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| **Initial Child Protection Conference**  *Chair’s summary, and plan* |

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**Date of this conference:**

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| **Basic details** | |
| **Each child’s name and age** |  |
| **Conference Chair** |  |
| **Attendees** |  |
| **Apologies** |  |
| **Decision of conference today** |  |
| **Category if relevant** |  |

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| ***As well as this summary and plan, please read the reports and consultation forms listed below. Together these form the record of the conference.*** |
| *EG:*   1. *Social worker’s report by XXXX* 2. *GP report by Dr XXXX.* 3. *School nurse report by XXX* |

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| **Each child’s views** |
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| **Each parent/carer’s views** |
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| **Chair’s summary** |  |

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| **Danger Statement** |  |

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| **Safety goals** |  |

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| **The plan** |

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| **What are we worried about?** (risk/needs) | **What needs to happen?**  (action) | **Who will do this?** | **When does it need to be done?** | **What changes do we want to see** (outcome) |
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| **Scaling** |  |
| **Scaling question:**  *- Parents’ views*  *- Professionals’ views*  *(include category & reasons if appropriate)* | Name:  Scale:  Comments:  Name:  Scale:  Comments:  Name:  Scale:  Comments:  Name:  Scale:  Comments:  Name:  Scale:  Comments:  Name:  Scale:  Comments: |

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| ***Please note below if there is any dissent to the decision*** *(and reasons)* |
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| **Contingency plan** |  |

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| **Core group membership**  **(***if applicable)* |  |

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| **Proposed date, time, and place**  **of next core group meeting** *(if applicable)* |  | *The CP plan is brought to each core group meeting. Each action on the plan must be reviewed, so that progress can be seen and any difficulties are resolved.* *The core group can propose changes.* |

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| **Proposed date, time, and place**  **of next Review Child Protection Conference.** |  | **Proposed date, time, and place of midway review between chair and social worker**  *(if applicable)* |  |
| ***Or please note if the next meeting is a Child in Need Review Meeting.*** |  |

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| **Date all professionals must share their written report for the next conference with parents** |  |