**Professional and Agency Expectations**

Professionals are to prepare a report in advance of ICPC’s and Review child Protection Conferences and share these with parents **three working days before the conference**. The template for these reports is found on the Kirklees Safeguarding Children Partnership (KSCP) website. Good practice is sharing the report in person, taking into account disabilities, learning difficulties, cultural and language issues. However, if this is not possible or the family request otherwise, the report should be provided to the family and a follow up telephone conversation occur 2 working days prior to the conference. Every effort should be made to ensure parents understand the concerns raised by professionals. This will enable:

* An increased likelihood that parents are better informed prior to attending the conference
* Factual inaccuracies to be corrected prior to the conference
* Parents views about the information to be clearly recorded and known
* Any disagreements between the agency and the parents can be discussed in plenty of time prior to the conference
* Partner agencies can discuss any support needs and services they can offer as part of the support plan.
* The conference to be succinct and less time consuming.

Partner agency reports should be sent to the CPRU using this email address [CPRU.Rep@kirklees.gov.uk](mailto:CPRU.Rep@kirklees.gov.uk), which is a secure email, **a minimum of three working days prior to the conference**. This is to enable the IRO enough time for appropriate planning to ensure the conference can go ahead in a meaningful way where the parents/adults with PR and the child (ren) can participate.

IRO’s will consider contacting parents/adults with PR by phone or other means prior to an ICPC but this can only be achieved following receipt of all professional reports. This is:

* To ensure participants have had all agency reports shared with them
* To answer any questions about the conference process
* To ensure participants have appropriate support to enable them to attend and participate in a meaningful way.

A conference may be stood down for the following reason:

* Partner agencies not attending and providing a report which means the conference is not quorate and therefore being held not in accordance with the West Yorkshire Child Protection Procedures.
* Partner agencies not attending and providing a report which means key information to inform planning and decision making is not available.
* Parents/adults with PR not having partner agency reports shared 3 working days prior to the conference, which means they are subsequently unable to access legal advice or support to enable them to participate or attend.

Should a conference be stood down for the above reasons, the IRO will raise a formal dispute through the Child Protection Escalations Process or through the Kirklees Safeguarding Children’s Partnership.

Professionals are expected to attend the meeting on time so they can read through the other reports available in preparation for it commencing.

Professionals are expected to present an analysis that is succinct and to the point regarding their experiences of working with the children and family, identifying the concerns as well as the strengths and safety factors. They do not need to repeat issues which have already been raised by other conference members however they can and should state whether they have identified similar issues. The overview should distinguish between fact, observation, allegation, and opinion and should cover the following headings:

**Complicating Factors eg** Parents struggle to get the children to school on time.

Several changes of Social Workers

Themes could be: all the children have poor dental hygiene, use of inappropriate language etc.

**Harm eg** The children have witnessed domestic violence between their parents

**Grey Areas eg** Outcome of ongoing assessments or anything that needs further clarification

**Strengths eg** The children are clean, tidy and well dressed

Parents have implemented advice given to them

Themes could be: Parents are warm and loving to all children.

**Safety/Protective Factors eg** The children are seen during planned and unplanned visits by professionals

Parents supervise the children when playing outside.

**Safety Goals/Next Steps eg** What would the parents need to do to ensure the children are safe? What needs to happen to address the complicating factors and improve the family situation.

Professionals will be expected to contribute towards the Danger Statements, detailing what they believe the risks to the children are and the impact this will have on them.

Once they have contributed towards the danger statements, they will be expected to scale their concerns, with **0 being the highest risk, where the children are not safe in parents care and 10 being where there are no concerns and the case could be closed to Social Care.** As well as providing a number, professionals are expected to give a reason as to why they gave this score.

Professionals are then expected to contribute to the Safety Goals for the children, what needs to happen in order to keep them safe.

At the end of Initial Child Protection Conference, an outline plan will be completed and given to parents and professionals to ensure expectations of conference members are actioned immediately and reviewed at the initial and subsequent Core Groups.

* This outline plan should be created as a SMART plan which clearly identifies the needs of the children and the outcome to be achieved.
* The actions should have a designated individual and date to be completed by
* The ‘*how we will know it has worked’* should indicate what evidence will be provided to know the outcome has been achieved.

The efficiency of the conference process will be assisted by partner agencies coming prepared with the support they can offer and a timescale for this to be implemented.

Once an outline plan has been completed and the chair has completed their summary, professionals will be asked to make a decision about whether a child protection or child in need plan is required and provide their reasons for the decision. If professionals feel the child is at risk of significant harm and requires a child protection plan, they need to evidence what the harm is and choose the most appropriate category of risk, whether this be Physical Abuse, Emotional Abuse, Sexual Abuse or Neglect. Their decision should be based on all of the information they have heard throughout the meeting and should not just apply to their agency-for example a child being absent from a nursery provision is not a reason for a child to become subject of a child protection plan.

Professionals will then need to attend either an initial Core group (if it is decided a child protection plan is required), which will need to occur within 10 working days of the conference or an initial child in need meeting within 15 working days of the meeting, where a comprehensive SMART plan will be formulated. If a child protection plan is in place, professionals will be expected to attend core groups, which will be held **a minimum of every six weeks**.