

LLR Practice Standards – Child Protection Process

All Agencies accept that the Child Protection Process provides a key framework to support and protect children within their family network. The process depends on key principles: -

- The child is central to the planning process
- A commitment to build family resilience to enable families, where possible to safely parent their children.
- Good quality information sharing between agencies
- Positive participation and shared ownership of the child's plan
- A commitment to avoid drift and contribute to positive outcomes for the child

The following practice standards support the application of the [LLR Safeguarding Procedures](#) and capture key expectations as part of our shared accountability to children who are subject to child protection planning.

The Child Protection Process	
Initial Child Protection conference (ICPC) The initial child protection conference provides a key opportunity for agencies and families to share information, analyse current and future risk; make decisions about the need for a child protection plan and make recommendations to manage risk in the future. For this reason, timely planning and good participation in the meeting is crucial to support good quality decision making and planning. All agencies involved should share their reports with the parents/families in accordance with their local procedures.	
All agencies agree to participate in the Child Protection process either directly or indirectly so that their expertise and knowledge can support and protect children across LLR.	All
The ICPC should be convened within 15 working days of the strategy discussion at which s47 enquiries were initiated. To facilitate participation, planning for the ICPC will focus on early notification to agencies required to attend or share information based on 7 working days' notice.	Safeguarding unit/ social worker
When arranging initial child protection conferences the Safeguarding unit will invite all agencies who, based on the Section 47 enquiry, are found to be currently involved with the child/ren, parents/carers, or have information from the past that is relevant to understanding the child's current circumstances. This should include a child's previous school if there has been a change within the last 3 months	Safeguarding unit



<p>The Safeguarding unit will always notify some agencies that an initial child protection conference is being held. This is because the information that they hold may be crucial to supporting robust decisions to understand and manage risk.</p> <p>These agencies are set out here: -</p> <ul style="list-style-type: none"> • Police • Probation • General Practitioner <p>These agencies are expected to contribute any information they hold in relation to children and significant adults within the household or named within the network.</p>	Safeguarding unit
<p>When arranging an Initial Child Protection conference, the social worker will always invite agencies who are directly involved with a child or significant adult in their family or network. This should include agencies that have recently ended their intervention but may hold important information about the child – for example a previous school within 3 months of transfer. The details of current and previous agencies involved should be explored: -</p> <ul style="list-style-type: none"> • During the strategy discussion • During the Section 47 enquiry • In direct conversations with the child and family members 	Social Worker
<p>When arranging an Initial Child Protection conference, the Social worker must also consider if any agencies may hold information about the child or adults in their network even if they may not be directly involved with the family now. This will include: -</p> <ul style="list-style-type: none"> • Health agencies including School nurses and Health visitors • Education/the child(ren)'s previous school within 3 months of a change • LA where the child has previously lived • CAMHS/Adult mental health • Adult services • Housing Services (district/borough councils) • CAFCASS • UAVA • Turning Point 	Safeguarding unit/ Social worker
<p>When receiving a notification of, or invitation to an ICPC, all agencies will check their records to identify any current professional relationships or historical information that can contribute to understand the child and family now and in the past.</p>	All

When a <u>current professional relationship</u> is identified to the child or significant adult, the agency will identify the most appropriate practitioner to prepare a report and every effort must be made to attend the ICPC to contribute to analysis and decision making in respect of child protection planning.	All
When <u>no current professional relationship</u> is identified relevant to the child and significant adult, but relevant historical information is held by an agency, this will be shared within a standard format report with the ICPC including an analysis of the meaning of the information for the child's safety. If this information is significant the agency should consider if it is appropriate to send a representative to the meeting. This includes a previous school within 3 months of a change being completed	All
Agency representatives working directly with the child and family will prioritise attendance at ICPC and will support their attendance with the provision of written reports in a standard agreed format.	All
The Conference chair will ensure that all participants including family members, young people and professionals attending the ICPC can take part and contribute to the decision-making process.	Conference chair
Where specific processes are used to understand risk such as scaling, individuals will be supported by the chair to understand the process and apply their own professional knowledge and judgement to inform their scaling.	Conference chair All
When formulating an outline Child Protection plan; agency representatives should accept roles and responsibility for actions that relate to their professional remit and expertise and contribute to the support and protection of the child. This may include actions directed to support adults who are identified as significant to the child.	Conference Chair ALL
When a role is identified for an agency not present in the ICPC meeting the ICPC chair should notify the relevant safeguarding lead within the agency with details of the required contribution to the child protection plan and the date and details of the initial Core group	Conference Chair
Should an agency be asked to fulfil a role as part of the child protection plan but considers this is inappropriate, the agency safeguarding lead should escalate this to the conference chair as soon as possible and no later than 10 working days after the ICPC so that any impact on the child is minimised.	Safeguarding Leads
Where the quality of information provided or participation by an agency raises a concern including absence from the ICPC this should be shared using a Multi-Agency Quality Assurance notification with the relevant safeguarding lead within 10 working days of the meeting so that any follow up action can be taken. The chair will apply internal QA processes to respond to concerns focused on the participation of social care staff.	Conference Chair

