

BWD CHILD PROTECTION CONFERENCE TOOL

Your Address and *Logo (if applicable)*

CONFIDENTIAL

To improve the quality of the information being shared with Independent Reviewing Officers (IROs) prior to and for Child Protection Conferences and for Court in Care Proceedings under Public Law Outline (PLO) it has been agreed there will be a standard template for agencies to use (Lancashire Care NHS Foundation Trust and agencies in Lancashire already use a similar template and are not required to adopt this template).

This tool is provided as a GUIDE to the Generic Conference/Template and you do not have to comment on every bullet point as the bullet points are there to remind /prompt you on what you may wish to comment on. There must be evidence within the report of Underlying Risk Factors and High Risk Indicators in relation to safeguarding concerns.

Reports MUST be submitted 2 working days prior to Conference

This report is set out as follows:

Section 1: Standard information to identify the person completing the report, their relationship to the child/young person and KNOWN children/family members to your agency.

Section 2: This is a summary of contacts with the family

Section 3: The main report-this is set out in 3 sections based upon the 'Assessment Framework' triangle and its 3 domains of -Childs Health and Development, Parenting Capacity and Family and Environmental Factors.

Section 4: Parental & Young Persons views - child protection reports **should not** contain any information that the parents or young person are not aware of and it is important their views are heard.

This template is to be used for all initial (ICPC) conferences. There is the expectation of the following:

*There should be a full history covering many of the areas provided in this tool that are relevant to the conference. This should not be written as a story but it should give an overview of your involvement with the child, young person and family, the **impact** of any known abuse as well as strengths and weaknesses of parental involvement/engagement.*

Review Conference – please complete the generic Review Template

Should the case be put forward for possible /actual proceedings, under Public Law Outline, any requests for a report can be made by the Social Worker or Court under new information sharing agreements. There will be very tight deadlines and no extensions are allowed under PLO.

Please note that much of the information provided within this guidance has been identified by leading legal experts in Family Law as requirements that assist in ensuring satisfactory reports for court. However under PLO you may still be called before court should the Judge require additional explanation of your report.

SECTION 1: CONTACT DETAILS

REPORT COMPILED BY:		JOB TITLE:	
BASE:		CONTACT NUMBER:	

FAMILY STRUCTURE:

Fill the below table as follows with those children/family members **you have involvement with (NB these are normally provided on the invitation to conference);**

Subject: State clearly which child or children are the subject(s) of your report (child or children named on the conference invite/court order as subjects).

Significant others:

- Include the names of parents/carers or other household members you have cause to mention in this report: example below
- Include dob and addresses (if known)
- Where the children have been placed in foster care **do not** include the carers address but **clearly** state 'child in foster care'

Name:	DOB	Relationship	Address:	School/Nursery
A Block	01.01.05	Subject	1, Anywhere	My School
B Block	01.02.03	Subject	1, Anywhere	My School
C Line	01.03.80	mother	1, Anywhere	
D Line	N/K	grandmother	N/K	

INTRODUCTION TO AUTHOR:

- State what documents you have seen to assist you in the making of your report e.g. Attainment records/education records/CAF records/incident log books/information systems etc.
- State why, when/how long **your actual** involvement with the family began
- If you are extracting information from any type of records and currently have no involvement with the family, this must be indicated

SECTION 2: SUMMARY OF CONTACTS WITH FAMILY

Public Law Outline guidance stipulates that long chronologies are no longer required but significant events can be summarised and kept concise as well as indicating where the information is from (where necessary)

Examples:

- *The number of visits/contacts with the family over the last 2 years e.g. meetings, home visits, telephone contacts etc.*
- *On visits, where there any other adults present which caused you concern*
- *Attendance or admission at hospital-summarise e.g. 4 A&E attendances (health specific)*
- *Should historical events beyond 2 years be of significance to the conference/court these can be included but must be written briefly and analytically*
- *Referrals made to other agencies by your service e.g. domestic abuse support services, educational psychologist, inclusion support, Childrens Social Care, health services, Transforming Lives etc.*
- *If you provided a targeted service why was this necessary e.g. CAF, intervention work, counselling, mentoring. familywise*
- *Where there have been significant events relating to your agencies involvement with the family, **briefly** state what they are. They can be expanded upon in the main body of the statement.*

