection conference arrangements'</i> and populate the <i>'Convening conference/meeting form'</i>.</p> <p>The social worker informs the family of the decision to hold a conference.</p> <p>Consideration is given to the need of advocacy for the child or young person and if this is required, consent is sought from persons with parental responsibility and the consent captured on the form.</p> <p>Once completed the form is reassigned to relevant team/org to alert Quality Assurance, Review and Support Service (QARSS) the need for an ICPC</p> <ul style="list-style-type: none"> <li>● South: ORG4993 or QARSS BUSINESS SUPPORT SOUTH &amp; WEST</li> <li>● Exeter: ORG4991 or QARSS BUSINESS SUPPORT EXETER</li> <li>● North: ORG4994 or QARSS BUSINESS SUPPORT NORTH</li> <li>● Mid &amp; East: ORG4992 or QARSS BUSINESS SUPPORT MID &amp; EAST</li> </ul>	Day 6	Social Worker
5.	<p>On receipt of the above worklist, QARSS Business Support will assign to an Independent Safeguarding Reviewing Officer (ISRO) the worklist <i>'Child Protection: Quality Assurance Screening'</i>.</p>	Day 7	QARSS Business Support
6.	<p>Once the S47 form has been submitted the team manager will quality assure and authorise the s47.</p>	Day 8	Team Manager
7.	<p>The ISRO will complete the screening process and ensure QARRS Business Support are fully aware of the invitees required.</p>	Day 7/8	ISRO
8.	<p>QARSS business support will send out the invites.</p> <p>Please note that no ICPC can be convened without giving parents and other professionals at least 5 days' notice.</p> <p>ICPC should be booked for either day 14 or day 15 of the process.</p>	Day 8	QARSS Business Support

9.	If the social worker is unable to attend, it is the responsibility of the team manager to ensure a suitably qualified and experienced social worker or manager attends in their place who is able to contribute to the conference on the social workers behalf.		Team Manager
10.	In the event QARRS Business Support is unable to identify an ISRO with availability on day 14 or day 15, they will escalate to the Ops Manager (CP) who will make every effort to ensure there is an ISRO available so the conference can take place within timescales.	Day 8	QARRS Business Support/Ops Manager (CP)
11.	Social Worker's report for conference be written, authorised and available 2 days before the conference. This allows for QARRS business support to distribute the report to professional prior to the meeting.  The social worker should go through their report with parents and a copy should be given to the parent(s)	At least 2 days before the conference	Social Worker/Team Manager  QARRS Business Support
12.	The initial child protection conference should take place 15 days after the strategy meeting	Within 15 days	All
<b>Process for agreeing ICPC to go out of timescale</b>			
13.	In the event the team manager is of the opinion the s47 will not be completed in a timescale (Day 8) that will allow for the ICPC to take place within 15 working days, they should at the earliest opportunity discuss this with the relevant Area Manager.	By day 8	Team Manager
14.	If the Area Manager agrees with the reasons for the ICPC to go out of timescale they will inform the Ops Manager (CP) of this agreement and the rationale for this decision. The rationale should be added to the child's record on Manager Decision Tool.	By day 8	Area Manager
15.	If QARRS cannot facilitate an ICPC within 7 working days of receiving all necessary information, the Ops Manager (CP) should review and inform both the Team manager and Area Manager of this, the reasons why and the date for the ICPC. The Ops Manager (CP) will record this on the child's record.	By day 8	Ops Manager (CP)
16.	Management Information – a list of all out of timescales ICPCs will be collated by QARRS and the reason identified.  This list will be shared by the Ops Manager (CP) to all relevant Area Managers on a monthly basis and form part of the locality performance clinic and monthly QARRS meeting.	Monthly	Area Manager/Ops Manager (CP)

<b>Process for agreeing Review Child Protection Conference (RCPC) to go out of timescales</b>			
17.	If it identified that a RCPC needs to move from the date agreed at the last conference, there should be a discussion between the ISRO and Team Manager.	ASAP	Team Manager/ISRO
18.	If it agreed the RCPC should move and it remains in timescales, the Area Manager and Ops Manager should be notified of the change, and the ISRO records the change and the reason for it on the child's record.	ASAP	ISRO
19.	<p>If the RCPC is going to fall out of statutory timescales, the Ops Manager (CP) should be contacted by the ISRO to discuss how this can be avoided.</p> <p>If it cannot be avoided, the Ops Manager (CP) should contact the Area Manager and alert them to the RCPC going out of timescale and discuss.</p> <p>If it is agreed by the Area Manager and the Ops Manager the RCPC will be held outside of timescales, the Ops Manager (CP) should add a management case note explaining why the RCPC will be out of timescale.</p>	ASAP	Ops Manager
20.	<p>Management Information – a list of all out of time RCPC will be collated by QARSS and the reason identified.</p> <p>This list will be shared by the Ops Manager (CP) to all relevant area managers on a monthly basis and form part of the locality performance clinic and monthly QARSS meeting.</p>	Monthly	Area Manager/Ops Manager (CP)

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Issued: December 2020

Review: December 2022