

## **Tips for Practitioners Attending Child Protection Conference**

### **AIM OF LEAFLET**

The aim of this leaflet is to make clear the roles and responsibilities of all Professionals preparing for and attending a Child Protection Conference.

If a strategy discussion or meeting decides that an initial Child Protection Conference needs to be convened, this will be held within 15 working days of the decision being made.

As a relevant professional receiving an invitation it is your responsibility to attend or to ensure alternative representation. This person must be appropriately briefed, have the right knowledge to enable them to engage with the process and must be involved in the decision making.

### **THE SCOPE AND PURPOSE OF A CHILD PROTECTION CONFERENCE**

The initial Child Protection Conference brings together family members, the child where appropriate and those professionals most involved with the child and family, following child protection Section 47.enquiries.

The purpose is to:

- Objectively analyse, in an interagency setting, all the concerns and the information which has been obtained from the Child Protection Section 47. enquiries, the assessments to date and from previous knowledge of the family
- Make judgements about the likelihood of a child or any other connected or unborn children suffering harm in the future, that is, the level of continuing risk
- Decide what future action is required to safeguard the child and to promote their welfare, agree how to take this forward and clarify the intended outcomes for the child, that is, the need for registration and a Child Protection Plan

## **PREPARATION**

If you are invited to attend a Child Protection Conference, **you must**:

- Provide a written report using your own agencies template
- The 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
  - contain evidence that agency records have been checked for factual data –
  - make clear frequency of contact and date last seen for each child, and their views ascertained
  - distinguish between historical and recent information and make connections re patterns of behaviour etc.
  - make distinctions between what is fact, observation, allegation or opinion
  - clearly analyse the risks
  - for further guidance please refer to [Practice Guidance Decision Making at CPC - Jan 2022 \(gwentsafeguarding.org.uk\)](https://www.gwentsafeguarding.org.uk)
- Provide the report to the Conference Chair 48 hours prior to the Conference
- Share the report with the family at least 1 day before Conference
- Sensitive or confidential information should be drawn to the Conference Chair's attention prior to Conference starting
- ***If your agency is unable to attend, you must offer your apologies as soon as possible giving a reason why you are unable to send a representative***
- Familiarise yourself with the categories of registration

## **ATTENDING CONFERENCE**

The Conference will be chaired by an Independent Conference Chair

You must arrive before the start of Conference in order to read the reports provided by other professionals

As well as sending an electronic copy of the report to the Chair 48 hours before conference, please ensure you have access to your own copy at conference for reference

If you have never attended a Child Protection Conference before, please ensure you are fully prepared and are aware of your responsibilities.

All agencies should be aware that family members, guardians, children and young people may be present. This will be appropriately managed by the Chair during Conference

The Chair will provide you with an opportunity to ask questions and clarify any information shared. You must listen to all information shared at Conference in order to inform your decision making

The information you share during Conference may be open to challenge by other agencies and family members present

**Non-attendance has an impact on being quorate and may necessitate the Conference being cancelled. Therefore, if you are unable to attend or send a representative you must provide sufficient notice**

## **DECISION MAKING**

**All professionals attending Conference must be aware that they are part of the decision making process and cannot abdicate their responsibility**

- As a professional your decision making should be based on your analysis of the information shared at Conference
- The nominated person or lead from each professional group will be asked whether or not the child or young person's name should be placed on the Child Protection Register
- When giving your recommendation you should give a clear explanation to support your recommendation
- The Chair will state the decision of the Conference following recommendations and a category will be agreed by the Chair
- If there is a split decision the Chair will have the deciding vote
- **for further guidance please refer to Practice Guidance Decision Making at CPC - Jan 2022 ([gwentsafeguarding.org.uk](http://gwentsafeguarding.org.uk))**

## **FOLLOWING DECISION AT CONFERENCE**

- If it is agreed that the child's name is placed on the Child Protection Register -
  - The Chair will make recommendations for the outlined Child Protection Care and Support Plan
  - Core Group Members will be agreed
  - A date for a Core Group meeting will be set and this will be held within 10 working days of the Child Protection Conference
  - A date for the next review Child Protection Conference will be set within the required timescales (3 months after initial Conference, 6 monthly thereafter)
- If it is agreed that the child's name is not placed or is removed from the Child Protection Register –
  - Consideration will be given to the need for a Care and Support Plan and recommendations of any ongoing needs, and a date will be set for an initial planning meeting if appropriate
- You will receive the minutes of the Conference within 20 working days
- It is your responsibility to ensure that the minutes of the Conference are stored safely, securely and confidentiality is ensured
- If you are unhappy with the Conference or decision made you can raise this with the Chair, or your designated lead. Parents can appeal the decision made at Conference

It is your responsibility to ensure that any future dates set are adhered to in line with your agency practice

**Key documents for reference:**

**Wales Safeguarding Procedures**

<https://www.safeguarding.wales/en/>

**Safeguarding Children Working Together under the Children Act 2014,  
[Working Together to Safeguard People \(gov.wales\)](#)**

**Resolving Practitioner Differences Protocol**

[Multi Agency Protocol for Resolving Practitioner Differences Protocol -  
January 2023 \(gwentsafeguarding.org.uk\)](#)

**Multi-Agency Supervision**

[Multi Agency Supervision Principles \(gwentsafeguarding.org.uk\)](#)

**Multi Agency Guidance for Working with Hostile or Un- cooperative  
Parents**

[Multi Agency Guidance for Working with Hostile and Uncooperative Parents  
\(gwentsafeguarding.org.uk\)](#)

**Child Protection Conference - Complaints**

[Gwent Safeguarding Board Complaints Procedure](#)