HAS A CAF BEEN COMPLETED or OPENED?	YES/NO	NAME OF LEAD PROFESSIONAL (WHERE KNOWN)
HAVE TEAM AROUND THE FAMILY MEETINGS BEEN HELD? :	YES/NO	

SECTION 3: MAIN REPORT

*This section is based upon the ‘Assessment Framework’ triangle and information provided in this **MUST BE:***

- *Evidence Based*
- *Analytical*
- *If you have needed to challenge parents/other professionals this must be evidenced*
- *Clearly indicate why intervention via Child Protection/Court is required*
- *Clearly state the impact on the child’s welfare*

CHILD'S HEALTH & DEVELOPMENTAL NEEDS: *One to be completed per child*

This domain includes: health, behaviour, emotional, social, identity, relationships, self-care, independence and learning/education

Name of Child:

For each child include any of the following where relevant, these must relate to the risk sensible approach of Underlying Risk Factors and High Risk Indicators and the impact on the child:

The following questions may relate to health services only:

- *Growth and development as well as physical and mental wellbeing*
- *Whether appropriate health care has been accessed, i.e. immunisations, appropriate health assessments, hospital/GP/other medical appointments including dental and optical care. Consider if failure to access immunisations is an informed choice or an inability to engage*
- *Any referral made to any other agencies, including outcomes where known*
- *Access to and use of appropriate health advice and information, e.g. diet, management of health conditions.*
- *Feeding routines – only if relevant should be included*

The following may apply to all services:

- *Overall health and development (including physical and mental wellbeing) that your service can identify, for example does the child have a Nursery or School Health Plan in place due to a known condition such as asthma etc.*
- *Where you have identified a possible health issue has a referral been made and if so who was this to and what was the outcome - if relevant*
- *The impact of any disability or impairment and of any potential impairment – (SEN provision)*
- *Significant issues relating to the child's cognitive development e.g. opportunities for play and interaction*
- *The nature and quality of attachment to parents/carers, whether the child has a stable and affectionate relationship with parents - if observed*
- *Dietary requirement routines – this only needs to be included if relevant and there has been a concern they are not being met*
- *In the case of a child whose injuries have been found by staff, include a concise account of how and when the injury occurred, the nature of the injury and the action taken*
- *Appropriateness of child's presentation – was the child suitably dressed for their age, gender, culture and religion and discuss cleanliness and personal hygiene if this has been of concern etc.*
- *Has the child been exhibiting any risk taking behaviours (e.g. self-harm) what are they, what support was offered, what was this and was this accessed*
- *If the child has an EHCP/IPRA/SEN provision is this progressing as expected and if not why-in your professional opinion- is this?*
- *For children in alternative education /schools-why was the child/young person referred and what if the current progress or lack of?*

- *What is attendance and punctuality of the child/young person at nursery/school? What is the impact on the child if poor? A printout of this only needs to be provided if relevant to the case*
- *What is the age related expectation and is the child/young person progressing as they should. If they are not meeting age related expectations but have personal targets-are these being met or not?*

PARENTING CAPACITY

This domain includes: basic care, safety, protection, emotional and warmth.

