

STRICTLY CONFIDENTIAL

This matter is being dealt with by:
Safeguarding and Review Team
Lincolnshire County Council
The Vicarage,
County Offices
Newland
LINCOLN, LN1 1YL
Safeguarding&Review@lincolnshire.gov.uk
Telephone: 01522 553100
Date: **ENTER DATE**

Dear Colleague

<CHOOSE AN ITEM> TO <CHOOSE AN ITEM> CHILD PROTECTION CONFERENCE

You are requested to attend **<Choose an Item>** Child Protection Conference concerning the **<Child/Children>** named on page 2 of this document.

The Conference will be held at: **<Enter Address>** on **<Enter date>** at **<Enter time>**.

It is expected that all agencies and professionals will provide a written report for conference. Please provide your report to the local authority two working days before an initial conference and five working days before a review conference.

If you are unable to attend conference please ensure your apologies and written report are provided as soon as possible. In exceptional circumstances where it has not been possible for you to submit a report within the requested timescales prior to conference you are expected to bring sufficient copies for other attendees.

All professionals are expected to arrive 30 minutes before the start of the meeting to read the reports submitted to conference. Please note: As standard there is no parking provided, therefore you will need to source your own parking for the duration of the meeting.

In order to ensure that the child/ren and family are fully supported to engage and participate in the Child Protection Conference process your report must be shared with the parents / carers prior to the day of conference. Where applicable, reports should be shared in a way that the parents / carers are able to understand which may involve translation or providing other suitable support as required.

Please be aware that all reports submitted by professionals will be shared during the Conference; should you have any concerns about the disclosure of specific information included within your report please contact The Safeguarding and Review Team as soon as possible (01522 553100). You can access the downloadable report template by following the below link (please note: there is a separate version available that is more suited to GP's). The templates are at the bottom of the page.

<https://www.lincolnshire.gov.uk/lscb/professionals/child-protection-conference/127164.article>

Laptops should not be used by any professionals other than the Meeting Support Assistant during the conference unless in exceptional circumstances and with the prior permission of the Chair. Please ensure you secure appropriate parking for the duration of the meeting.

Yours sincerely,
<Name of Chair>

Independent Chair - Safeguarding Children
www.lincolnshire.gov.uk
Email: Safeguarding&Review@lincolnshire.gov.uk

General enquiries: 01522 553100
Minicom: 01522 552055

The Child Protection Conference is being convened at the request of:

Social Worker:

Team:

Telephone:

Children	Date of Birth	Address

Household Members	Date of Birth	Address	Relationship to Child

Other Relevant Adults:

Name	Date of Birth	Address	Relationship to Child

Police NICHE Number: INSERT NUMBER

List of those who have been invited to attend Child Protection Conference:

Name	Role	Contact Details
Representative Representative Representative	Chairperson	Lincolnshire County Council, PDP 35, The Vicarage, County Offices, Newland, LINCOLN, LN1 1YL Telephone: 01522 553100 Email: Safeguarding&Review@lincolnshire.gov.uk <Email Address> ppu-ccc@lincs.pnn.police.uk BS_HealthAdmin@lincolnshire.gov.uk All UBB's should have a Health Visitor invited. If SW provides a named worker on invite list – please update this row with their details. Please delete if not applicable.
	Minute Taker	
	Social Worker	
	PPU	
	GP	
	Health Visitor	
NOTIFICATION ONLY		
Lincolnshire Probation Service		nenps.eastwestlincolnshire.safeguarding@justice.gov.uk
Lincolnshire Partnership NHS Foundation Trust		lpn-tr.safeguardingadvice@nhs.net (ICPC's Only)
Midwifery Coordinator		ENTER AREA CONTACT (All UBB's)
Rebecca Ross – Safeguarding Midwife		rebeccaross@nhs.net and kwalker13@nhs.net (All UBB's)
Children's Safeguarding Lead Nurse		Claire Saggiorato (Claire.Saggiorato@lincolnshire.gov.uk)
Deputy Named Nurse		*optional*(only invite if other relevant professionals involved)
Children's Services Team Manager		

NB: All reports and/or apologies should be forwarded using the details listed above or sent via email to: **Please note the below email address has recently changed.**

Safeguarding&Review@lincolnshire.gov.uk

Please ensure that emails are transmitted giving the date and location of the conference as a reference in the subject. The Lincolnshire County Council GCSX email facility will cease to function from the end of February 2019 (so reports now need to be sent to the above email address instead of the GCSX account used previously). Therefore, please ensure you use an appropriate secure email service when sending information of a sensitive nature to Lincolnshire County Council.

