# Police Report

# Child Protection Conference

## Police Guidance

Please also refer to the Professional Guidance and Safer Me and Safer Me Plus Guidance.

To ensure that the child/children and family are fully supported to engage and participate in the Child Protection Conference process, it is important that the following issues are addressed by all agencies prior to the conference:

* A Child Protection Conference Report must be completed by all professionals to provide information to the conference
* It is an expectation that all agencies will provide a written report and that all sections of the report should be completed in full
* The report should be submitted to the Quality Assurance Reviewing and Safeguarding Service at the address below at least 2 working days prior to an initial conference and 5 working days in advance of a review conference
* Please ensure that, if known, any additional or specific support needs are 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 discuss the report with the family
* Before the meeting starts, the Chairperson will review the available information and agree what can be shared with attendees
* During the meeting, you should be prepared to summarise the key information in your report during the conference and to provide a meaningful analysis of the risks, strengths and opportunities for change
* You should distinguish between fact and opinion
* You should consider carefully how you and your agency intend to respond to the family’s needs and what other plans need to be made to improve the safety of the child/children
* In all cases, the Chairperson will clarify what information can be shared and with whom

**IF THE REPORT IS FOR A REVIEW, PLEASE ONLY INCLUDE UPDATED INFORMATION SINCE THE PREVIOUS CHILD PROTECTION CONFERENCE.**

## Police report

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| Date of meeting: |  |
| Type of Meeting | [ ]  Initial Child Protection Conference |
| [ ]  Child Protection Review |
| [ ]  Safer me Plus Child Protection Conference |
| [ ]  Safer me Plus Child Protection Review |
| Name of person completing this form: |  |
| Role: |  |
| Workplace: |  |
| Email address: |  |

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| **Details of the child or young person known:** |
| Name: | D.O.B: |
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| **Family Member’s Details:** |
| Name: | Relationship: |
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| **1. Please provide a summary of your agency’s involvement with the child/young person and family** |
| * Summarise the history of involvement with the family
* Is there current involvement - ongoing investigation or intervention work? If so - have you consulted with the investigating officer/staff member concerned
* Consider risk inside and outside the family home
* If a review conference - what has happened since the last meeting and what progress has been made
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| **2. What Are You Worried About?** |
| * What are the past and current dangers and risks for the child
* What is placing the child at risk of immediate and significant harm
* Consider risk inside and outside the family home
* What has the child experienced
* What evidence is there that the child is being ill-treated or their health and development is being impaired
* What is the impact on the child
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| **3. What is Going Well?** |
| * Who or what is currently in place and that have been shown, over time, to directly address areas of the risk and reduce danger for the child
* Consider risk inside and outside the family home
* Are there any criminal/civil orders, intervention or disruption activities in place
* How is this impacting on the child
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| **4. What is your understanding about the views, wishes and feelings of the child/young person?** |
| * What is your understanding of the voice of the child from investigations/ intervention/ disruption work or observations
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| **5. What specific support do you think that your agency can provide to the child/young person or the family?***Please liaise with local neighbourhood teams or department working with the family.*  |
| *Please set out proposed plan below* |
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| **6. What do you think needs to happen for the things you are worried about to change? What would safe look like?** |
| *Please be as specific as possible.* |
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| **7. Is there any further information you feel that it is relevant to share with the meeting today?** |
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| **8. Is there anything you don’t know enough detail about? What other information do you need?**  |
| *Have you been able to get all relevant information from records or partners? If you are unsure, please feel free to contact the Conference Chair for a conversation.* |
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| **9. If you are not attending the Conference or Review please indicate if you feel that a child protection plan is needed for this child(ren) and your reasons. \*\*** |
| *Please note - this is only an indication and the decision regarding the need for a child protection plan will be made after the parents and professionals have shared information and discussed the strengths and risks in the meeting.*  |
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\*\* *The test should be that either:*

1. *The child can be shown to have suffered ill-treatment or impairment of health or development as result of physical, emotional, or sexual abuse or neglect and professional judgement is that further ill-treatment or impairment are likely; or*
2. *Professional judgment, substantiated by the findings of enquiries in this individual case or by research evidence, is that the child is likely to suffer ill treatment or the impairment of health or development as result of physical, emotional, or sexual abuse or neglect. (Working Together, 2015)*

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| **Signature:** | **Please insert e-signature here** |
| **Name:** |  |
| **Date:** |  |

**INFORMATION SHARING AND DATA PROTECTION**

The matters raised in this report are confidential to members of this conference and the agencies that they represent and should only be shared where relevant and necessary for the purpose of promoting the safeguarding and welfare of the children concerned.

If information needs to be shared with third parties, then advice should be sought from the Conference Chair in the first instance.

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| **RESTRICTED INFORMATION.**  |
| *If there is any reason why all the information in your report cannot be shared with the family and relevant professionals, please record it here and explain why.*  |
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