**Agenda for Initial Child Protection Conference**

1. **Introductions & Apologies**

**Introduction -**

The purpose of today’s meeting is to bring together parents and professionals to analyse all relevant information in relation to XXXXX, their parents and any other significant adults and plan how best to safeguard and promote their welfare, including whether they have suffered or are likely to suffer significant harm, which will inform if a child protection plan needs to be developed for them. It is the responsibility of the conference to make recommendations on how agencies work together to safeguard them in the future.

At the end of today’s meeting, family members and professionals will be asked to consider if the threshold for a child protection plan is met. The categories in which a child can be made subject to a child protection plan are Neglect, Physical abuse, Sexual abuse or Emotional Abuse. Working Together is clear in respect of the threshold which is ‘Where concerns of significant harm are substantiated, and the child is judged to be suffering or likely to suffer significant harm’.

It is requested that family members and professionals turn their mobile phones off. Consent is not provided for this meeting to be recorded, if the meeting is recorded without consent, the Local Authority may seek legal advice.

**Equal opportunities –**

Conference should eliminate and biased views that they have based on race, gender, age, sexuality, disability and class, and any person expressing offensive or derogative views will be asked to leave the meeting.

**Confidentiality –**

Agencies must always attempt to gain consent from parents prior to sharing information but do not require consent where a child’s safety may be compromised. Where a Child in Need plan is created, consent from family must always be obtained. Notes produced from this meeting are confidential and consent must be sought from the safeguarding unit prior to sharing them.

**Parental participation –**

Ensure parents have received and read a copy of the Social Worker and partner agencies reports.

Challenge any professionals who have not shared their report.

Clarify if there are any other agencies working with the family.

1. **Family and Network Details**

Check basic details, names, DOB, address, for children, parents, partners and any person who has caring responsibilities for the children.

Who does the child say are the most important people in their life?

Who do the parents say are the people around them that help and support them?

Who are the most important professionals involved with the child and family?

1. **Child and Parent's Involvement (and views)**

Pen picture of the child –

We are here to talk about xxxxx and xxxxx before we do mum/dad/carer can you tell me a bit about child 1 – what do you love most about them? What is the best thing about being their parent? Repeat for each child.

Background information –

So we know the best things that happen in the family but there are some worries that have brought us here today.

Ask family members why they think the conference has been arranged. What do they think professionals might be worried about?

1. **Reason for conference**

**Social Worker –**

**What has got us to this point?**

What was the first event in the family's life that brought Children's Services involvement with the family and what was the impact of that on the child?

What was the worst event in the family’s life that brought Children's Services involvement, and what was the Impact on the child?

What is the reason for the child protection conference today?

**Use the headings-**

**What are we worried about?**

Harm  
Complicating Factors

**What is working well?**

Existing Strengths

Existing Safety

**Police –**

Police to share any relevant Police information.

**Partner agencies –**

Thank them for their reports. Request of there is any additional information not in their reports, or not covered by the Social Worker and Police which is significant to the conference that they believe is important to share.

**Ask each agency to use the headings -**

**What are we worried about?**

Harm

Complicating Factors

**What is working well?**

Existing Strengths

Existing Safety

1. **Danger statement and agency information (all to scale)**

**Social Worker –**

Danger Statement

Safety Goal

Social Worker to scale

**Partner agencies to scale including Police.**

Ask parents to scale. Where do they think the children would scale themselves?

1. **What needs to happen?**

**Immediate Safety**

What immediate actions have professionals taken to keep the child safe?

How have the family and network kept the child safe?

1. **Safety Plan**

**Bottom Lines**

Professional bottom lines are the minimum that must happen and cannot be compromised on for the safety plan to work.

**One off actions -**

**Timescales** to be put in for all actions.

1. **Conference Chair summary**

Summarise what is working well and what we are worried about. Be balanced but accurate if risks outweigh strengths.

1. **Conference Decision**

Based upon the information discussed in today’s meeting and the plan put in place, do family members and professionals believe that the threshold for a child protection plan has been met? Working Together is clear in respect of the threshold ‘Where concerns of significant harm are substantiated, and the child is judged to be suffering or likely to suffer significant harm’.

Ask family members recommendation first.

Ask all professionals, identifying the category and reasons why.

Confirm core group members.

Set the date for the first core group meeting, statutory visit, and Review Child Protection Conference.

Close of meeting.