

Five Minute Guide

Preparing for and Contributing to the Child Protection Conference Process

Before Initial Child Protection Conference:

- The Social Worker completes the booking form in full and pay's parituclar attention to setting out a clear summary of the identified risks. The S47 document which is located under forms on Liquid Logic triggers the booking form no later than 6 working days from the stragegy discussion being held.
- The Social Worker will complete the s47 and Child and Family Assessment which is endorsed and signed by their Team Manager.
- The Social Worker will share a copy of the Child and Family Assessment with family/carers 48 hours in advance of conference
- The Social Worker will ensure the Child and Family Assessment is completed and on Liquid Logic at least 3 working days prior to the conference for the CP Chair to read.
- The Social Worker will either contact the CP Chair or be available for a discussion with the CP Chair 2 days in advance of the conference
- The Social Worker will ensure the child/young person's voice is heard in conference by either arranging a Barnardo's Advocate to accompany or represent the child/young person in conference or for the child/ypoung person to attend in person.

Core Groups:

- At the first Core Group the Social Worker develops the CP Plan with the immediate (4 weeks) actions from the ICPC with the family/carers and the core group members. The Social Worker will also ensure the future planning which is recorded on the Child Protection Conference record is developed within all core group meetings.
- The Social Worker will inform the CP Chair when the amended CP Plan is completed on the system within 5 working days in order for the CP Chair to quality assure.
- Where possible the Social Worker will try to develop a family support network that does not involve professionals and set out who will do what and in what circumstance to support safety for the child/young person.
- If possible and appropriate the Social Worker will develop with the child/young person a safety plan that they can understand and implement.

Mid-Point Checks:

- Between the first and second review the CP Chair will arrange to complete a mid-point check with the Social Worker to discuss if the CP Plan is progressing and hold a conversation about any barriers to progress and what needs to happen. (This will then happen between each RCPC). The mid-point check form can be found under forms on Liquid Logic.
- The CP Chair will expect to see that the chronology is up to date, the visits are recorded and held within timescale and the core group has met as agreed and the minutes document progress against the CP Plan as well as the child/young persons voice on their daily lived experiences.
- If significant and sustained progress is made a discussion may be had between the CP Chair and Social Worker to bring the RCPC forward.
- The CP Chair will workflow a completed copy of the mid-point check to the Social Worker and Team Manager via Liquid Logic
- The CP Chair adds a case note to Liquid Logic in relation to the completed mid-point check.
- The CP Chair will forward a copy of the mid-point check to SGRU and the CP Manager to include on the mid-point check spreadsheet.

Before Review Conference:

- The Social Worker will prepare the updated assessment on Liquid Logic and ensure it has been shared with the family/carer 5 days in advance of conference and families/carers views recorded. The completed assessment is to be available on Liquid Logic 3 days in advance of the RCPC.
- The Social Worker will have a discussion with the CP Chair two days in advance of the meeting to discuss progress and recommendations.

A Good Plan Will:

All members of the conference will ensure the following:

- Focus on addressing identified worries and risks
- Be outcome focused
- Be made with the family/carers
- Be clearly communicated and well understood
- Be achievable and possible to deliver

Following the Conference:

- Over the review period the allocated Social Worker/Team Manager is to inform the allocated CP Chair of all strategy discussions and S47 investigations for children/young people subject to CP Plans
- CP Chairs are to be kept informed by the allocated Social Worker of all changes in Social Workers and family members
- CP Chairs are to be kept informed of all significant changes to a CP Plan
- CP Chairs are to be informed if children/young people are made subject to an ISO (Interim Supervision Order) as this will trigger an early RCPC to remove the children/young people from their CP Plan as they will have the oversight of the courts.