**Child Protection Conference Booking Process**

Request for ICPC is triggered via completion of the S47 where an alert will come to the Independent Reviewing Service (IRS) task tray on Liquid Logic.

IRS send out the invites and any requested information leaflets for child and parents

ICPC takes place

IRS will check details on Liquid Logic and will alert the Duty IRO / CP Chair by email and create an electronic folder.

IRS will send the invite list to the SW requesting that this is completed in full with all relevant names, date of birth, postal and email address are correct for all your invitees, professional and family, including contact phone numbers (for parents) and be returned within 1 working day. It is expected that the invite list if not returned 10 working days before the ICPC, the SW will be expected to telephone all professionals that need to attend.