- ***Give a summary of what you think the issues are e.g. are there any high risk factors/vulnerabilities such as drug misuse, domestic violence or mental health (if known)***
- *Have parents been offered/accessed support from you before children's social care involvement and what was the outcome?*
- *Have you identified issues with regards to budgeting, neglect, a disorganised or chaotic lifestyle? Is there a lack of routine or boundaries (that you are aware of)?*
- *What is the quality and nature of the relationship between the child(ren)/parents – how does this affect the child?*
- *Has there been appropriate engagement by and with parents?*
- *Are there issues of non-compliance, disguised compliance or failure to co-operate with agencies?*
- *Have you explained your concerns to the parents and what is their understanding of what significant harm is, or the concerns you have? What the impact is on the child?*
- *Have you challenged the parents and if so is this recorded-what is the cognitive ability of the parents- has this been assessed if required?*

FAMILY & ENVIRONMENT

This domain includes: history, functioning and wellbeing, wider family, housing, employment and financial considerations (where known)

- *Consider the living arrangements, does the home/accommodation have appropriate amenities and facilities, you may want to describe the state of the home/accommodation, the living or sleeping arrangements (if known).*
- *Consider hygiene standards, safety and their impact on the child(ren)*
- *What is the quality and nature of the relationship between the child(ren)/siblings and any significant others – how does this affect the child (if this has been observed)?*
- *Is there any other social information over the period of your involvement i.e. cohabitee, extended family support, friends that you know of?*
- *Home conditions-if you have information but have not visited the family home yourself then you should identify the source e.g. colleague, child*
- *Have you used/considered the use of assessments available such as early support/CAF to help with supporting the family*

OVERALL SUMMARY/ANALYSIS & IMPACT ON THE CHILD/YOUNG PERSON

- *Have you identified and evidenced the high risk indicators and/or underlying risk factors*
- *A summary of the current strengths and concerns within the family that impact on the child*
- *State the implications of your analysis for the child's future safety, health and development*
- *The parent's cooperation with professionals needs to be considered.*
- *The parent's ability to accept any concerns needs to be commented upon as well as their ability to have any insight about their lifestyle and also to act upon any advice given*
- *If there are negatives you should consider them from your expertise - in your professional opinion what will be needed to improve the situation for the children. Also consider whether you think the parents are able to effect any necessary changes and if not why not?*
- *If the family/child(ren) need support you need to set out what support they would need. Detail services and support your agency can offer the family to help them to protect the child*

*You must state clearly in this section what the **impact on the child/young person** that the abuse or neglect is having on them. If there is no future improvement in the situation how this would continue to impact on them both in the short term and long term. Plus identify how any intervention you are able to provide/currently providing would impact on the child's outcomes, for example:*

- *Have you evidenced the 'voice of the child' and what have they expressed as their concerns, wishes and outcomes*
- *What noticeable improvements needs to be made or have been made as a result of intervention*
- *What is/could be the outcome for the child if there is any drift/delay*

Remember where an opinion is given, it should be backed up by evidence, it should always be based on fact and not assumptions and it should only be expressed if it relates to your area of expertise

SECTION 4: YOUNG PERSON & PARENTS VIEWS

It is an important part of the CP Plan & Care Proceedings/Court that the views of children are heard and recorded (see above)-voice of the child - therefore these should be sought where possible as well as the views of the parents.

If you do not have the capacity to meet with the family prior to conference then they should be at least informed verbally or attempts made to share the content of the report e.g. via telephone.

HAS THIS REPORT BEEN SHARED WITH THE CHILD/YOUNG PERSON (as appropriate)	YES/NO
CHILD/YOUNG PERSONS COMMENTS OR VIEWS ON REPORT;	<i>This will expand when typed</i>
HAS THIS REPORT BEEN SHARED WITH THE PARENTS/CARERS :	YES/NO
PARENTS COMMENTS OR VIEWS ON REPORT	<i>This will expand when typed</i>
IF YOU HAVE NOT SHARED THE REPORT WITH EITHER THE CHILD/YOUNG PERSON OR THE PARENTS/CARERS, PLEASE STATE THE REASONS WHY:	

Parent/Young Person

SIGNED DATE:

Professional SIGNED DATE:
DECLARATION: I declare that the contents of this statement are true to the best of my knowledge and belief and understand that it may be placed before the Court and used as evidence in Care Proceedings <i>Under PLO you may still be called before court should the Judge require additional explanation of your report</i>

Please share this report with the child and parents prior to the conference and send it securely to the Safeguarding Unit.

E-mail address: cpunit@blackburn.gov.uk