



North Lincolnshire  
**CHILDREN'S  
MULTI-AGENCY  
RESILIENCE &  
SAFEGUARDING  
BOARD**

# Best Practice Guidelines

**Preparation and Attendance at  
Child Protection Conferences  
for partner agencies**

## Prior to conference

- Update and complete your report for conference. Send this to [IndependentReviewTeam@northlincs.gov.uk](mailto:IndependentReviewTeam@northlincs.gov.uk) This needs to be received 2 days prior to Initial Child Protection Conference (ICPC) and 5 days prior to Review Child Protection Conference (RCPC)
- Identify third party information
- Make sure your report is shared with family 2 days prior to ICPC and 5 days prior to RCPC
- Share your report with all agencies in the above timescales (details in invite) You should receive a copy of the Social Worker report prior to conference
- If you are supporting any children and young people to attend conference let the chair know
- Please always ensure you have recorded children's wishes and feelings in your report (if relevant)
- Know the case, know the chronology, you may be asked to confirm dates of incidents
- Be specific about significant events / dates / any disclosures or information shared by the child? Or parent? Or third party person
- What is your provision offering the family?
- What are the risks? What is the impact upon the child? For Example: Kelly is at risk of harm because...There is a risk that Kelly will be physically hurt because she is exposed to domestic abuse. Kelly has told staff in school that she feels scared and frightened
- Child's views – what would the child say about their lived experience? How have you obtained these views?

## Day of and during conference

- You need to be available prior to the conference and be on time. All ICPCs will be held at West Street Children's Centre and you are welcome to attend or please be available on MS Teams
- You may be required for third party which will take place up to 30 minutes prior to the start time of conference. Please be on time, cameras on and focussed on the meeting
- During the meeting you are asked to remain on task and focused
- Be confident to verbalise your views of threshold and whether child protection planning is required. Please provide view of category of harm and rationale for decision making. Not just 'agree with social worker'
- Remember these meetings impact on a child's life and the decision can have lifelong implication for the parents and the children/young people

## After conference

Please prioritise attendance at Core Group Meetings and provide social worker with updates of significant events