



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

Best Practice Guidelines

**Preparation and Attendance at
Child Protection Conferences
for Social Workers**

Prior to conference

- Family Solutions meetings should be held prior to the Initial Child Protection Conference (ICPC) and consideration given to other family members attending that can increase safety for the child/ren and family
- When a decision is made for an ICPC, consultation is to take place within 2 days of the strategy discussion
- Requests for conference need to be completed the same day or by mid day of the day after to enable and support invites to be sent in a timely manner
- All ICPCs are now to be held face to face at West Street Children's Centre, unless exceptional circumstances agreed by the Chair during consultation.
- Where possible all RCPCs will be held face to face at West Street Children's Centre
- It is best practice for Social Workers to ensure they have spoken to parents about the reason for conference, the process and the potential outcomes and what this means, including sharing the report
- It is best practice for the Social Workers to ensure parents attendance is planned and supported, this includes ensuring childcare is in place, they have the means and funds of getting to the meeting
- Participation of fathers and non resident parents are really important and it is best practice to ensure that attempt have been made or tried to make contact so as they can participate in the conference
- Participation and attendance of our children and young people over 8 years old is important, they all receive an invite, (unless inappropriate to do so and agreed at consultation), school on the whole have been happy to support this attendance via MS Teams. However we are still offering calls and face to face visits should they wish for this
- All children over 8 should be considered for advocacy and if not a reason given

Prior to conference continued

- It is best practice that Social Workers complete a piece of direct work with the children and young people so as their voice and lived experience is heard within the conference. Direct Work is to be sent to the independent reviewing team and will be recorded on the child's ESCR
- Children's Services Assessments and Plan and Progress Forms should be made available to the Chair at least 48 hours prior to an ICPC and 5 days prior to a RCPC
- Reports should be shared with parents and young people if appropriate and them to have a copy prior to the meeting
- Reports should also be shared with the partners including Humberside Police safeguarding officers (email address on invite) prior to the meeting.
- The Chair will want to speak with you prior to the day of the meeting so please return calls if you are not available

Day of conference

- It is best practice for Social Workers to be prepared to arrive 30 minutes prior to the start of the meeting in case of third party and to enable the meeting to start on time
- When presenting we need clear and concise information to inform decision making, including dates of significant events, clear risks and protective factors including impact on the children
- Please be aware that these meetings are booked in for 2 hour slots and on average can take between 1 hour and 1 hour 30 minutes unless more complex or large sibling groups
- When supporting parents and/or young people to attend you need to arrive 30 minutes prior to the start time
- If there are any changes to attendance you must alert the Chair to these plans.
- Plan ahead and have a core group date prepared and when booking RCPCs please let us know of any non working days or holidays it is easier to work round them when booking in advance than to amend the date due to conference being booked 6 months ahead

Between conferences

- Invites go out for all RCPCs the month prior to the agreed date, when Independent Review Team business support contact you to agree the invitees please respond within 48 hours with any changes so the right people are invited and invites are sent out in a timely manner
- If you do need to change the date of a RCPC please request this as early as possible to reduce as much disruption
- Please alert the Chair to any significant events within the review period such as baby being born, incidents of domestic abuse, children going to stay with family members etc
- If an assessment is agreed within the Conference please share this with the Chair upon completion

Risk Outside the Home conferences

Should the conference feature risk outside the home there is further consideration for the conferences:

- You must follow the Risk Outside the Home Approach and Strategy and complete the parents and young people questionnaires prior to the conference ensuring these are sent to the IRS email
- You will notice there will be change in the agenda to focus on 'spaces and places' and looking at risks which will also include vulnerabilities to and experiences of risk outside the home
- You need to identify a trusted adult who can support the young person to attend or to share views on their behalf
- Parents/family members are to be partners within the meeting with high levels of co-producing the meeting and plan
- This could mean that other family members are invited to attending the risk outside the home conference
- Social Workers need to consider other professionals that may need to be invited, such as a specific police officers or PCSOs or other services supporting the young person or family