Appendix 1 Minimum Quality Standards Audit Tool / Checklist

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| **Audit Tool for Initial Child Protection Conference Reports** | | | | | | |
|  | Content | Standard | Yes | No | N/A | Comments |
| 1 | Details of conference | Subject / date / time  / author/ designation / date |  |  |  |  |
| 2 | History of agency involvement | Chronology  /detailed account of involvement and outcomes where appropriate |  |  |  |  |
| 3 | Issues / presenting problems | Details of issues |  |  |  |  |
| Plain Language used |  |  |  |  |
| 4 | Other agencies involved | Details provided |  |  |  |  |
| 5 | Family composition | Genogram /family tree/ or known family structure provided |  |  |  |  |
| 6 | Legal status of child | Details provided (if known) |  |  |  |  |
| 7 | Child / young person’s developmental needs | Agency report provides a professional assessment of the child’s needs |  |  |  |  |
| Detail observations if child seen |  |  |  |  |
| 8 | Parenting capacity | Agency report provides a professional assessment of parenting capacity |  |  |  |  |
| **Adult services** Detail observations of child parent interactions if seen |  |  |  |  |
| 9 | Family & environmental factors | Agency report provides a professional assessment of the family & environmental factors |  |  |  |  |
| **Adult services** |  |  |  |  |

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|  |  | Consider family & environmental factors (i.e.  Probation OASYS information) |  |  |  |  |
| 10 | Analysis of current situation | Concerns identified, and historical information analysed in context of current situation |  |  |  |  |
| Plain Language used |  |  |  |  |
| 11 | Changes required | Report identifies what needs to change |  |  |  |  |
| Plain Language used |  |  |  |  |
| 12 | Factors helping change | Helping factors identified |  |  |  |  |
| Plain Language used |  |  |  |  |
| 13 | Factors blocking change | Blocks to change identified |  |  |  |  |
| Plain Language used |  |  |  |  |
| 14 | Recommendations to conference | Recommendation made |  |  |  |  |
| 15 | Views of parent/carer & child if appropriate | Views of parent/ carer & child (if appropriate) clearly recorded |  |  |  |  |
| Report was clearly understood by parent/carer & child (if appropriate) |  |  |  |  |
| 16 | Agency signature | All appropriate signatures on the report |  |  |  |  |
| 17 | Parent/carer signatures | Report shared with parents/carers/child at least 2 days in advance of conference |  |  |  |  |
| Report signed |  |  |  |  |
| 18 | Report sent to SCU at least 2 days in advance of CP Conference | Report received by SCU at least 2 days in advance |  |  |  |  |

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| **Audit tool for Child Protection Review Conference Reports** | | | | | | |
|  | Content | Standard | Yes | No | N/A | Comments |
| 1 | Details of conference | Subject / date / time / author/ designation / date |  |  |  |  |
| 2 | Child Protection Plan | Problems that initially brought the child to conference clearly outlined |  |  |  |  |
| CP Plan identifies changes required |  |  |  |  |
| 3 | Core Groups | Details of core groups held |  |  |  |  |
| Outline of issues discussed & decisions made |  |  |  |  |
| 4 | Progress against the CP Plan | Details provided of progress against the plan |  |  |  |  |
| Any other factors are analysed in relation to the plan  & possible impact on the child |  |  |  |  |
| 5 | Recommendation | Recommendation made re CP Plan |  |  |  |  |
| 6 | Views of parent/carer & child if appropriate | Views of parent/ carer & child (if appropriate) clearly recorded |  |  |  |  |
| Report was clearly understood by parent/carer & child (if appropriate) |  |  |  |  |
| 7 | Agency signature | All appropriate signatures on the report |  |  |  |  |
| 8 | Parent/carer signatures | Report shared with parents/carers/child at least 2 days in advance of conference |  |  |  |  |
| Report signed |  |  |  |  |
| 9 | Report sent to SCU at least 2 days in advance of CP Conference | Report received by SCU at least 2 days in advance |  |  |  |  |