

Cwm Taf Safeguarding Children Board

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A guide to preparing the Report for a Child Protection Conference

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Who is this guidance for?

This guidance has been prepared for professionals who attend Child Protection Conference. It complements the multi-agency training that is coordinated on behalf of Cwm Taf Safeguarding Children Board (CTSCB). The guidance and the report formats do not replace any agreed agency formats, so before going any further, check with your agency's lead officer for safeguarding children about arrangements within your employing / volunteering agency.

Introduction

Each agency invited to attend the Conference should provide, in advance, a written report, which summarises their involvement with the family, their view of the parent's capacity to safeguard the child and promote their welfare. Written reports should be available to the Chair of the Conference 48 hours before the Conference. It is good practice for the report writer to share, discuss and explain their reports with families at least a day before the Conference. Agency representatives must come to the Conference expecting to present their report and summarise their important points.

ALL REPORTS SHOULD DISTINGUISH BETWEEN WHAT IS FACT, OBSERVATION, ALLEGATION OR OPINION. THE LANGUAGE USED WITHIN THE REPORT SHOULD BE JARGON FREE, WITHOUT ABBREVIATIONS AND MAKE SENSE TO FAMILY MEMBERS AND PROFESSIONALS.

All practice in relation to Child Protection Conferences will be compliant with the All Wales Child Protection Procedures which can be found at:

www.awcpp.org.uk

These Guidance Notes

These notes have been developed in consultation with practitioners and agencies. The reports at Appendices 1, 2 and 3 are not intended to replace any individual agency arrangements but rather provide an example for organisations that do not have an agreed format and guidance to all about information sharing .

Confidentiality and the Report

It is essential to the decision making processes that professionals contribute all the relevant information. Successful inter-agency co-operation in protecting children is rooted in the exchange and sharing of relevant information. In all cases where child abuse is alleged or suspected, there is a duty to share relevant information. In all such situations the protection of the child must take precedence.

Authors should assume that all of the information within reports will be shared with Conference attendees including the family member. In the event that agencies wish to share information that has not yet been disclosed to family or could put a child at risk of significant harm, the Chair should be alerted to this ahead of the Conference.

If I still have questions?

If after reading this guidance and the Child Protection Procedures, there are remaining questions you should consult with either your agency's lead officer for safeguarding children or the Conference Chair.

Report to Initial Child Protection Conference

Section1.Date of Conference

This is the date of the Conference

Section2. Report Prepared By

You will need to set out your name, agency and role

Section 3. Children / Young People in the Family.

Include in this section all of the children in the family. Conference members need to be aware of all of the children in the family and living within the household.

Therefore all agencies are asked to include in this section all of the children who are living at the address or the children or step children of the adults who live at the address.

Section4. Parents / Relatives / Household Members or Significant People

Include in this section all of the adults who are parents or carers or in a relationship with any adults living at the address. You will also need to include significant visitors to the address who may have regular involvement with the family or pose a risk.

Its very important that you inform the Chair of the Conference as early possible if you consider there to be any risks involved in attendance by any individuals. The Chair will work with you to decide how to manage risks or whether there is cause for an exclusion of an individual in compliance with the Child Protection Procedures.

Section 5.Why is your agency involved in the family

In this section you will need to be clear about which member of household or family you are working with and the reason that you first became involved with the family.

Section 6.What is the purpose of your agency's involvement with the family ?

Explain the type of work you are carrying out with the individual or family. You should indicate the goals or outcomes that you are working towards and whether there is a timescale for achieving this. It is helpful to know whether your involvement with the family is voluntary or mandatory.

Section 7 .Summary

Initial Child Protection Conferences take place as a result of childprotection concerns leading to child protection enquiries and assessments. Information sharing would have taken place prior to Conference to inform decision making about what needs to

happen to safeguard a child or young person. This report represents the first exchange of written information with the family and agencies in the same place at the same time.

All reports to Initial Child protection Conference should provide a summary of the agency's relevant information. A chronology format is very useful as is any social history information that helps build a picture of the family members and family functioning. You should include strengths and concerns. The needs of each individual child should be considered.

