



Northumberland Safeguarding Children's Board

Child Protection Conference Multi Agency best practice standards

Attendance and provision of reports for Initial Child Protection Conference (ICPC)

and Review Child Protection Conference (RCPC)

1. ICPC

Working Together 2015 lays out the key expectations for practice in Child protection conferences; specifically

Initial child protection conferences (ICPCs) are convened following a section 47 enquiry when concerns of significant harm are substantiated and the child is judged to be suffering, or likely to suffer, significant harm.

The ICPC should take place within 15 working days of the decision to initiate section 47 enquiries.

All involved professionals should

- Contribute to the information their agency provides ahead of the ICPC, setting out the nature of the agency's involvement with the child and family and their assessment of risk of significant harm to the child or young person
- Consider in conjunction with the police, conference chair, whether the report can and should be shared with the parents and if so when
- Attend the conference and take part in decision making when invited.

Local best practice standards agreed by the NSCB in addition to the above specify the following;

Where it is safe to do so all reports provided to the ICPC must be shared with the family and conference chair no less than 3 days before the date of the ICPC.

The following professionals are **expected to provide a report on each child subject to the conference and attend an ICPC** in all cases:

- Children's social care Social Worker and Children's social care team manager

- Police
- Family GP
- School where of school age
- Nursery and children's centre where pre-school and attending
- Health Visitor or School Health Advisor (if school age)
- Midwifery where baby unborn or newly born

Where the professional is unable to attend an agency representative should, where possible, attend on their behalf and be sufficiently briefed in order to speak to the report.

The following professionals must be invited and must attend but won't necessarily provide a report:

- Children's Centre where under school age and not attending a pre school setting

The following will be informed, not expected to attend and will NOT be noted as an apology:

- Safeguarding Standards Manager/PSW.
- Northumbria safeguarding team
- NTW safeguarding team

Other professionals who might be invited dependent on involvement with, or knowledge of, the family or child or the need for legal advice:

- Local Authority Solicitor
- Probation
- Addiction services working with parent or YP
- Hospital specialist providing treatment to parent/carer
- Paediatrician
- Mental health services working with CYP or adult including CPN, psychologist, psychiatrist
- LIST
- NAS

- CST
- Members of the primary care team
- Adult Social care
- Family recovery team

This is not an exhaustive list. **Where any of these professionals are invited attendance is required and a report must be provided with the exception of the Local Authority legal advisor.** Where the professional is unable to attend an agency representative should attend on their behalf, where possible, and be sufficiently knowledgeable in order to speak to the report.

Quorum

An ICPC is a critical multi agency meeting convened because of ongoing serious concerns for a child's safety. The LSCB expects that the meeting will be given the highest priority by all partners.

An ICPC will be deemed quorate when as a minimum the Social Worker, their supervising manager and at least two other agencies are present. Notwithstanding, the ICPC chair must have all the relevant information and professionals available at the meeting to ensure an accurate evaluation of risk and planning takes place.

Where the ICPC chair believes that this is not the case they may stand the ICPC down until such time as the right professionals are available or reports are available. Where this occurs the chair will formulate with those present a 'safety plan' that addresses immediate risk until a quorate ICPC is convened. Where this occurs the LSCB will be informed of the reasons.

Invitation process

The Social Worker and Team manager will ascertain through the section 47 process who is actively involved with the child and family or may have important information to provide.

The Social Worker or Team manager will **at the earliest possible opportunity book an ICPC** preferably within 2 working days of the decision to initiate S47, with the safeguarding unit and will inform those professionals who need to attend verbally or by email of the date, venue and time. (This is particularly important for health professionals who have clinics or surgery commitments). At the time of a paediatric assessment the paediatrician will give the attending social worker the paediatrician's availability for conference and the email address for themselves and their secretary to facilitate this process.

Upon advice from the Social Worker about who to invite the district Social Work Enquiry referral administrator (ERA) will complete the **CP2 invitation template and the Police 'Disclosure Request Form for Initial & Review Case Conferences' (DRF)**. The CP2 and DRF **must** be sent via secure e mail to the safeguarding unit at least **10 working days** before **the ICPC** who will formally invite professionals and forward the DRF onto the police. For G.Ps the invitation (on YELLOW paper) should be sent with the report template to the relevant practice.

Reports:

All professionals, (**with the exception of the Police**), who are expected to complete a report for an ICPC, must take responsibility for sharing the contents with the family concerned no less than 3 working days before the ICPC.

Professionals must send their report to the Safeguarding Unit at least 3 working days before the ICPC who will upload it onto the ICS system. This will allow the ICPC chair to access them in advance of the ICPC.

Professionals are responsible for providing sufficient copies of their reports to the ICPC.

2. RCPC

The RCPC is intended to establish whether the child is continuing to suffer or is likely to suffer significant harm and to review progress against child protection plan outcomes. In the light of this review the RCPC has to consider whether the child protection plan should continue or should be changed.

At the ICPC the core group will have been identified and tasked with progressing the Child protection plan. Working Together 2015 is clear that all involved professionals should attend, when invited and provide details of their involvement with the child and family and produce reports for the child protection review.

The following will be informed but not expected to attend unless requested to do so by the Core Group:

- The Police
- Safeguarding Team – Northumbria Healthcare NHS Foundation Trust

The following are **expected to provide a report and attend an RCPC** in all cases:

- All members of the Core group
- Any professional who has been identified by the Core group during the review period as needing to become a Core group member.

- Any professional identified by the core group as having pertinent information or knowledge about the child or family

Attendance

As the RCPC date and time will have been set at the previous child protection conference all professionals will have had considerable notice of when the meeting is scheduled to take place.

The Core group are responsible for identifying who should attend the RCPC in sufficient time to enable the attendance of any professional who may not have been at the ICPC or previous RCPC.

Quorum

A RCPC will be deemed quorate when the Core Group and any additionally identified professionals by the Core Group are in attendance.

Invitation process:

The Core group will identify who should attend.

Upon advice from the Social Worker about who to invite the district Social Work Enquiry referral administrator (ERA) will complete the **CP2 invitation template and the Police 'Disclosure Request Form for Initial & Review Case Conferences' (DRF)**. The CP2 and DRF **must** be sent via secure e mail to the safeguarding unit at least **20 working days before the RCPC** who will formally invite professionals and forward the DRF onto the police.

Reports:

All professionals identified by the Core group are expected to complete a report for the RCPC, **including the Police even though they may not be required to attend** and with the exception of the Police take responsibility for sharing the contents with the family concerned no less than working 3 days before the RCPC.

Professionals must send their report to the Safeguarding Unit at least working 3 days before the RCPC who will upload it onto the ICS system. This will allow the chair to access them in advance of the RCPC.

Professionals are responsible for providing copies of their reports to the RCPC.

Cancellation of an RCPC:

Like the ICPC the RCPC is a critical multi agency meeting convened to review the concerns for a child's safety and progress of the CP Plan. Because of this the LSCB expects that the meeting will be given the highest priority by all partners.

The RCPC chair must have all the relevant information and professionals available at the meeting to ensure an accurate review and evaluation of risk and planning takes place.

Where the RCPC chair believes that this is not the case they may stand the RCPC down until such time as the right professionals are available or reports are available. Where this occurs the LSCB will be informed of the reasons.

Post conference administration:

Outline child protection plan & minutes document

The safeguarding team are expected to ensure that the outline plan and minutes document is circulated to all professionals and apologies within 5 working day of the conference. It is the responsibility of the Social Worker to ensure these are shared with parents within 5 working days of receiving the document from safeguarding unit.