

## Rearranged ICPC Process

*This flow chart has been created to assist practitioners in ensuring that when ICPC's are rearranged, interim safety planning is in place for children pending the rearranged ICPC.*

Social Worker / Team Manager / Conference Chair identifies that ICPC needs to be rearranged

Agreement to be sought by Team Manager / Conference Chair from relevant area Service Manager for ICPC to be rearranged and rationale to be recorded by Team Manager / Conference Chair on a Management Oversight case recording. If agreed, relevant area Service Manager to submit this request to the IRO Service Manager.

**This stage of the process must be completed within 1 working day. If the meeting is due to take place on the same day, agreement must be sought immediately from the IRO Service Manager**

Upon receipt of agreement from IRO Service Manager, QRT to rearrange ICPC for the next first available date and send a confirmation email and reminder to the Social Worker / Team Manager to hold a multi agency pre initial ICPC planning meeting no later than the date of the original ICPC.

The Social Worker to notify the family/professionals of the decision and rearranged meeting date within 1 working day

The Conference Chair to chair a pre-initial ICPC planning meeting if the ICPC is stood down on the day of the conference. The Team Manager is responsible for chairing the pre-initial ICPC planning meeting if the decision to rearrange is made in advance of the original ICPC date. The minutes of the pre-initial planning meeting should be distributed to all invited to the original ICPC within five working days; The interim safety plan and a case note is to be placed on the child's electronic case file by the Social Worker to reflect this meeting and the minutes stored in line with policy and procedures.

Team Manager to update the Service Manager, IRO, and IRO Operations Manager of the date and outcome of the planning meeting and the interim safety plan around the child/ren pending ICPC via email within 2 working days. If this is not received, this will be escalated by the IRO to the relevant Service Manager/s and IRO Operations Manager for resolution within 1 working day.

Rearranged ICPC to proceed as planned

IRO Operations Manager to review this cohort on a monthly basis to ensure pre initial planning meeting and interim safety plans are in place for children who have a rearranged ICPC.