In all social work reports a chronology and a genogram in revised Public Law Outline format must be added to the report. Social workers and other professionals may use the Assessment Framework dimensions which are included below, along with some of the suggestions made by practitioners from a variety of fields who contributed to this guidance. More information about the Assessment Framework can be found at:

<http://wales.gov.uk/topics/childrenyoungpeople/publications/childreninneed/?lang=en>

Child Development

Include in here what relevant information you have about the child's health, development, and well-being bearing in mind the reason for conference.

Be specific and focused, lengthy reports do not always help the business of Conference. Whilst you need to be balanced about including strengths, it is equally important that you highlight needs and concerns so that families can understand what the concerns are and what needs to change.

You will need to include a section on each of the individual children. The relevant areas to consider are:

- Health
- Education
- Emotional / Behavioural Development
- Family and Social Relationships
- Identity
- Social Presentation
- Self - Care Skills

Parenting Capacity

You will need to consider in this sections, the parents capacity to provide:

- Basic Care

- Safety
- Stability
- Emotional Warmth
- Guidance and boundaries
- Stimulation

Bearing in mind the cause for concern or the reason for your involvement. It may be useful to highlight areas of need that should be addressed within the plan.

If you are preparing a report on behalf of an agency working with the adults, you may also want to consider the following questions:

- How long the agency has known the family, young person or child?
- Have there been any prior concerns?
- What other assessments and interventions have been carried out and with what outcome?
- Have there been any enquiries to the register by your agency?
- Are there any actions or new developments that have a bearing on the case?
- Do any family members have any illnesses / conditions or disabilities?
- What information do you have about the children's development or parenting capacity?
- What information do you have about the home environment?
- What do you know about the family's community or support network ?
- Do the family have any significant involvements with community groups / hobbies or religious groups?
- Are there any legal interventions taking place at present or being considered?
- When did you last see the child or family member and what are your observations?
- When you review the agency's information have there been any changes and what is the significance of these changes to the child?

Family and Environmental Factors

Include in this section any information in relation to the following:

- Family History and Functioning
- Wider Family and support network
- Housing
- Finance / Income
- Employment / Study
- Community Resources – projects / interventions that the family have a link to
- Social Integration

Section 8. Agency View of the Risk

Consider all of the information that you have. Remember to consider the impact for child's development of the risks. It is sometimes helpful to think about strengths, risks, and needs. Consider parental motivation to change and approach to cooperating with agencies. Do you consider there to be genuine motivation to change or are you concerned that parents may express a desire to change but lack the commitment to make this a reality? Be specific about what you feel the risks are and whether this represents a risk of continuing significant harm. Are the risks in relation to?

Neglect
Physical Harm
Sexual Harm
Emotional Harm

You may consider there to be more than one type of risk. You may consider that a child in need plan (where agencies can work with a family with their cooperation to reduce concern) to offer sufficient safeguards.

Section 9. Arrangements for sharing the report with family and views expressed by the family

Repeatedly, young people and their families have expressed the view that they have found Child Protection Conferences to be challenging settings. We know that taking on board family views is fundamental to the quality of our practice and our effectiveness in achieving our aims.

Record here the views young people and their family along with the plan you have for sharing the report with family, stating the reasons why the report has not been shared if this is the case.

If any member of the family has asked you not to include something in your report here, this should be discussed with the conference Chair.

Talk to the family about who will be looking after young children whilst they are at the Conference and make family aware that they can be accompanied for support.

Those working with the children and young people must consider how the young person will contribute to Conference. Bearing in mind the needs and wishes of the child / young person, any of the following are possible:

- Young person contributes by being present with support. The chair will work with the young person and family to make this possible and as child friendly as can reasonably be achieved within the child protection procedures
- Young person attends with an advocate present (the advocacy service will need a referral as early as possible)
- Young person asks the advocate to attend for her / her behalf

- Young person contributes by providing his / her views to other professionals
- Young person contribute by meeting Chair before and / or after the Conference

Section 10. Agency recommendations / proposals for the outline plan

At the Conference, members will develop the plan. It is useful to include in your report any specific recommendations that you have. The format for the child protection plan that will be developed at Conference and later at child in need planning meetings or Core Group Meetings is included at Appendix 4.

Recommendations should be outcome focused.

Report to Review Child Protection Conferences.

The overriding purpose of information sharing at the Review Child Protection Conference is to inform the multi-agency decision about whether continued registration is required.

