**Appendix 2; CONFERENCE DISTRIBUTION LIST and ESCALATION GUIDANCE POST CONFERENCE** **ESCALATION**

Following a conference or meeting there may be a need to escalate concern to multi-agency partners due to issues or concerns with professionals attending that may have impacted on the effectiveness of the meeting or conference. Escalation raised to the relevant Senior Liaison Officer for the agency the professional works for.

**AREAS AND REASONS FOR ESCALATION**

There may be a need to escalate concern where professional(s):

• Failed to send apologies, Did not provide a report for conference (both if they attended or did not attend) There may also be a need to escalate concern where:

• The report was not provided in timescales.

• The report was not of a satisfactory quality.

 • The report was not shared with parents in timescales.

• The report was not redacted, translated or contained confidential information which couldn’t be shared There is also a level of discretion for chairs to escalate other issues to multi-agency partners as required should the concern have impacted the effectiveness of the conference.

**ESCALATION PROCESS**

Once the distribution list has been completed the chair should return the authorised copy to the Safeguarding Support Assistant who is supporting the conference. Where an escalation is required the Child Protection Chair will complete the Positive Challenge and Escalation Form on Liquid Logic and assign this to the correct stage if internal, if external they will contact the agency in question and record any escalations and responses on the child or young person’s case file on Liquid Logic.

**Conference held** •

Safeguarding Support Assistant will produce 'Distribution List' within 24 hours and email to the chair for authorisation.

**Authorisation**

 • Chair Reviews the 'Distribution List' and adds any comments for escalation that are required against professionals and returns authorised form to Safeguarding Support Assistant. Safeguarding Support Assistant will attach this to the Child Protection Pathway on Liquid Logic.

 • **No Escalation required**

Safeguarding Support Assistant will attach this to the Child Protection Pathway on Liquid Logic.