



## Ten Top Tips for

# Agency Report Writing For Child Protection Conferences

These 10 top tips have taken account of guidance set within the All Wales Child Protection Procedures, Safeguarding Children: Working Together Under the Children Act 2004 and The Framework for the Assessment of Children in Need and their Families.

### Overarching principle

Child protection and promoting the welfare of children and young people is a part of safeguarding. Safeguarding children and young people is everyone's responsibility.

Organisations should work together to safeguard and promote the welfare of children and young people, sharing information for a child protection conference is a core element of this responsibility

Improved outcomes for children and young people can only be delivered and sustained when key information is shared and when key people and agencies work together.

The ten top tips outlined below are not intended to be an exhaustive list but merely seeks to offer a guide for professional to follow when attendance is required at a child protection conference.

### TEN TOP TIPS

1. Report to be with the conference chair prior to 48 hours of conference
2. Report should be shared with the family at least 1 day before conference
3. Report author should attend conference wherever possible in order to reflect content of report accurately to other conference members
4. Report should summarise agency involvement with the family, their knowledge of the child's health and development and importantly their view on parents' capacity to safeguard and promote the child's welfare.
5. Report should contain evidence that agency records have been checked for factual data:

**Social worker:** should summarise and analyse the information obtained in the course of the initial / core assessment and the section 47 enquiries and follow guidance set out in the Framework for the Assessment of Children in Need and their Families.

**Health personnel:** including CAMHS should provide chronologies and all other health information appropriate to that professional including information pertaining to parents and caregivers as it effects parental capacity

**Education:** and school personnel: should collate and check all relevant records including attendance and pastoral information

**Police:** should check records of all known adults who have significant involvement with the child including domestic abuse records.

**Probation service:** should check records and include any licence conditions in their report

**Adult services:** should include any issues that may indicate compromised parenting capacity

**Representatives of other agencies including voluntary organisations:** will prepare and provide written reports as appropriate.

6. Sensitive or confidential information should be drawn to the conference chair's attention prior to conference starting
7. Report should make distinction between what is fact, observation, allegation or opinion
8. Report should distinguish between historical and recent information and make connections re patterns of behaviour etc.
9. Report should make clear frequency of contact and date last seen for each child, and their views ascertained
10. Report should state knowledge of involvement in current incident/cause for concern.

**Note:** The report may include a recommendation regarding registration, but this should not pre-suppose the decision making process of the conference

You can access a copy of the All Wales Child Protection Procedures on the SE Wales Safeguarding website:

**[www.sewsc.org.uk](http://www.sewsc.org.uk)** under the 'Professionals' page