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**QAAS Practice Standards for CP Conferences**

**QAAS Practice Standards for Child Protection Conferences**

**Version 1.0**

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**Issued by: Nicola Robertson**

**ROLE: Service Manager QAAS**

**West Berkshire QAAS - Practice Standards for ICPC & RCPCs:**

* **For ICPCs a pre consultation will be arranged by the Chair and held between the Chair and the SW at least 3 working days before the day of the conference.**  This consultation will consider:
* threshold,
* any arrangements for the conference, to include ensuring that Schools **about to become involved** are invited from the outset and included as part of the core group as per the ‘Bobby’ learning review recommendations.
* childcare arrangements,
* advocacy,
* sharing of the SW report,
* whether a split conference is required,
* whether the child should be invited

**For RCPCs it is the responsibility of the social work team to contact the Chair and request a pre-meeting prior to RCPCs.**

* **A private pre-meeting will be held between the Chair and the parents/family/child prior to the conference commencing.** The following will be discussed:
  + - The role of the Chair
    - The process of the conference
    - Any issues the parents would like to raise, including about the reports they received
    - Checking when reports were received by the parents and recording this within records (raising challenge where necessary)
    - Explain the decision making process and who will be present
    - Explain right to complain (see appendix 5)
    - Any questions the parents may have about the process
* **Parents/family/child to be invited for the pre-meeting 30 minutes before the meeting is due to commence.**
* **Professionals to be invited to arrive for the conference 15 minutes before the start time and to be shown to the break-out room where they will be collected once the conference is ready to start.**
* **The conference MUST start on time. If a participant is late they will have to join in the meeting, conferences will not be delayed.**
* **The parents/family/child will be invited into the conference room first and seated away from the exit to ensure the exit is not blocked should one of them become agitated/aggressive to ensure the Chair is able to get everyone out of the room safely.**

**Child Protection Conference Agenda:**

**1. Introductions and Apologies**

* Video recording conference statement (Appendix 1)
* Chair to ask all to ensure they speak loudly and clearly for the purposes of the recording
* Notes on the white board will be typed up by the Chair and added to the CP Chair’s Report record.
* Housekeeping – phones off, computers **only open** when reading from reports
* The purpose of the conference
* Anti Discriminatory Practice (Appendix 2)
* Chair will remind all of the importance of not talking over others and allowing all to have time to talk
* Confidentiality Statement (Appendix 3)
* Reports received and confirmation of family details
* Explanation if the conference has been re-arranged

**2. Reason for Child Protection Conference:**

|  |  |
| --- | --- |
| **For ICPCs:** | **For RCPCs:** |
| * Social Worker **short** summary – why are we here today? * Parents views/comment on what they have heard * Any comments or questions from anyone else present? * **If the child is present they should have opportunity to express their views/wishes and feelings.** | * Social Worker **short** summary of significant events/progress since last review. * Parents views/comment on what they have heard * Any comments or questions from anyone else present? * **If the child is present they should have opportunity to express their views/wishes and feelings.** |

**3. Information Sharing**

|  |  |
| --- | --- |
| **For ICPCs:** | **For RCPCs:** |
| * From professionals – all to be asked in turn to present a **short** summary of their information * Chair to prompt if they are aware of any key information missing from summaries * Parents – Chair to ask after each professional if they have any comments or questions? * Professionals – Chair to ask after each professional if they have any comments or questions? * Chair to provide the contents of any reports which have not been discussed/shared (e.g. Police) and provide opportunity for all to comment. * Advocate – to provide the child’s view and their wishes and feelings | * Chair to put the CP Plan up on the screen/copies to be provided if not. * Chair to go through the plan going to the relevant professional to update. * Professionals will within this share a **short** summary of the content of their updating reports. * Chair to prompt if they are aware of any key information missing from summaries * Parents – Chair to ask after each professional if they have any comments or questions? * Professionals – Chair to ask after each professional if they have any comments or questions? * Chair to provide the contents of any reports which have not been discussed/shared (e.g. Police) and provide opportunity for all to comment. * Advocate – to provide the child’s view and their wishes and feelings |

**4. Chair’s Summary:**

|  |  |
| --- | --- |
| **For ICPCs:** | **For RCPCs:** |
| * The Chair will summarise what has been heard using what they have written on the white board. * The Chair will set out what is working well, and what they and professionals are worried about in relation to the impact **upon each child in turn.** | * The Chair will summarise what progress if any has been achieved using what they have written on the white board. * The Chair will set out what is working well and any ongoing impact **upon each child in turn.** |

**5. Recommendations:**

* Chair to ask each professional based on what they have heard what their recommendation is **for each child separately** and why
* Chair to ask that information is not repeated, that it is sufficient to say their recommendation is for same reasons already stated.

