



## Multi-Agency Child Protection Conference Report

Guidance on completing this report template can be found towards the end of this document, but if the report is for a **review conference**, please only include updated information since the previous child protection conference.

<b>Planned date of conference:</b>	
<b>Type of conference (delete accordingly):</b>	Pre-birth / Initial / Review / Transfer in

<b>AGENCY COMPLETING THIS REPORT</b>	
<b>Name of agency:</b>	
<b>Name of author:</b>	
<b>Role of author:</b>	
<b>Email address of author:</b>	
<b>Date report completed:</b>	
<b>HAS THIS REPORT BEEN SHARED WITH THE FAMILY?</b>	
The content of this report should be shared fully with the parent(s)/carer(s) and young person(s) (if appropriate), and where safe to do so, at least two working days before the conference.	
<b>Date report shared with parent(s) prior to the conference:</b>	
<b>Date report shared with the young person(s) prior to the conference:</b>	

### FAMILY INFORMATION

<b>SUBJECT(S) OF CONFERENCE</b>						
<b>Name</b>	<b>Date of birth</b>	<b>NHS Number</b>	<b>Address</b>	<b>GP Practice</b>	<b>Nursery/school</b>	<b>Included in this report (Y/N)</b>

<b>HOUSEHOLD MEMBER(S)</b>		
<b>Name</b>	<b>Date of birth</b>	<b>Relationship to subject(s)</b>

**EXTENDED FAMILY & SUPPORT NETWORK**

Name	Relationship to subject(s)

**Overview of your agency’s involvement with the child(ren) and family, such as:**

- Why are you involved with the child(ren) and family?
- How long have you been involved with the child(ren) and family?
- What support have you been providing to the child(ren) and family?
- Was this helpful to the child(ren) and family and can further support be offered?
- What has attendance/engagement with your service been like?

**Background information, include information, if known, relating to:**

- Child(ren)’s developmental needs, including any unmet needs (clearly distinguish between each child included)
- Parenting capacity to meet child(ren)’s needs
- Family and environmental factors

**What are we worried about?**

Include factors/events:

- That you consider pose a risk of significant harm to the child(ren).
- That you consider increases a risk of harm or danger to the child(ren).
- That informs you about past harm that has negatively impacted upon the child(ren) and/or their family, which could increase the risk of harm currently.
- Or any other information about the child(ren)’s life that bring complications to managing the family difficulties in adult behaviours or lifestyle.

**Future danger**

- What do you believe could happen for the child(ren) if their current situation does not change, what could be the likely outcome?

**What is working well?**

- Identify family strengths and safe behaviours

**What needs to happen for the child(ren) to be safe, what safety goals would you identify for the child(ren)?**

- What would the family situation look like for you to see the child(ren) is safe?
- Describe what contribution your service can make to the child(ren)'s plan

**What can you say about the child(ren)'s views on their situation or their lived experience?**

Please ensure you have the child(ren)'s permission to share their views with parent(s)/carer(s) and with conference members.

- Have you seen the child(ren), what have they said, what have you observed?
- What is the day to day lived experience of this child(ren)?
- How do you know, what have you seen, heard or observed that tells you this?

**Parent(s)/carer(s)/family network views on the situation and on this report**

**Is there any other information not included above that you feel conference should be aware of?**

Completed reports should be sent by secure email to the independent chair and all invitees detailed in the seven day child protection report reminder sent by the area safeguarding team, within two working days of the conference. A copy should also be emailed to the applicable area safeguarding team, details below:

- Landmark House, Ipswich: [CYPsafeguardingCo-ordinatorsIpswich@suffolk.gov.uk](mailto:CYPsafeguardingCo-ordinatorsIpswich@suffolk.gov.uk)
- West Suffolk House, Bury St Edmunds: [SafeguardingCo-ordinatorsBuryStEdmunds@suffolk.gov.uk](mailto:SafeguardingCo-ordinatorsBuryStEdmunds@suffolk.gov.uk)
- Riverside, Lowestoft: [CYPsafeguardingCo-ordinatorsLowestoft@suffolk.gov.uk](mailto:CYPsafeguardingCo-ordinatorsLowestoft@suffolk.gov.uk)

Please ensure that emails are transmitted giving the family surname and date of the conference as a reference in the subject line. Please ensure you use an appropriate secure email service when sending information of a personal and sensitive nature to any party.

If there is information that should not be, or has not been, shared with certain members of conference, please advise the independent chair in advance.

