

# Management Action Note 002

## Timeliness of Child Protection Conferences

### Context

This Management Action Note sets out expectations for the timely management of child protection conferences. It builds on the statutory requirements set out in [Working Together to Safeguard Children](#) and clarifies the responsibilities of social workers and their managers to ensure that all conferences are held within timescales.

### Practice Expectation:

**All** Initial Child Protection Conferences (ICPCs) are held **within 15 working days** of

- Strategy Discussion or where more than one has taken place, of the Strategy Discussion at which the Section 47 Enquiry was initiated; or
- Notification by another local authority that a child subject to a Child Protection Plan has moved into the area.

Subsequent Child Protections Conference will take place at a maximum of six months thereafter.

Cancellations and postponements will be extremely rare events and in any event agreed by the relevant Head of Service and reported as a 'Need to Know' to the Service Director (Early Help and Safeguarding).

A conference *might* be cancelled in the following circumstances:

- Parental unavailability due to urgent issue e.g. ill-health or hospitalisation
- Parental advocate become unavailable at short notice and alternative cannot be identified
- Parental interpreter becomes unavailable at short notice and alternative cannot be arranged
- The conference is not quorate e.g. one of health or police cannot attend

Conferences **would not** be cancelled in the following circumstances

- The social worker is ill, the manager will be expected to provide cover
- The chair is ill, the CP chair manager will be expected to provide cover
- The report has not been shared with the parents or is not complete – in this circumstance the social worker and their manager will be expected to identify an appropriate solution in consultation with the chair to ensure the conference continues.

### Sharmain Lawrence

Interim Assistant Director (Early Help and Safeguarding)  
Children and Young People