Multi-Agency Report to Conference: Guidance Notes

SCOPE OF THIS CHAPTER

All professionals across Leicester, Leicestershire and Rutland are committed to the safety and protection of children and young people. It is imperative that as a professional you feel able to contribute to decision making. We must also ensure that young people and their families can fully understand why professionals may be worried and how professionals may be able to support their plans.

This guidance is provided to assist all those who may be required to contribute to Child Protection Conferences in Leicester, Leicestershire and Rutland. It should be read along with the **LLR Practice Standards – Child Protection Process**

Click here to view the Agency Report for Child Protection Conference. It is designed to help everyone share information in a consistent way.

The information provided is used by the independent chair of the conference in their preparation for the meeting. It also contributes directly to the analysis of the information being shared. The report form is designed to assist professionals at conference so that they can take part regardless of their level of experience.

Within each section of the report you will see two key questions. The comments in italics give guidance on the sort of information that would be useful to include.

Contents

1. **What is Working Well?**

2. **What are We Worried About?**

3. **What Needs to Happen?**

1. What is Working Well?

These include 'strengths' and 'existing safety':

Strengths are: positive behaviours / people / events within the family and wider network of support that over time could be built on to provide a safer environment to address the worries.

What is working well should have real significance in relation to the child's safety and wellbeing. For example things parents do well in their care of the child.

(**N.B.** Attendance at appointments without any context tells us very little).

Existing Safety is:

Arrangements / behaviours that are currently working that have been shown in the past and more recently to directly address or reduce the areas of risk for the child/ren. These should be observable actions or behaviour (repeated over time) that occurred within the family network that helped to

keep the child safe or reduced the worries in relation to the danger /risk. For example steps the adult followed when they use drugs/alcohol but kept away from the home/children.

2. What are We Worried About?

What are the behaviours / events / actions that place the child at risk of harm?

What tells you that the impact on child's health, wellbeing or development is being impaired?

There may be additional factors that may complicate the picture or the capacity for change – including housing, debt, parental issues/needs.

3. What Needs to Happen?

The report format allows professionals to specifically state the things that would need to be in place to make the child safe. It also enables you to concretely propose what your own agency/service can contribute to building safety for the child/ren. Please be specific and clearly state timescales.

Other points to remember

- It is good practice to share the content of the report with the family prior to the Child Protection Conference;

- Please submit your report 2 days before the conference to:

Leicestershire	Leicester	Rutland
CYPSconferenceclerks@leics.gov.uk Fax: 0116 305 7548 Tel: 0116 305 7570	**cpclerks@ leicester.gov.uk** Fax: 0116 454 0718 Tel: 0116 454 2440	**SafeGuardingUnit@rutland.gov.uk** Fax: 01572 758398 Tel: 01572 758454

- Secure electronic methods should always be used to exchange sensitive and personal information;

- Secure E mail systems are available for use between most statutory agencies/organisations;

- Your agencies I.C.T. and information security teams will be able to provide further advice on the best solution to transfer information securely;

- Please note that a secure e-mail address must be used to send an e-mail to another secure email secure address as using an ordinary e-mail address will not be secure;

- Please attend the conference;

- Please contribute actively at the conference using this form to ensure you remain focused on contributing to the analysis of the information being shared.