



# Norfolk Safeguarding Children Partnership

## Multi-Agency Reports to Child Protection Conference

### Guidance Notes

#### Child Protection Conference Reports

The expectation is that **all Workers/Agencies** working within the NSCP safeguarding procedures and national statutory safeguarding legislation [Working Together 2023; Children's Act 1989/2004 etc.], will provide a written report to Conference whether they are able to attend the Conference or not.

#### NSCB Multi Agency Template

- A copy of the latest form will always be available on the NSCP website, [How to Raise a Concern | Norfolk Safeguarding Children Partnership | PWWC \(norfolkscp.org.uk\)](https://www.norfolkscp.org.uk)
- The report format found on the NSCP website contains further practice prompts in addition to those detailed below to support completion of the document.

#### Translation

Where family members first language is not English, please ensure that your reports are translated into the family's first or preferred written language.

#### 3<sup>rd</sup> Party Information

3<sup>rd</sup> party information will now be shared with workers during the pre-conference reading time, prior to the start of the actual meeting. If your agency has information which should be managed as 3<sup>rd</sup> party, please ensure that you inform the Chairperson immediately on arrival at the meeting.

#### When you are unable to attend a Child Protection Conference

If you are unable to attend a Conference, it is expected that a colleague would attend on your behalf. That colleague should be fully briefed on your involvement with the child and their family and your safeguarding assessment, and have full access to your report; this includes having understanding of your professional view as to whether the threshold for CP planning has been met for the child or not.

It is understood that Schools/Colleges and Educational providers may not always be able to attend a Child Protection Conference during School Holidays. However, a report with a clear analysis and proposed recommendation should always be provided.

#### Where to send your Conference Report

A copy of the report should be forwarded to the Independent Reviewing Service Business Support email address [cs.bsupport.bowthorpe@norfolk.gov.uk](mailto:cs.bsupport.bowthorpe@norfolk.gov.uk) marked FAO of the named Child Protection Chair, at least 2 working days in advance (for ICPC) and 3 days in advance (for RCPC).

## **Sharing your Report with family**

- The Report Author should share the contents of the report with the parents/carers, and the child where appropriate, in advance of the Conference. It is accepted that restricted information cannot always be shared prior to a Conference.
- Report Authors must ensure that reports are provided to parent/carers in their first/preferred language, including where requested in audio format, in good time prior to conference.
- There should be no surprises for the family within a report; parent/carers, and children where appropriate, should be aware of all key concerns for the child before the start of conference unless there are exceptional circumstances which prevent this. Where this occurs the Report Author **must** liaise directly with the Conference Chair prior to the start of conference to enable information sharing to be effectively managed.
- It may be necessary to provide separate reports where some family members should not have access to particular information i.e. for Split Conferences where parts of the report contain person specific [special category] data.
- \*It is accepted that some agencies such as GP's/Acute Sector and the Police/Probation may be unable to share a report prior to a Conference.

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## **Structure of your Report**

The Multi-Agency Report to Child Protection Conference is now structured to support Workers from all agencies to share information using the following structure -

### ***1. Chronology of significant events for the child/ren:***

- For ICPC the chronology should contain details of Significant Events for the child/ren in the last 2 years. Including all allocated SW episodes with start/end dates, including whether EH/FS/CIN/CP; major life events for child, including births, deaths, significant transitions, i.e. unplanned house moves, serious illness, separations, such as parent/carers separating.
- For review conference, the chronology timeline should cover the full time period between conferences, i.e. 3 months or 6 months

### ***2. What does this lived experience mean for the child/ren? (Analysis Summary)***

#### ***What are we worried about now?***

- **Past Harm**  
Information about past harm/danger that has occurred for the child, their siblings or their parents/carers which could increase the risk of harm currently.
- **Current Harm and Impact**  
The Risks that are harmful or pose a risk of significant harm to the child currently.
- **Complicating factors**

Things that make life more difficult or complicated **ie. adult behaviours, special needs, diversity, language differences etc...**

***What is the impact on the child if the risks are not reduced?***

- What do you believe will be the likely outcome for the child(ren) if their current situation continues?

***What is working well for the child that reduces the risks and increases the child's safety and resilience?***

- Identify family strengths and safe behaviours (Include strengths within the wider family network which increases safety).

**3. The views of children, young people, and family adults about their situation and the content report.**

***Child/young person's views on their situation and on the report.***

\*\* Please ensure you have the child's permission to share their views with parent/carers and with conference members.

- What has the child shared with you they are worried about?
- What do they say has been working well?
- What do they say they would like to happen?

***Parents'/carers' views on the situation and on the report***

- Views on the support you have provided and whether they think this has helped their child.
- Parent's/carer's view of the information contained within this report.

**4. The final section of the report provides space for your proposed recommendation.**

- Please consider for each child/young person on a scale of 0 to 10 if the child is safe and their needs are being met, or the child is at risk of significant ongoing harm and/or their needs are not met.
- Please consider for each child/young person whether the threshold for a Child Protection Plan is met and or their needs can be met via different planning.
- Please consider for each child/young person your reasons for your decision making.

**If you have any other queries in respect of completing the report to CP Conference and/or the Conference itself, please contact the Independent Chairperson named on the Conference invitation documents. Alternatively, please email your query to [cs.bsupport.bowthorpe@norfolk.gov.uk](mailto:cs.bsupport.bowthorpe@norfolk.gov.uk) your email will be passed to the applicable Independent Chairperson.**