**Practitioner’s Guidance notes for writing a report for conference**

**THIS PRACTITIONER’S GUIDANCE DOES NOT NEED TO BE CIRCULATED TO CONFERENCE ATTENDEES**

For the conference to reach well-informed decisions based on evidence, it needs to be able to share information on the child/ren's needs and circumstances held by all agencies that have or been involved with the child/ren and family. Reports should be clear about what is fact, what are allegations and what is opinion.

The expectation is that all professionals and agencies will provide a written report for conference, whether they are able to attend the meeting or not. A copy of the report should be forwarded to the Chair of the conference at least 2 working days in advance of the meeting. You must provide copies for conference members (a guide will be numbers of invitees).

The contents of the report should be shared with the parents/carers and child/ren where possible. At times it may be necessary to provide a separate report where sharing all information could put the child/ren or family member at risk.

The expectation is that all agencies will consider each of the headings on the report format. You should:

* Be clear about what is observation, allegation or opinion, and where/who information has come from
* Use relevant information from current and past records
* Avoid jargon and abbreviations

Each person writing their report will have information relating to their own, or their agency’s involvement with a child/family which should be broken down into what they believe to be the worries and what they have seen that is working well for the family. For example:

Education: Attendance and punctuality, friendships within school, what the child/ren look like, are they tired or ready to learn? Are they hungry? Observation of emotional presentation? Are they talking about their worries/experiences?

Home conditions: Any complaints from neighbours etc. Is the home clean enough?

Health: Are the children taken to the doctor/dentist when needed? Are immunisations up to date, do the parents/carers listen and act on advice?

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| **What are we worried about?**  (Use the child/ren’s, parents and network members names)  I am worried about domestic abuse in the parent’s relationship and the children seeing and hearing their dad hurt their mam. Amanda came into school on (insert date) and told us that her dad was drunk at the weekend, and he pushed her mam hard onto the sofa and her head hit the wall, causing her head to bleed. Amanda said she intervened to get mam’s phone from dad, so she could call for help. The police arrived and took dad to his brother’s house.  Amanda tells me that her dad’s drinking has increased over the last 6 months, and she said he was drinking ‘a lot of cans’ at the weekend. This is the second time that I know of in the last 6 months that dad was drunk, and police have been called because of his behaviour towards mum. The last time was (insert date) when neighbours called the police to report shouting and screaming coming from the house. At that time, Amanda said she and her brothers were upstairs. Mum said there had been an argument. The police took dad to his brother’s house that night.  Amanda tells me she is worried about their dad’s drinking and that she would like a “new dad” or for dad to not drink alcohol. | **What is working well?**  (Use the child/ren’s, parents and network members names)  Mam and dad have both told me how much they love their children, and they don’t want them to see anything that makes them upset or frightened. Dad says he feels ashamed about what has happened and doesn’t want his children to be scared of him.  Amanda and the social worker have told me that dad is now staying with his brother and when dad sees the children, there is always someone else from dad’s side of the family there, for example his brother, or the children’s grandparents. This is helping to reduce the immediate risk of harm to the children. Amanda tells me that she misses her dad, and she feels better when she sees him as this helps her to know that he is okay.  For the older two children, school provides a safe space. They both talk with pastoral staff and have told them about what has happened at home, so that they have an outlet for their worries. This is part of the children’s safety plan. The children have good friends in school, and they seem happy in school.  Their attendance is 95% and 97% and this suggests that despite the worries, there are still good routines around getting the children to school in the morning. |