

Best Practice Guidance for Child Protection Conferences – Pan London

Responsibilities of Other Professionals/Agencies

<p>General Responsibilities</p>
<p>All participants are responsible for the following:</p> <ul style="list-style-type: none">• To make attendance at conferences high priority;• To make available relevant information in a written report to the conference (see Other Agency Reports to Conference) and contribute to the discussion, assessment of risk and decision;• To confirm in advance with the Safeguarding and Reviewing Unit their attendance at the conference or informing the Unit if they are unable to attend;• To ensure that information to be presented by them at conference is known to, and if possible shared with, the child and parents beforehand;• To ensure that their contribution is non-discriminatory;• In exceptional circumstances where confidential information cannot be shared with the child or parent(s) beforehand, to seek guidance from their manager, who may wish to consult the Conference Chair;• To ensure that information is communicated/translated in the most appropriate way taking account of the language and any sensory or learning difficulties of the child or parents;• To ensure that they are clear about their role within the conference and the extent to which they have authority to make decisions on behalf of their agency.• To be familiar with multi-agency assessment tools (e.g. Signs of Safety) that are used in Child Protection Conferences.
<p>Other Agency Reports to Conference</p>
<p>All agencies which have participated in a Section 47 Enquiry or have relevant information about the child and/or family members should make this information available to the conference in a written report.</p>
<p>The report should include details of the agencies involvement with the child and family, and information concerning the agencies knowledge of the child's developmental needs, the capacity of the parents to meet the needs of their child within their family and environmental context.</p>
<p>Agency representatives attending conferences should confer with their colleagues before preparing their contribution to a conference, to make sure it contains all relevant and available information and, where a written report is prepared, bring sufficient copies of the report (legible and signed) to the conference.</p>
<p>The reports must make it clear which child/ren are the subject of the conference, but address any known circumstances of all children in the household.</p>

Where possible, the reports should be shared with the parents and the child (if old enough) before the conference, in the same way as described for social workers.

Such reports should also be made available to the Conference Chair, where possible, at least 1 working day in advance of the conference **with copies for all those invited**.

Where agency representatives are unable to attend the conference, they must ensure that their report is made available to the conference, preferably in writing, through the local Safeguarding and Reviewing Unit, and that a colleague attends in their place.

The reports will be attached to, or summarised within the minutes, for circulation.