Where agencies attending an ICPC have concerns regarding their ability to participate or about the management of the meeting this should be raised directly with the conference chair after the meeting and if unresolved with their own agency safeguarding lead as soon as possible for escalation to an appropriate safeguarding unit manager using a Multi-agency QA notification.	All
Where Multi-Agency Quality Assurance alerts have been raised these should be resolved within 10 working days and when immediate risk is identified within 24 hours. If necessary, this should be escalated further to the Service Manager for Safeguarding if unresolved with consideration of the formal escalation policy.	Agency safeguarding leads
The Child Protection Plan	
The Child Protection plan captures the key actions, timescales and those responsible with focus on reducing risk and increasing the safety of the Child. It is a live document owned by the Core group members including the family and must be central to achieving outcomes in a timely way for the child. Any professional with actions in the plan will be accountable for delivering their actions in line with the timescales agreed and with support from the wider core group process.	
All participants to an ICPC should leave the meeting with a clear understanding of the Child Protection plan and any role for their agency in the plan.	Conference Chair /Conference participants
The Outline plan should have clear objectives set out to manage risk and clearly define timescales for these to be completed.	Conference Chair /Conference participants
The plan should be clearly set out to avoid jargon and the parent/ carer and young person should have support to understand the plan as part of the ICPC process.	Conference Chair
The nominated social worker will ensure that the child has an appropriate understanding of the Child protection process and the contents of the plan congruent to their age and development, using a child friendly plan format if this is available locally or use of 'words and pictures' to achieve this.	Named social worker
The record of the ICPC will be shared with attendees including when apologies have been provided, unless a specific agreement has been made with the Safeguarding unit. The practice standard is that they will be sent out within 15 working days.	Safeguarding unit

Core Group Process	
The Core group is the primary planning group for agencies and family to progress the child protection plan. The members should support and challenge each other to remain focused on achieving safety for the child in a timely way, removing barriers to the planning process and working together effectively throughout the period of the child protection plan	



The initial Core group should be held within 10 working days of the ICPC and details agreed in that meeting. It should always represent those agencies working closest with the child and their family delivering both universal and targeted services. For example, the child's school (and previous school if there has been a change within 3 months of any core group being held), health visitor or school nurse, should always be involved and specialist agencies involved such as CAMHS or adult services, adult mental health/ Turning Point should always be part of the Core group if involved.	Core Group members
The Core group form the key agencies and family members who will contribute to building safety for the child. Agencies identified will ensure that their participation in the meetings is consistent and focused on actions within the plan.	Core Group members
All Core group members will ensure children and families are included and play an active part of the core group meetings and the implementation of the plan.	Core group members
When a family develop a 'Safety plan' to build safety within the family network, this will form part of the overarching Child Protection plan and be shared with the core group members for their information.	Named social worker
The initial Core group will finalise the outline child protection plan developed in the ICPC and if required refine actions and timescales for completion based on the child's needs.	Core group members
The named Social worker will be key to the Core group process however all agencies will actively engage with the actions identified in the plan, work to the agreed timescales and be accountable for delivering their actions.	Core group members
Each Core group meeting will focus on the progress that that is being made on achieving the actions within the plan, identify any additional actions or agencies required to build safety and hold each member of group to account	Core group members
If a Core group member cannot attend a meeting they should communicate directly with the named social worker to provide feedback on their actions in line with the plan.	Core group members
All professionals attending the Core group will be responsible for noting any actions agreed for them. A brief record of discussion and actions agreed in the core group should be circulated by the named social worker or any other core group member who has agreed to take notes of the meeting within 10 working days.	Core group members /Nominated Core group member
The Core group will continue to consider any additional professionals or family members who should be invited to join the Core group as the plan progresses so that the group continues to reflect those people who are most able to build safety for the child. For example if a child changes school within the period of the Child Protection plan a core group may be used to hand over responsibilities in the plan between the previous and new school.	Core group members



