# Professional Report

# Child Protection Conference

## Multi-Agency 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 Professionals 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 in advance of the conference
* Your report should comment upon all the children being considered, within one report. All sections of the report should be completed in full and discussed with the child/children and parents/carers at least three days before the meeting
* 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 any additional or specific support needs are addressed to aid the families 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 main discussion starts, families and professionals will review the available information. Please therefore bring 6 copies of your report to the Child Protection Conference if attending
* 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
* **You should advise the Chair in advance if there is information that should not be shared with certain members at conference**

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

## Professional 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: | NHS or other ID number |
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| **Family Member’s Details:** |
| Name: | Relationship: | Household member Y/N |
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| **1. Please provide a summary of your agency’s involvement with the child/young person and family** |
| * Who have you consulted with in preparation for this meeting
* How long have you been involved
* How frequently do you see the child/young person and family
* What has happened since the last meeting and what progress has been made (if review)
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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
* What positive attributes and resources within and outside the family are there that, over time, could be built on to provide a safer environment
* 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 child or young person’s views obtained within your setting and in relation to the current issues of concern, if known? This should also refer to observations of younger children or any direct consultation
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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 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?**  |
| *If you are unsure, please feel free to contact the Conference Chair for a conversation.* |
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| **9. This report must be shared with the parents / carer / young person at least 3 days before the conference** |
| *Please include any comments / feedback from the parents after you have shared the report* |
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| **If not shared, please give details of why this has not happened.** |
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| **10. 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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