## GUIDANCE ON PROVISION OF AGENCY REPORTS FOR CHILD PROTECTION CONFERENCES

The expectation is that all professionals working within Suffolk agencies will provide a written report for conference, whether they are able to attend the conference or not.

Please write the report based on your professional knowledge and understanding of the child(ren) and family. As this is a generic form, you must ensure all the relevant information from your agency or specialism is included. You may wish to refer to the guidance and Assessment Framework Triangle below to aid this process.

If appropriate (see next paragraph), you may write one report per family, but you must clearly distinguish between each child included.

The author should share the contents of the report with the parent(s)/carer(s) and young person(s) (if appropriate), and where safe to do so, at least two working days before the conference. To avoid data breaches, it may be necessary to provide separate reports where specific family members should not have access to some of the information within the report. **For example, in blended families to ensure a non-resident parent does not receive the information about another child for whom they do not have parental responsibility, or in split families where address information is being withheld.**

Moreover, any additional or specific support needs should be addressed to aid the family's understanding of the report, including (but not restricted to) the need for the report to be translated and/or an interpreter used to discuss the report with the family.

The expectation is that all agencies will consider each of the headings, before deciding they have nothing relevant to offer, and authors should:

- Distinguish between, observation, allegation and opinion.
- Be clear where information is provided from another source i.e. second or third hand.
- Use relevant information from current and past records.

Authors should check initial case conference invitation for accuracy of child(ren)/family details and add any missing information.

Where agencies have information on the child(ren)'s and/or parent(s)/carer(s)' views of the situation and related issues, it would be appropriate to include these in their reports.

### **Chronology/background**

- Include brief details of each contact/incident/call to address, checking dates, nature of calls, and who present.
- How long has the family been known to the service/school and to the author.
- Date of enrolment in school/date origin and reason for referral.
- Details of failed appointments and/or missed contacts.
- Specify if author's information or if taken from records.
- Medical opinion of examining doctor if appropriate.
- Previous concerns/enquiries/court orders.

**Please attach a separate sheet of relevant criminal history for each family member. Please indicate clearly with whom each sheet can be shared.**

### **Family and environmental factors**

- Include information known about family history and functioning
- Information on extended family
- Housing, employment and finances
- Families social integration and community resources/support available
- Family lifestyle/beliefs
- Risk Indicators

**Individual Child Profile/Development (complete separately for each child known to you)**

Include information if known relating to:

- The child's health and growth (if relevant, attach centile charts stating significance of any measurements). Include immunisations, dental health, nutrition, injuries and medical treatment. For preschool children include birth history if known.
- Emotional and behavioural development.
- Family and social relationships/social presentation.
- Self-care skills including problem solving and seeking help.
- Education (including stimulation) indicating if the child has a statement of special educational needs, has any educational needs not covered by a statement, has been referred to Educational Psychology. Details of school attendance and any referral to Education Welfare Service. Academic progress.
- Relevant police/probation/youth offending information.
- Any development needs not being met.

**Parenting capacity**

- Basic care of the child(ren) and understanding of child(ren)'s needs.
- Attachment and emotional warmth.
- Boundary setting and safety and how they use discipline.
- Household stability.
- Parental physical and mental health/medication/ and effect on parenting.
- Parental Substance misuse effecting parenting capacity.
- Domestic abuse effecting parenting capacity.
- Information about how parents model appropriate behaviour and or control emotions

**Child(ren)'s views and wishes**

- Include how the child(ren) talks about/relates to parents and significant adults.
- Child(ren)'s view of school and any services provided.

**Analysis of implications for the child's future safety, health, and development**

Consider individual child's needs, risk factors, positive factors and strengths identified in the above information and comment upon the likely implications/outcome for the child if the situation remains the same.

**Recommendation**

Consider and comment on whether the threshold of "significant harm" has been demonstrated or is likely to be demonstrated based the information above and if in your view the child is in need of a child protection plan. Your view may alter having heard other conference participants information.

**Confidentiality statement**

The matters raised in this report are confidential to members of this conference and the agencies that they represent, and should only be shared with others for the purpose of promoting the safeguarding and welfare of the children concerned. All reports provided to conference will be distributed on the strict understanding that they will be kept confidential and in a secure place.

**Information sharing and data protection**

Should there be a need to share any of the information included in this report with other professionals who are involved with the family but who were not present at conference or for managerial or supervisory purposes this is acceptable. However, if information needs to be shared with third parties then permission should be sought from the independent chair.

Completed reports should be sent by secure email to the independent chair and all invitees detailed in the seven day child protection report reminder sent by the area safeguarding team, within two working days of the conference (see above).

### Assessment Framework Triangle

