**Child Protection Conference Responsibilities**

**Information for Social Workers on Booking an ICPC**

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|  | **Day** | **Area social work responsibility** | **Child Protection Conference Business Support Responsibility** | **Principal Officer Responsibility** |
| 1 | 0 - 5 | Carry out and record a strategy meeting for each child to determine whether a S47 investigation is needed.Decide whether an ICPC is needed.Complete convening sheet on Eclipse and return to conference service by reassigning the worklist to Child Protection Conference Support using the Eclipse IDORG8220.**A conference cannot and will not be booked until this is received fully completed.**The information needed is the details of each person you would like to attend including\* Name,\* details of agency or family relationship,\* telephone number,\* email address,\* postal address.\* Any safety issues e.g. in DA situations\* Any dates to avoid/ time constraints. |  |  |
| 2 | 5- 10 | Be available for discussions with PO. | Complete the checks prior to booking i.e.\* all necessary details received chasing any missing data. \* strategy meeting on Eclipse on each child to be conferenced.\* any special requests on attendance noted\* any issues of safety are noted.Identify an appropriate chairperson, diary slot and venue.Send the details to the Duty PO for safety screening.Send the invites for either a hybrid or virtual meeting ensuring all joining instructions are clear and complete. Within 48 hours of completed form submitted. | **Duty PO.**Complete the safety screening, discussing with the social worker/ team manager as needed.Decide on the method of conference to be used.Inform Child Protection Conferencing Service. |
| 3 | 10 - 15 | Complete social work report to conference at least 48 hours before conference, having shared with family.Be available to discuss conference arrangements with PO.Book interpreter if needed.Ensure childcare in place to enable parent to contribute to conference.Discuss with your manager any issues you have in attending a hybrid conference in good time for other arrangements to be made if you will not be attending.  |  | **Allocated PO**\* Prepare for conference.\* Ensure SW reports and agency reports received are read.\* Discuss with the SW/ TM whether the following are in place:\* appropriate safety measures.\* how the conference will be conducted – hybrid or virtual.\* any special needs/ requirements.\* interpreter needed?\* advocate needed for child or parent.\* arrangements for parents to attend conference including provision of technical support with equipment/internet connection etc.\* transport. \* childcare.\* any special arrangements for social worker to attend. **\* how the child’s views will be presented to conference. Will the child attend?** |
| 4 |  | Attend conference, providing assistance to family as agreed. |  | Chair of the conference ensures to meet with parents before the meeting and then conduct the conference in the usual way ensuring parents speak first. |

**Additional information for SWs**
**1. Strategy Meeting.**
There must be a strategy discussion recorded on Eclipse for each child to be discussed at conference. This isn’t just a process or bureaucracy issue. The date of the strategy discussion is used to calculate the timescales for conference which are needed both for measuring our performance as well as for DfE returns. We need this recording to be in place in order to add the conference to Eclipse. All children to be conferenced must have an open file on Eclipse as well as an allocated worker.

If this information is not present, the Chair would not be able to add the child to the CP list after the meeting. All this has to happen when booking an ICPC. If not, the child cannot be recorded as having a CP plan.

**2. Safety Issues.**
It is the Chair’s responsibility to ensure the safety of all attendees at the conference and this is why the Duty PO completes the safety screening at the earliest possible point. For this to work, we need reliable information on any health, safety or risk factors on the convening sheet and in discussion.
We usually invite all involved immediate family members. However, there are occasions when there are concerns about the safety of one or more participants and this may mean that different arrangements need to be made. This can be especially important in situations of domestic abuse. We can arrange to have the conference with the resident/ non-violent family member attending the conference. The Chair can meet with the other party separately to ensure they are fully informed and contribute to the CP conference and plan.

**For Review Conferences:** inform Child Protection Conferencing- BS if there have been any changes impacting on the management of the conference and provide an up to date attendance list of participants, including email addresses, at least two weeks prior to the Conference. The SW should also inform the PO if there has been any change in circumstances that would impact on the chosen format.