

Cwm Taf Safeguarding Children Board

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Recording and Managing Child Protection Conferences

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Introduction

The objective of these tools is to ensure that multi-agency safeguarding children practice is safe and effectively recorded in a way that is compliant with the All Wales Child Protection Procedures.

The underpinning principle is ensuring that the work we carry out keeps children and young people at the centre of our practice and is well understood by young people their families and professional alike.

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Chairs Statement

This Initial Child Protection Conference that has been called to discuss

.....**names of children**.....

The purpose of the Conference is to share information and make a decision about whether there is a continuing risk of significant harm, and if as a result of this, the children's names should be added to the Child Protection Register.

Whatever decision we make, we have a duty to put in place a plan of support that will reduce any risks to the children.

The Conference and the record of the Conference is confidential. The Conference will be carried out in compliance with the Child Protection Procedures.

Everybody present is asked to express their views in a respectful manner and for the benefit of making a record, one person will speak at a time.

I (the Chair) have met with the family and talked to them about the importance of their contribution to the meeting and the plan arising from the meeting. I have also made them aware of how to go about making a complaint about any aspect of the Conference.

A note taker is present today to ensure that there will be a record of the Conference today which will highlight the various reports shared and family views. It is not a verbatim minute of the meeting.

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Initial Child Protection Conference

AGENDA

1. Chair's Meeting with Family
2. Chair's Statement
3. Welcome and Introductions
4. Child's views and involvement in the Conference
5. Basic Information
6. Reason for Conference
7. Background Information
8. Agency Report and young person / family comments about reports
9. Agencies' analysis of risks strengths and needs
10. Chair's Summary of risks, strengths and needs
11. Decisions of Conference
12. Outline Plan
13. Chair and keyworker discussion with family

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Cwm Taf Safeguarding Children Board

RECORD OF INITIAL CHILD PROTECTION CONFERENCE

DATE OF CONFERENCE:

SUBJECTS OF CONFERENCE:

Children's Names	D.O.B.	Address

OUTCOME OF THIS CONFERENCE WITH NAMED KEYWORKER:	
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FAMILY STRUCTURE

Parents/Significant Adults	D.O.B.	Relationship to child (indicate if has PR)	Address

ATTENDANCE:

Name	Role	Invited	Written Report Provided

APOLOGIES:

Name	Role	Invited	Written Report Provided

REASON FOR CONFERENCE

Reason for Child Protection referral, any care or contact arrangements in place to safeguard the child(ren); any bail conditions in place, any legal Orders in place. Do not need details of the investigation as this should be in the Social Worker's report.

BACKGROUND INFORMATION

Details of previous registration etc to be recorded here

REPORTS:

Report by

Any additional or disputed information

-

Parent & Young Person's Comments

-

Report by

Any additional or disputed information

-

Parent & Young Person's Comments

-

Report by

Any additional or disputed information

-

Parent & Young Person's Comments

-

ANALYSIS OF RISKS, STRENGTHS AND NEEDS

Agencies risks, strengths and needs

OTHER COMMENTS

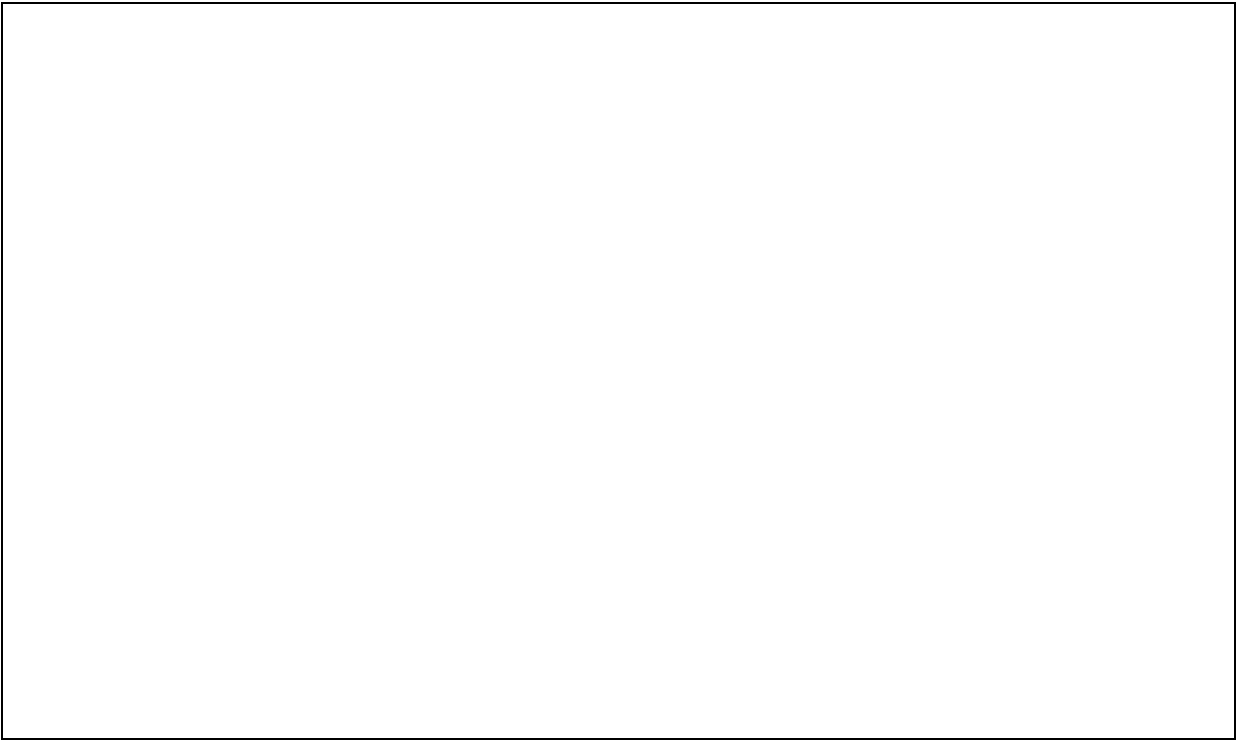
Agencies, Parents/carers, children

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CHAIR'S SUMMARY OF RISKS, STRENGTHS AND NEEDS

Chairs summary to be recorded here.

