

The Importance of Conference Reports in Children's Safeguarding

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- **WHY** are reports important?
- **WHO** are they important for?
- **WHAT** is the purpose of the report; what is it important to share (and not to share)?
- **HOW** should it be shared?
- **WHEN** is this information important?

WHY are reports for Conference important?

- Our duties are set out in legislation: Children Act (1989, 2004 and 2017) and guidance: Working Together to Safeguard Children (2018)
- A CP Conference is multi agency, held to share information in reports and in person about a specific child or children to assess risk and make effective plans to safeguard that child or children

We cannot make effective plans to safeguard children if we do not have all the information available to assess and understand all risk factors

WHO are you writing your report for?

- You are writing for all those attending Conference; making decisions and safeguarding plans for children
- This will include non health professionals – Social Workers, teachers, Probation Officers, Housing Officers, Police, Youth Offending Workers
- Your report will also be shared with the family

Reports need to:

- Make sense and be understood by all those who will read them; ie: written in straight forward language
- be legible if hand written

WHAT is the purpose of the report?

To share information about a child/children and their family that *is relevant* and will *inform decision making around safeguarding* that child or children.

WHAT is important to remember/include?

- **Focus on the child** and how the information you are providing (about children or adults) impacts on them.
- **Give what you say context** by including dates, referrals, follow ups, reviews

WHAT is important to remember/include? (cont)

- **Think about how your specialist professional knowledge and training, and knowledge of the family** can contribute to risk assessment and planning.
- **Any information you feel is relevant** (even if you have not been asked for it)
- **Use simple, straight forward, easy to understand language** (remembering who will read them)
- **If possible include a chronology**, especially if there are several services involved
- **Accurate, specific, relevant** information

WHAT should not be included?

- Print outs of drugs, immunisations and information full of medical terminology
- Comments without context.
- Information given in such a way or with unnecessary detail that could increase the risk to a child, children or adult
- Information about an adult that is not relevant to the safety of a child or children.

... taken from recent reports

- (Mum) attend for treatment of thumbnail infection'
- ... Also discussed possible sterilisation ...
- 'Mixed anxiety and depressive illness (Mum)'
- 'Referred for psychological counselling'

WHEN is this information needed and HOW should it be shared?

- As soon as possible after you receive the request and at least 2 days before an ICPC and 5 days before an RCPC so your report can be shared with other professionals.
- Using the Kent Safeguarding Children Multi-Agency Partnership template – which guides you through with specific prompts and questions
- You can also contact the Social Worker or CP Chair to discuss participation for all/part of conference via **Microsoft Teams** if in addition to providing a report

TO SUMMARISE:

Next time you receive a request for a report for a Child Protection Conference, please consider:

- Impact (for the child)
- Context
- Relevance and accuracy

Make your reports count by **focusing on the child** and ensuring that the information you share about them or their parents/carers will contribute to decision making and planning in respect of their safety and welfare

AND FINALLY...

We are currently in the process of reviewing how best to run conferences in future, making the most of digital technology to get all the right people involved in creating great plans for children.

All conferences are currently being held remotely, and when you are invited to a conference you will be sent instructions for how to join the Microsoft Teams meeting and where to find the template for your report.

Further details at: www.kscmp.org.uk

ANY QUESTIONS?

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