In forming a view agencies will be mindful of some learning underpinned by research and publicised reviews and also confirmed locally by the CTSCB Quality Assurance sub group. The key principles of this learning include:

- The need to avoid the rule of optimism to prevail in complex cases where small improvements have been noted
- To seek to avoid re-registration in cases where neglect is a feature of concern, the assessment tool for neglect should inform decision making
- De-registration should be informed by up to date multi-agency assessment in the form of a Core Assessment
- The importance of using professional challenge constructively where there are differences of opinion

Many of the principles highlighted above in relation to Initial Child Protection Conference reports equally apply to Review Child Protection reports.

In order to ensure that the Conference is provided with an update against the work of the Core Group and the Core Assessment, separate recommended reports have been devised for agencies and social workers.

Appendix 1 – Report to Initial Child Protection Conference

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REPORT TO INTIAL CHILD PROTECTION CONFERNCE

1. REPORT PREPARED BY: *Name and Role*

2. DATE OF CHILD PROTECTION CONFERENCE:

3. CONFERENCE IN RESPECT OF:

Child / Young Person Name	Date of Birth and Age	Address

4.PARENTS / RELATIVES/ HOUSEHOLD MEMBERS OR SIGNIFICNAT PEOPLE:

Name	Date of Birth and Age	Relationship to child(ren) / young person	Address

5. THE REASON FOR CONFERENCE

6. WHAT IS THE OBJECTIVE TO YOUR AGENCY'S INVOLVMENT WITH THE FAMILY?

7. SUMMARY OF YOUR AGENCY'S INFORMATION SHARED AS PART OF THE RECENT ASSESSMENT AND CHILD PROTECTION ENQUIRIES

Child Development – Child 1
Child Development – Child 2
Child Development – Child 3

Parenting Capacity
Family and Environmental Factors

8. AGENCY VIEW OF THE RISK TO THE CHILDREN

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9. ARRANGEMENTS FOR SHARING THE REPORT WITH FAMILY AND VIEWS EXPRESSED BY FAMILY

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10. AGENCY RECOMMENDATIONS / PROPOSALS FOR THE OUTLINE PLAN

Child Development

What needs to be achieved? ⁱ	How this will happen? ⁱⁱ	Who will be responsible? ⁱⁱⁱ	When will this start ^{iv}	When will this end ^v	How will we know when this has been achieved? ^{vi}

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Parental Capacity

What needs to be achieved?	How will this happen	Who will be responsible?	When will this start	When will this end	How will we know when this has been achieved?

Family and Environmental Factors:

What needs to be achieved?	How will this happen	Who will be responsible?	When will this start	When will this end	How will we know when this has been achieved?

What needs to be achieved?	What needs to happen to bring this about?	How will we know when this has been achieved?

Chronology

Genogram

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Multi-agency Plan

(Child Protection / Child in Need) delete as appropriate

Name:

Child / Young Person Name	Date of Birth & Age	Address

Start date:

Decision of conference:

Registration Date:

Plan Aims

What are the risks that this plan is aiming to reduce for _____ ?

[Empty text box for risks]

What overall outcome are the family and agencies hoping to achieve for _____ ?

[Empty text box for overall outcome]

[Empty rectangular box for writing]

What do the family consider could make the biggest differences in their life to make things better for _____

[Empty rectangular box for writing]

What does _____ consider could make the biggest differences in *his/her* life to make things better?

[Empty rectangular box for writing]



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What is going well?



Core Group Activities

Other activity to be coordinated by the Core Group	Start Date	Point of Review
<i>EG...The Core Assessment / Neglect tool for Assessment will be completed to inform the next Conference</i>	<i>21.1.15 or date of Conference</i>	Core Group Meetings
<i>James should be seen at home at least once every two weeks</i>	<i>21.1.15 or date of Conference</i>	Core Group Meetings
<i>James should be given the opportunity of having his views represented by advocate at the next Conference. Referral to advocacy required</i>	<i>21.1.15 or date of Conference</i>	Core Group Meetings

Child Development

What needs to be achieved? ^{vii}	How this will happen? ^{viii}	Who will be responsible? ^{ix}	When will this start ^x	When will this end ^{xi}	How will we know when this has been achieved? ^{xii}

Parental Capacity

What needs to be achieved?	How will this happen	Who will be responsible?	When will this start	When will this end	How will we know when this has been achieved?

