

## **Convening an Initial Child Protection Conference**

*This is an guide to outline how to convene a Conference and notify Safeguarding*

### **The Decision**

The decision to convene an ICPC should follow the Tri X policy which can be found at; [1.6 Section 47 Enquiries and Assessment](#)

An Initial Child Protection Conference (ICPC) must be held following concerns being substantiated within a section 47 (S47) enquiry where there is a belief that the child is likely to suffer, or has suffered, significant harm.

### **Request for ICPC**

The Social Worker should record the assessment under S47 as a Sheffield Social Care Assessment (SSCA) which should commence on the same day as the strategy meeting that agreed the assessment. As there is a statutory requirement to hold ICPC's within 15 working days of the strategy meeting, this should be considered in the strategy meeting as to whether an ICPC needs to be convened. Furthermore, within 3 days of the SSCA commencing, the Social Worker should agree with their Manager whether the concerns have been substantiated or not, the actions to protect the child, and whether to convene an ICPC. This should be recorded on a S47 outcome form.

If the decision is to convene an ICPC, include all relevant agencies that are involved and have a contribution to make within the S47 form, as well as details of all members of the household and significant other adults. Once this is completed and authorised by a Manager the request will trigger through to the Conference Conveners within the Quality Assurance and Involvement Service (QAIS).

As mentioned above, completion and authorisation of the S47 should all take place within 3 working days of the Strategy Meeting. If the Social Worker is aware that there is going to be a delay in completing the S47 on the child's electronic record, they should call the convening team on 0114 273 5129 as soon as possible so that a provisional date for conference can be set.

### **Role of Convening Team**

On receipt of the S47 form, the convening team will contact the Social Worker by

phone so as to:

- Clarify details or obtain missing information
- Explore any issues in relation to management of the Conference
- Agree a date for Conference and identify the Chair
- Send out letters to family members including the child/young person if appropriate, including any translated letters where applicable.

### **Informing Professionals**

The convening team will:

- Notify all professionals by email within one working day of a completed S47 outcome form
- Notify the Children's Involvement Team who will allocate a children's advocate where appropriate (for children between 5-17 years old)

### **Informing the Family**

The Social Worker has responsibility to:

- Inform the relevant family members verbally
- Discuss the needs for the parent/carers to be accompanied by a friend or other supporter
- Discuss any issues of conflict or security which needs to be managed in the Conference (Be aware of any possible exclusions and ensure this is discussed with the Conference Conveners and Chair)
- Arrange a translator for the Conference if one is required

### **Quoracy Rules**

Every Child Protection Conference should be attended by a representative from Social Care and at least two other professional groups or agencies. Safeguarding and Social Care have a responsibility to ensure that there is professional attendance to ensure a decision can be reached.

### **END OF DOCUMENT**