**10. Chair’s Decision:**

* What type of plan and why (Chair to provide an evidence based short summary, which should be echoed in the Chair’s Report after the meeting)
* If CP the category of harm (refer to threshold template)
* If CIN, Chair to state analysis of why threshold was not met
* Noting of any formal dissents. **This information to be recorded within the CP Chair’s Report.**
* Chair to remind all of their right to challenge the outcome (refer to Dissent & Challenge template – appendix 4 & 5)

**6. Planning and Safety Goal/s:**

|  |  |
| --- | --- |
| **For ICPCs:** | **For RCPCs:** |
| * What needs to happen to safeguard **each** child? – articulate for each child separately * How will we know when we get there – professionals to agree what outcomes are needed for each child separately * Social Worker to say what the contingency plan will be if this plan is ineffective and/or risk for any of the children increases. | * The Chair will have reviewed the plan for **each** child within the meeting * Chair will ask if all understand what is required of them * The Chair will ask if there is anything else which needs to be added to the plan * Professionals to agree what outcomes remain outstanding * If progress has not been achieved/risk has escalated – what needs to happen next? * Social Worker to say what the contingency plan will be if this plan is ineffective and/or risk for any of the children increases. |

**7. Next Meeting:**

* Who is in the Core Group or Child in Need Group?
* When, what time and where will the group meet to review the plan.
* When will the next Review Child Protection Conference be held (if relevant)?
* What latest date the reports must to be shared with the family in readiness for the next conference?

**8. Chair will formally close the meeting.**

**APPENDIX 1:**

**CHILD PROTECTION CASE CONFERENCE - RECORDING STATEMENT**

* This meeting is being recorded using a commercial recording service. The recording will be held securely, with restricted access, in the child/ren’s West Berkshire social care record within QAAS and will not be reproduced for the attendees of this meeting.
* The sole purpose of the recording will be to enable the Quality Assurance & Safeguarding Service to provide a full set of written minutes should one be requested by either the Court or the Complaints Officer.
* The recording may be subject to a confidential audit to ensure professional standards are being met.
* The resultant child protection plan and a letter setting out the decision of the conference will be sent out to all attendees of the conference within one working day of the meeting (or 5 working days if a step down to Child in Need has occurred).
* Those with legal parental responsibility can request a typed copy of the minutes by formally requesting this in writing from the conference chair via the following e-mail address: [cpadmin@westberks.gov.uk](mailto:cpadmin@westberks.gov.uk).

Please e-mail [cpadmin@westberks.gov.uk](mailto:cpadmin@westberks.gov.uk) if you would like a copy of West Berkshire Children & Family Service’s Privacy notice in relation to the storage and use of data collected:

<https://www.westberks.gov.uk/media/45618/Privacy-Notice-Children-and-Family-Services/pdf/Privacy_Notice_-_Children_and_Family_Services.pdf?m=637933209181770000>

**APPENDIX 2:**

**EQUAL OPPORTUNITIES & ANTI-DISCRIMINATORY STATEMENT**

* This conference will treat everyone equally, with respect and no discrimination because of race, culture, ethnic or national origins, religious or political beliefs, class, gender, sexual orientation, age, disability, or marital status will be tolerated.
* The Chair, or other conference members through the Chair, will challenge any

discrimination made by, or against, any conference participant.

* Shouting or violent and threatening behaviour will not be tolerated and anyone behaving in this way will be asked to leave the meeting. The Police may be called.

**APPENDIX 3:**

**CONFIDENTIALITY STATEMENT:**

* Please note that information discussed at this meeting is strictly confidential and must not be shared outside of the conference without the prior consent of the Conference Chair unless under a ‘need to know’ to enable a professional to meet their safeguarding responsibilities and to carry out their duties.
* In considering this, the welfare and protection of each child involved is foremost and must always take priority.
* If in any doubt the Conference Chair should be consulted.
* However, information shared within the conference will always be disclosed if

requested by a Court, who will decide on any further disclosure.

**APPENDIX 4:**

**DISSENT AND ESCALATION STATEMENT:**

As professionals involved within this meeting, you have the right to dissent to the decision made within this conference if you do not feel the right outcome or plan has been put into place.

If you do this it will be a matter of record within the Chair’s Report that you did so.

However if you wish to take the matter further I would be happy to meet with you outside of this meeting to discuss your concerns and you have the right to use the escalation process within the Pan Berkshire Child Protection Procedures if you remain concerned.

[Resolving Professional Difference of Opinion and Escalation (proceduresonline.com)](https://berks.proceduresonline.com/west_berk/p_conflict_res.html)

**APPENDIX 5:**

**PARENT/CHILD COMPLAINTS:**

If you have any concerns about the way in which this conference has been run or the decision making you have the right to make a complaint. I would be happy to discuss your concerns outside of this conference, or alternatively you may wish to make a formal complaint in writing via the CP Admin e-mail address – [cpadmin@westberks.gov.uk](mailto:cpadmin@westberks.gov.uk).

Whilst a complaint is being considered, the decision made by the conference would still stand and the plan around your child would still need to be followed.

Should you wish to make a complaint about any professional this would need to follow up directly with the Agency they are representing.