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DECISION OF CONFERENCE

Note – each person’s decision does not need to be recorded – either it is “unanimous”, or “majority” with dissenting agencies recorded, or “split” with all agencies recorded along with Chair’s casting decision

CHILD/REN'S PLAN

Please refer to separate plan

IDENTIFICATION OF KEYWORKER:

IDENTIFICATION OF CORE GROUP:

DATE OF FIRST CORE GROUP / PLANNING MEETING:

DATE OF NEXT CONFERENCE:

Signature of Chair:.....

Date:.....

Merthyr Tydfil County Borough Council

Safeguarding Unit

Room 111, Unit 5

Triangle Business Park

Pentrebach

Merthyr Tydfil

CF48 4TQ

DISTRIBUTION LIST

The record of this conference have been distributed to:

NAME	AGENCY/INVOLVEMENT	REPORTS TAKEN
	South Wales Police – Child Abuse Investigation Unit	
	National Probation Service	
	CRC	
	Safeguarding Childrens Team ~ Cwm Taf	
	RCT Homes	
	RCT Attendance & Wellbeing Service	
	GP	
	Keyworker	

DELETE THIS NOTE BEFORE PRINTING * remember when you put family details in here, if parents are together they should only get one copy so should be recorded on one line, and, grandparents/extended family only get them if the child/ren live with them.

Signature of Chair:.....

Date:.....

Cwm Taf Safeguarding Children Board

Cwm Taf Safeguarding Children Board

Chairs Statement

This Review Child Protection Conference that has been called to discuss

.....**names of children**.....

The purpose of the Conference is to share information and make a decision about whether there is a continuing risk of significant harm, and if as a result of this, the children's names should be added to the Child Protection Register.

Whatever decision we make, we have a duty to put in place a plan of support that will reduce any risks to the children.

The Conference and the record of the Conference is confidential. The Conference and will be carried out in compliance with the Child Protection Procedures.

Everybody present is asked to express their views in a respectful manner and for the benefit of making a record, one person will speak at a time.

I (the Chair) have met with the family and talked to them about the importance of their contribution to the meeting and the plan arising from the meeting. I have also made them aware of how to go about making a complaint about any aspect of the Conference.

A note taker is present today to ensure that there will be a record of the Conference today which will highlight the various reports shared and family views. It is not a verbatim minute of the meeting.

Cwm Taf Safeguarding Children Board

Review Child Protection Conference

AGENDA

1. Chair's Meeting with Family
2. Chair's Statement
3. Welcome and Introductions
4. Child's views and involvement in the Conference
5. Basic Information
6. Reason for Conference
7. Reports and Discussions
8. Review of Child Protection Plan and Core Group dates
9. Chair's Summary – analysis of risks, strengths and needs
10. Decisions of Conference
11. Outline Plan
12. Chair and keyworker discussion with family

Cwm Taf Safeguarding Children Board

RECORD OF REVIEW CHILD PROTECTION CONFERENCE

DATE OF CONFERENCE:

SUBJECTS OF CONFERENCE:

Children's Names	D.O.B.	Address

DATE AND CATEGORY OF REGISTRATION:	
DATES OF PREVIOUS CONFERENCES:	

OUTCOME OF THIS CONFERENCE WITH NAMED KEYWORKER:	

FAMILY STRUCTURE

Parents/Significant Adults	D.O.B.	Relationship to child (indicate if has PR)	Address

Name	Role	Invited	Written Report Provided

ATTENDANCE

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APOLOGIES

Name	Role	Invited	Written Report Provided

CHAIR'S SUMMARY AND DECISION OF LAST CONFERENCE

Taken from minutes dated:

REPORTS:

Report by Social Worker

Any additional or disputed information

Parent & Young Person's Comments

Report by

Any additional or disputed information

Parent & Young Person's Comments

Report by

Any additional or disputed information

Parent & Young Person's Comments

REVIEW OF PLAN

Put previous recs here – or refer to separate plan to include dates of Core Group meetings:

CHAIR'S SUMMARY OF RISKS, STRENGTHS AND NEEDS

DECISION OF CONFERENCE

Note – each person's decision does not need to be recorded – either it is "unanimous", or "majority" with dissenting agencies recorded, or "split" with all agencies recorded along with Chair's casting decision

CHILD/REN'S PLAN

Please refer to separate plan

IDENTIFICATION OF KEYWORKER:

IDENTIFICATION OF CORE GROUP:

DATE OF CORE GROUP MEETING:

DATE OF NEXT CONFERENCE:

Signature of Chair:.....

Date:.....

Safeguarding Unit
Merthyr Tydfil County Borough Council
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Triangle Business Park
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