BUSINESS CONTINUITY PLANNING – CHILD PROTECTION REVIEWING

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| **Principles** | Owing to the coronavirus pandemic, for public safety and to comply with government guidance and, indeed, to continue to provide a service during this time, we have taken the tough decision to hold all ICPC and RCPC virtually from the 23rd March 2020.  Following a review on 30th April 2020 the decision has been made to hold meeting with parents at the same time the meeting with professionals.  These interim arrangement in relation to children subject to child protection planning will be kept under regular review.  At the centre of any decision making on application of this process is the safety and well-being of children and should there be any immediate concerns for children which require an immediate response Northamptonshire Children First remains equipped to manage and respond.  **Keeping children safe:**  Purpose of child protection conferences remains the same that of providing a forum for family and professionals to share information and where necessary devise a plan with the family and professionals to try to make children safer. |
| **Convening conference**  **Sharing of reports**  **Safety Plans** | Invites to advise parents that they will be contacted by the chair either at 9.45am or 1.45pm.  **Due to current guidance on working away from office, we have been asking social worker to share invite with parents.**  Parents will be politely requested within invite, to take telephone call somewhere more private and quieter within the home.  During telephone call with the CP chair parents will be given details on how to join the skype meeting with professionals or kept on mobile phone line.  If they anticipate any issues accessing the skype meeting they need to discuss this with the social worker before the day of the meeting.  Invites for professionals will set up to make it easier to join a skype meeting with the CP chair. Professionals will be requested to give direct phone numbers and email address.  Importance of sending reports to be reiterated in invite.  More time will be given to CP chairs to facilitate conferences due to expectation that it will be required for them to complete minimal notes, outline CP plan.  Admin support will be focused on completing outcome form, sending letters and disrupting minutes. Conveners will prioritise Initial Child Protection Conferences.  Children’s Advocates will be given the opportunity to participate in conferences via skype.  If a child or young person wants to speak with the CP chair this will be scheduled prior to the conference.  Social Worker to be encouraged to speak with CP chair before day of conference to inform chair’s discussion with the family. We will have more constructive meeting if the social worker and other professionals’ reports are available in advance.  It is important that social workers and other professionals complete reports and share this with the family prior to the day of the conference. In addition, for the Child Protection Chair to facilitate a meaningful meeting it is important that they receive report prior to the day of the virtual conference.  It is important that safety plans are developed prior to coming to child protection |
| **Backup plan** | As a contingency plan if skype business not working then chairs will utilise teleconferencing on mobile phone (limit to 4 professionals) or if needed contact them individually. |
| **Structure of Virtual Conferences** | Virtual conferences will take place in two parts:   * Stage 1: CP Chair speaking with parents or other significant family member prior to conference. * Stage 2: Conference call with professionals and Parents (Skype or Teleconferencing via mobile phone).   **Social Worker share CP plan and Minutes when available with family, as appropriate.**  **We will strive to conduct meeting in line with signs of safety principles.**  We will continue to ask parents and professionals to offer a number on safety scale.  Guidance for recording conferences:   1. Front page is completed with who conferences relates to and attendees. 2. Reason for Conference- Taken from Social Work Report. 3. Under what we are worried about Danger Statements to be recorded. 4. Chairs summary to be main part of minutes, if there is no minute taker. To be recorded under main headings of what we are worried about and what is working well. These are not verbatim minutes, but are a record of key issues. It is an analysis of issues. 5. **Standard statement inserted in minutes to explain reason conference took place virtually and that chair took minutes, if applicable.**   Efforts will be made to allocate minutes based on availability and business priorities, but it is expected that the limited number of available admin staff will have to focus on other essential tasks during this period.  It is important that we strive for meetings to be quorate, but in these challenging times it may not be possible. However, reasonable efforts are to be made to contact other professionals.  Decision making remains responsibility of core group within conference in line with working together. |
| **Child Protection Plans**  **SMART and outcome focused** | Child Protection Plan-  During the conference we will strive to identify what safe looks like and what needs to happen next.  Under the each safety goals we will highlight important things that need to happen and relate to safeguarding. We will strive to write these as desirable outcome rather than a list of services to attend.  We will try to differentiate between thing that the family need to do and what others need to do. |
| **Outcome form**  **Midpoint audits** | After conference CP chair will complete **outcome template** which will have section where case is RAG rated to help prioritise midpoint audits.  CP chairs will RAG rate conferences and for those where risk of harm is considered high (RED) then a midpoint review will be scheduled for that case by the CP chair.  We will prioritise midpoint reviews for cases in between ICPC and 1st RCPC and 1st RCPC. |

Reviewed on 30th April 2020.

Next date for review 30th June 2020.

Child Protection Review Manager