



MANAGEMENT NOTE – Booking of Initial Child Protection Conferences (ICPC)

To be read in conjunction with BCT Child Protection and Safeguarding Procedures

CONTEXT: An Initial Child Protection Conference should take place within 15 working days of the Strategy Discussion or, where more than one Strategy Discussion took place, of the Strategy Discussion at which the Section 47 Enquiry was initiated.

This is a very challenging timescale and in order for it to be met there needs to be very speedy action by a number of different people at key points. This management note should be read in conjunction with the BCT/ West Midlands Child Protection Procedures <http://westmidlands.procedures.org.uk/> and is provided for all staff in the process to make it as clear and efficient as possible. It also seeks to ensure that there is management oversight and to document any delay.

A meeting of key managers and practitioners has been held to examine practice and process relating to this important KPI. In addition, an audit of cases was used to inform our understanding of what was happening and the required action to address it.

The audit identified some inconsistencies in practice in relation to how different services manage and record the initial process.

Agreed Actions	Manager Responsible
1 Strategy Meetings should not be recorded as open before they happen nor should they be kept open on Eclipse for more than a day. If more information is needed and a decision is not made on how to proceed, the Strategy Meeting/Discussion should be concluded, closed down and re-opened as a separate event once the information is available and a further Meeting/Discussion has enabled a decision to be made.	SW/TM
2 The countdown for holding an ICPC within timescale begins from the Strategy Meeting/Discussion at which a Section 47 is initiated. The date of the Strategy Meeting and the date of initiating the Section 47 Tracker should both be the same.	SW/TM
3 The Social Worker attending the Strategy Discussion at which a Section 47 is initiated must contact the CP Conference Service Childprotectionconferencing@birminghamchildrenstrust.co.uk on the day of the Strategy Discussion and notify them of the decision and give a view on the likelihood that an ICPC will be required. This will allow the CPCS to identify and plan for any capacity problems.	SW
4 For children already open to Safeguarding Teams who then decide to progress to an ICP the discussion resulting in this decision must be entered onto Eclipse as a Strategy Discussion and sent a confirmation e-mail of the intention to the Police and inform the CP Service. This must be done for each sibling.	TM & HoS
5 On or before the 5 th working day from the Strategy Meeting/Discussion, the Social Worker will contact the CP Conference Service again to confirm or withdraw the need for an ICPC. If the Social Worker does not make contact the CP Conference Service they will contact the Social Worker to ascertain whether the booking is still required.	SW/CPCS



6	If the need for an ICPC is confirmed, the CP Conference Service will offer the Social Worker a date for the ICPC which is within timescale.	CP PSS
7	If the Social Worker cannot agree on a date that is within timescale, then they must discuss with and seek the views of their Team Manager. If the Team Manager agrees with the Social Worker they should e-mail the relevant Head of Service stating the reason for the request to book the conference late. They should copy in the Head of Service Safeguarding. ICPC should only be moved out of timescale with the approval of the Head of Service who will provide approval by replying to the above e-mail, adding comments if necessary.	SW/TM Area HoS
8	Any delay must have the recorded agreement from the Head of Service (including reasons for the delay) and the action taken to ensure risks to the child are managed and a safety plan is in place to safeguard the child.	Area HoS
9	If progressing to ICPC, the Social Work Service should supply the CP Service with a completed convening checklist, including email addresses, no later than day 7 after the Strategy Meeting date.	SW
10	Invitations to the conference will be sent out to by CP BSS within 2 days of receipt of the convening sheet. During school holidays invitations to the conference to schools will be made through a JADDU form completed online by CP BSS and then sending it to EducationSafeguarding@birmingham.gov.uk . ICPC conference rooms will be equipped with conference call facilities as an alternative when school staff cannot attend during holiday periods.	CP PSS CP PSS Safeguarding HoS
11	If a late ICPC looks likely for any reasons other than the request/agreement of the area Head of Service, then there are a number of agreed strategies to achieve the timescale. These are set out below.	
12	In order to maximise capacity, CPRCs will <u>not</u> be booked early in anticipation of expected progress. If sufficient progress is made on a plan such that the core group feel consideration can be given to ending the plan, a conference can be requested at that point.	PO
13	Review conferences that are booked early but remain in timescale may be moved to prioritise ICPCs if there are service capacity issues.	Safeguarding AHoS
14	If there is no suitable venue available to hold the ICPC the Head of Service will escalate to the Corporate Accommodation lead who may consider cancelling other non-urgent meetings to accommodate the ICPC.	Still to be agreed
15	CP Service to implement and monitor the protocol with the Police to increase attendance at ICPC.	Safeguarding HoS
16	To enhance consistency in decision making and effective use of ICPC, escalation decisions from Strategy Meeting to ICPC will be routinely audited (bi-monthly) by area Heads of Service and the Head of Service Safeguarding and the learning disseminated and used to inform practice through safeguarding performance meetings.	Area HoS and Safeguarding HoS