



Expectations to Partners regarding their engagement within online Child Protection Conferences, if it is agreed that you attend virtually:

Attending a child protection (CP) conference in person is **always** preferable, however there may be circumstances where online attendance is necessary. Virtual attendance at CP Conferences during the Covid-19 pandemic was required, but at times this led to an unhelpful level of informality. Our expectations of attendance at a meeting virtually, mirror those expectations when attending a meeting face-to-face. The purpose of this guidance is to ensure that all present within conferences are clear on the expectations upon them during the meeting:

- All professionals invited to and attending a child protection conference **must** attend the entire meeting. Your role within the meeting is not solely to share information, but to ensure there is quoracy, participate in a multi-agency forum and be part of the decision-making process.
- It remains very important to log into the meeting **on time** – indeed you should aim to 'arrive' 2 -3 minutes early to ensure that the meeting can start straight away and there is no anxiety about whether or not you will be attending.
- It is essential that you sit in a quiet area where you cannot be overheard, or in a private room if you are in an office.
- It is important that the family involved can clearly see that **everyone** is fully engaged throughout the meeting and are seen to be so. Therefore:
 - You should keep your camera on for the whole meeting
 - Resist the temptation to check your e-mails or phone
 - You should not be completing other work during the conference
 - Ensure that you are not interrupted during the meeting in the same way as if you were physically attending the conference
 - You should not be openly eating during the conference.
- The chat function should not be used at any time within the meeting. All information and questions should be openly shared/discussed within the meeting.
- If you lose connectivity and cannot re-join the meeting due to an IT issue you should e-mail the CP Chair to explain, and this will be logged.
- All professionals working with the family must provide a report for the meeting as per the Berkshire-wide CP Procedures, this should be shared with the CP Chair and the family at least 2 working days before an Initial CP Case Conference and at least 5 working days before a Review CP Case Conference.

Child Protection Conferences are serious meetings for the family and can ultimately lead to far reaching consequences for them. We all have a shared responsibility to ensure that this is reflected in the way in which we all engage in the meetings and that we are respectful, whether we are there in person or virtually.