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Family and Environmental Factors:

What needs to be achieved?	How will this happen	Who will be responsible?	When will this start	When will this end	How will we know when this has been achieved?

People involved in this plan – Core Group Members

Name ^{xiii}	Relationship to <small>xiv</small>	Organisation	Agreed to Plan? ^{xv}	Signature

** If anyone does not agree with the plan, their comments will be shown below*

Comments

^{xvi}

What will happen if there are concerns, or the plan is not working?

[Empty rectangular box for response]

Date of Core Group

Date of next Conference

Chairperson

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Appendix 3 Social Work Report to Review Child Protection Conference

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SOCIAL WORK REPORT TO REVIEW CHILD PROTECTION CONFERENCE

1. REPORT PREPARED BY: *Name and Role*

2. DATE OF CHILD PROTECTION CONFERENCE:

3. CONFERENCE IN RESPECT OF:

Child / Young Person Name	Date of Birth and Age	Address

4. PARENTS / RELATIVES/ HOUSEHOLD MEMBERS OR SIGNIFICANT PEOPLE:

Name	Date of Birth and Age	Relationship to child(ren) / young person	Address

5. REGISTRATION DATE (S) AND CATEGORY

6. CHAIR'S SUMMARY AT LAST CONFERENCE ON XX DATE

7. SIGNIFICANT EVENTS SINCE LAST CONFERENCE

[Empty box for significant events since last conference]

8. CHILD'S VIEW AND INVOLVEMENT

[Empty box for child's view and involvement]

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9. SUMMARY OF ASSESSMENT

Date of last completed core assessment:

Child Development – Child 1

Child Development – Child 2

Child Development – Child 3

Parenting Capacity

Family and Environmental Factors

10. AGENCY VIEW OF THE RISK TO THE CHILDREN

[Empty text box for Agency View of the Risk to the Children]

11. ARRANGEMENTS FOR SHARING THE REPORT WITH FAMILY

[Empty text box for Arrangements for Sharing the Report with Family]

12. VIEWS EXPRESSED BY FAMILY

[Empty text box for Views Expressed by Family]

13. AGENCY RECOMMENDATIONS / PROPOSALS FOR THE OUTLINE PLAN

Child Development

What needs to be achieved? ^{xvii}	How this will happen? ^{xviii}	Who will be responsible? ^{xix}	When will this start ^{xx}	When will this end ^{xxi}	How will we know when this has been achieved? ^{xxii}

Parental Capacity

What needs to be achieved?	How will this happen	Who will be responsible?	When will this start	When will this end	How will we know when this has been achieved?

Family and Environmental Factors:

What needs to be achieved?	How will this happen	Who will be responsible?	When will this start	When will this end	How will we know when this has been achieved?

Appendix 4 Agency Report to Review Child Protection Conference

Cwm Taf Safeguarding Children Board

REPORT TO REVIEW CHILD PROTECTION CONFERENCE

1. REPORT PREPARED BY: *Name and Role*

2. DATE OF CHILD PROTECTION CONFERENCE:

3. CONFERENCE IN RESPECT OF:

Child / Young Person Name	Date of Birth and Age	Address

4. PARENTS / RELATIVES/ HOUSEHOLD MEMBERS OR SIGNIFICANT PEOPLE:

Name	Date of Birth and Age	Relationship to child(ren) / young person	Address

5. WHY IS YOUR AGENCY INVOLVED WITH THE FAMILY?

6. WHAT IS THE OBJECTIVE TO YOUR AGENCY'S INVOLVMENT WITH THE FAMILY?

7. SIGNIFICANT EVENTS SINCE LAST CHILD PROTECTION CONFERENCE

8. SUMMARY OF YOUR AGENCY'S INFORMATION IN RELATION TO EVENTS SINCE THE LAST CHILD PROTECTION CONFERENCE

Child Development – Child 1

Child Development – Child 2

Child Development – Child 3

Parenting Capacity

Family and Environmental Factors

9. AGENCY VIEW OF THE RISK TO THE CHILDREN

10. ARRANGEMENTS FOR SHARING THE REPORT WITH FAMILY AND VIEWS EXPRESSED BY FAMILY

11. AGENCY RECOMMENDATIONS / PROPOSALS FOR THE PLAN

What needs to be achieved?	What needs to happen to bring this about?	How will we know when this has been achieved?

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