CHILD PROTECTION CONFERENCE - REPORT COMPLETION GUIDANCE

1. WHAT DO I NEED TO DO BEFORE THE CONFERENCE?

When you are invited or requested to attend a Child Protection Conference, please provide a report to the local authority two working days before an initial conference and five working days before a review conference.

Your report should be completed on the multi-agency template, which can either be completed electronically and submitted via the website or a Word version can be downloaded from the LSCB website, and once completed should be emailed to: Safeguarding&Review@lincolnshire.gov.uk

You are also required to share your report with the family prior to the conference taking place.

2. WHAT SHOULD BE INCLUDED IN THE MULTI-AGENCY REPORT?

Professionals are expected to write the report based on their professional knowledge and understanding of the child and family and consider the following points.

- What are we worried about?
- What are the past and current dangers and risks for the child?
- What is placing the child at risk of immediate and significant harm?
- What has the child experienced?
- What evidence is there that means the child is being ill-treated or their health and development is being impaired?

Complicating factors

- Factors that contribute to, or cause difficulty to a child. This could be a parent's mental health being exacerbated by alcohol, or information that requires additional information to reliably assess risk.

Existing Safety & Strengths

- Things that are currently in place and that have been shown, over time, to directly address areas of the risk and reduce danger for the child.
- Positive attributes and resources within the family that, over time, could be built on to provide a safer environment, e.g. a family member looking after children or a parent ceasing certain behaviour.

What Needs to Happen?

- Family plan and how they are going to address the worries
- Next Steps to Improve the Safety for the Child/Children Safety Plan & Recommendations

*** Please note: Multiple children can be included on the same report using the multi-agency report template. You do not need to complete a totally separate report for each child.**

3. THE CONFERENCE

As part of your invite you will be notified of when and where the conference will be taking place. All agencies will assemble before the conference starts to read all of the provided reports, so please arrive around 30 minutes before the scheduled start time. We request that you please do not talk

about the family during this reading time, as it is important that that family is present during any discussion. Also prior to the conference the chairperson will meet with the family members to talk about the meeting and how they will be asked to participate.

4. WHAT IS DIFFERENT ABOUT THIS STYLE OF CHILD PROTECTION CONFERENCE?

Professionals will no longer be expected to read information from their prepared reports; instead, each will be asked to succinctly provide key information focused on:

- What they are worried about (dangers/risks – both current and past – for the child)
- Complicating factors
- Family Strengths
- Safety Factors

It is important that all information is presented in everyday language that avoids professional jargon. Family members are given the opportunity to ask questions about the information shared. The chair will also ask family members additional relevant questions or seek clarity on certain issues as needed.

5. THE SAFETY PLAN

The Safety Plan will be discussed and considered throughout the meeting and any agreed outcomes and actions will be recorded at the time they are discussed. As part of the conference the chair will ensure that both professionals and the family have the opportunity to make additions and changes to the Safety Plan through discussion and agreement during the meeting.

6. SAFETY SCALE

When all the necessary information has been shared and analysed, the chairperson will ask all agencies and family members to make a judgment about the safety of the child in their family home and the potential risk of future harm.

0-----10
No Safety Safety

Based on the information you will hear and read during conference as well as the safety plan put forward; family members and professionals will be expected to scale the level of safety for the child (or children) between 0-10, where 0 = 'no safety' and 10 = 'safety'. Professionals will also be expected to provide a reason for their scaling and identify what would need to happen to move up the scale.

7. CRITERIA FOR MAKING A CHILD SUBJECT TO A CHILD PROTECTION PLAN

The conference is required to determine the risk and the likelihood of significant harm for the child/children in question. The chair will explain the threshold for a child protection plan and will ask each agency for their view about whether the outline Safety Plan developed in the conference constitutes a Child Protection Plan or if the needs to the child/children can be met through another. The test should be that either:

- The child can be shown to have suffered ill-treatment or impairment of health or development as result of physical, emotional, or sexual abuse or neglect and professional judgement is that further ill-treatment or impairment are likely; or
- Professional judgment, substantiated by the findings of enquiries in this individual case or by research evidence, is that the child is likely to suffer ill treatment or the impairment of health or development as result of physical, emotional, or sexual abuse or neglect.

The chair will consider the views of all agencies and will then determine the final status of the plan. If the plan is confirmed as a Child Protection Plan the chair will ask agencies which category the child protection plan should be:

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Neglect