**Convening ICPC Request Flowchart**

**Strategy Discussion**: Decision ICPC Required.

**ICPC Convening Request:** SW completes the convening request (found in Assessments on CF – “CP Conference Convening Request-SOS”) and reassigns to SQAS Admin Team (SQASAT).

The convening request should include contact details of the family, including email address for invitations and email addresses for all involved family and professionals including GP, Schools, Midwife, Probation, etc.  Convening request form is only required for one child in sibling group but the details of all children to be considered at ICPC is to be included. Need to ensure to select **“Finish & Save” (NOT Save & Exit”).**

**Duty CP Chair discussion - Decision ICPC is required:**

If confirmed that ICPC is required, SQAS will convene ICPC and send invitations to family and professionals.

**ICPC**: The **ICPC should be held within 15 working days from the date that the strategy meeting** took place.

**Social Worker Report:** SW report to be completed and **shared with parents and/or carers with PR, 3 working days before ICPC** and be **available for Conference Chair 2 working days before the ICPC.**

**Strategy Discussion minutes**: completed on care first (CF), authorised by Team Manager and duplicated to all siblings (no later than 24hrs after the strategy meeting).

**Timescale:** convening request to be made, **at the latest, 5 working days from the date of the strategy discussion**

**Duty CP Chair discussion - Decision ICPC not required:**

If confirmed by the social work team and the CP chair that ICPC isn’t required, then the convening request will be reassigned to SW Team by SQAS. SW Team to ‘abandon’ the convening request form and TM to complete a management oversight to confirm decision for ICPC is no longer required.

**Duty CP Chair discussion**: SQAS Duty CP chair will contact allocated SW or/and Team Manager to discuss convening request (threshold and arrangements to support family involvement). CP chair will advise the social work team, but decision lies with the social work team if an ICPC is needed. Duty CP Chair will record outcome and agreed actions on CF. Timescale: aim to complete duty CP Chair discussion within 1 working day.

**ICPC Convening Request**: may be returned to SW team if Strategy Discussion is not completed for all siblings, or the convening request does not include relevant details.