North Somerset Social Work Report – Child Protection Conference 2025

## Social Work Guidance

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

* 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 Social Worker’s Child Protection Conference Report must be completed. 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 child’s views and wishes must be provided to the Conference either through the use of Mind of My Own or NYAS advocacy.
* The report should be submitted 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 meeting starts, families and professionals will review the available information. Please therefore bring 6 copies of your report to the Child Protection Conference.
* 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.
* Your understanding of the voice of the child and their views, wishes and feelings should be clearly represented.
* You should consider carefully and include 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 distinguish between fact and opinion.
* 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.

## Meeting Information

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| --- | --- |
| **Date of meeting:** |  |
| **Agency:** |  |
| **Type of Meeting:** | * Initial Child Protection Conference
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| * 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:** |  |

## Child’s Information

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| **Name** | **Date of Birth** |
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## Family’s Information

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| **Name** | **Relationship with Child** |
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Insert Genogram/Mapping here:

## Reason for Meeting/Update

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| What concerns have led to this meeting being requested?Please consider risk inside and outside the family home.What attempts have been made to address the concerns through early help/ Child In Need and/or Family Solutions approaches?What has happened since the last meeting and what progress has been made (if review)? |
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## Additional Details for Social Work involvement with the young person and their family

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| 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? |
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## What are you worried about?

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| What are the past and current dangers and risks for the child?What is placing the child at risk of immediate and significant harm?Please consider risk inside and outside the family home.What has the child experienced? What evidence is there that means 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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## What is going well?

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| What is currently in place and that has been shown, over time, to directly address areas of the risk and reduce danger for the child?Please 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?What is the impact on the child? |
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## What information can you share about the views, wishes and feelings of the child/young person?

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| **What is your understanding of the child or young person’s views obtained within your setting and also in relation to the current issues of concern, if known? This should also make reference to observations of younger children or any direct consultation.****Has an advocate been requested and if not, why not.** |
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## What specific support do you think that your agency can provide to the child/young person or the family?

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| **Please set out a proposed plan below** |
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## What do you think needs to happen for the things you are worried about to change? What would safe look like?

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| **Please be as specific as possible.** |
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## Is there any further information you feel that it is relevant to share with the meeting today?

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| **Add as much detail as you wish** |
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## Is there anything you don’t know enough detail about? What other information do you need?

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| **If you are unsure please feel free to contact the Conference Chair for a conversation.** |
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## This report must be shared with the parents/carer/young person at least 3 days before the conference.

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| **Date report shared:** |  |
| **Any comments or feedback from parents after you have shared the report:** |  |
| **If not shared, please give details of why not:** |  |

## Restricted Information

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| **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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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. All reports provided to Conference will be distributed on the strict understanding that they will be kept confidential and in a secure place.

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

Further guidance on information sharing is available to North Somerset Council staff via the Knowing When to Share pages. Staff are required to consider the Golden Rules for information always sharing.