The Core group should consult regularly with the child's GP even if they are not direct members of the Core group. This consultation should always take place if there are significant events such as changes of address, emerging concerns or changes of the family network. In some circumstances the GP may be provided with copies of the Core group record to provide this consultation.	Named Social Worker
A Core group should not be cancelled unless there are exceptional circumstances. All Core group members should be notified, if necessary by telephone, with sufficient notice if cancellation cannot be avoided. A new date should always be provided.	Named Social worker
The absence of a social worker should not mean that a Core group is automatically cancelled, and another Core group member should if possible be identified to lead the meeting.	Core group members
All agencies are accountable for the progress of the child protection plan and its impact on managing and reducing risk to the child. If any Core group member has concerns about the Core group process including unnecessary cancellation of meetings, poor communication, non-attendance or drift in planning, this should be escalated to the relevant agency manager and, if necessary, Conference Chair for resolution.	Core group members
All agencies will safely store the record of the Core group in line with agency requirements.	All
Review Child Protection Conference	
The Review Child Protection Conference is the meeting used to consider progress of the plan and review the continued need for the Child protection plan. It should involve all relevant agencies and family members including, when appropriate, the child, so that decisions about the continued need or ending of the plan can be made robustly	
The date of the Review Child Protection Conference (RCPC) will be agreed at the ICPC and subsequent RCPC and circulated to any agencies joining the Core group. This will be held within the appropriate statutory timescale - initially within 3 months and then further reviews at intervals of no more than 6 months.	Conference Chair/named social worker
The RCPC should not be postponed unless there are exceptional circumstances and all participants should be notified of any changes without delay and no later than 24 hours before the planned date – if necessary by telephone. A new date should always be provided.	Safeguarding unit/Social worker
In preparation for the RCPC the conference chair will review the child's ?CSC record to consider the frequency of and participation in the Core group meetings and how effective the core group has been in progressing the Child Protection plan. This will form a key part of the RCPC meeting.	Conference chair
Invitations for the RCPC will be sent out within 10 working days of the expected date.	Safeguarding unit

Core group members will ensure that they attend or are represented in RCPC and any information provided using the agreed report format. This may include attendance of a previous school if a change has taken place during the review period.	Core group members
The RCPC will consider the progress of the plan, any updates that may be required to the plan, and consider the timeliness of actions being achieved with a key focus on achieving safety in the timescale for the child. The meeting decisions and recommendations will build on those discussions.	Conference chair/ RCPC participants
If the conference chair identifies concerns about the functioning of the Core group, participation of any agency in the process, or how agencies are contributing to the delivery of the child protection plan which remain unresolved after the RCPC, they will make a Multi-Agency Quality Assurance notification to the relevant manager/safeguarding lead in that agency. The internal Social care QA alerts will be used to address social work practice issues using agreed timescales.	Conference chairs
Where Multi-Agency Quality Assurance alerts have been raised these should be resolved within 10 working days, or if there is an immediate risk within 24 hours, and if necessary escalated further to the Service Manager for Safeguarding if unresolved with consideration to the escalation policy.	Agency safeguarding leads
Where specific processes are used to understand risk such as Scaling, individuals will be supported by the chair to understand the process and apply their own professional knowledge and judgement to inform their scaling.	Conference chair All
Quality Assurance and Resolution of Issues	
All agencies' safeguarding leads will work together to achieve a robust, timely and child focused child protection system by removing barriers between agencies, challenging drift and responding to Quality assurance notifications when these are raised.	
Agency Safeguarding Leads will provide feedback, support and where necessary, challenge to practitioners to support the robust application of Child Protection practice in line with these standards.	Safeguarding leads
Each quarter each safeguarding unit within LLR will evaluate MAQA notifications to consider themes and learning and share these with partners including the Safeguarding business office with any actions to improve the child protection process. This information may be used as part of overarching assurance to the Safeguarding Partnership of the functioning of the Child Protection process. Can this also go to the Partnership Performance meeting as a standing agenda item??	Safeguarding Service managers
Thematic learning will be used to inform multi-agency training.	LLR training lead

Leicester
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TO KEEP CHILDREN SAFE

