

GUIDANCE REGARDING PROVISION OF AGENCY REPORTS TO ICPC/RCPC

Norfolk Safeguarding Children Board (NSCB) has adopted Signs of Safety as the basis of work with Children and Young People across all Partner Agencies engaged in providing services for Children and Young People in Norfolk. Signs of Safety has also been adopted by Norfolk County Council Children's Services and the Norfolk Children and Young People's Strategic Partnership Board as the core philosophy for working with children and families across Norfolk.

Child Protection Conference Reports:

The expectation is that all Professionals working within the NSCB procedures will provide a written report to Conference whether they are able to attend the Conference or not.

A copy of the report should be forwarded to Whiting Road's Secure Business Support email address childprotectionadmin@norfolk.gcsx.gov.uk marked FAO of the named Child Protection Chair, at least 48 hours in advance.

The Report Author must provide copies for Conference members – a guide being 12.

The Report Author should share the contents of the report with the Parents/Carers/Family/Service User and Child/Young Person, where appropriate, applicable and possible, in advance of the Conference. It is accepted that restricted information cannot always be shared prior to a Conference.

It may be necessary to provide separate reports where some family members should not have access to some of the reports i.e. for Split Conferences/contains person specific data.

It may also be necessary to translate reports for Conference.

There should be no surprises within a report.

*It is accepted that some agencies such as GP's/Acute Sector and the Police/Probation/CRC may be unable to share a report prior to a Conference.

Report Author's should:

- Distinguish between Assessment, Observation, Allegation and Opinion.
- Be clear where information has been provided from another source i.e. second or third hand.
- Use relevant information from current and past records.

Report Author should check Conference Invitation for ICPC's for accuracy and ensure that any inaccurate/missing information is provided to the CP Chair/CPA (Child Protection Administrator).

Where agencies have information on the Parents/Child/Young Person's views of the situation it would be appropriate to include these within the report.

When completing your report, please consider the following areas:

- Chronology/Background
- Family and Environmental Factors
- Individual Child Profile/Development (Emotional and Behavioural)
- Parenting Capacity
- Child/Young Person's views and Wishes
- Risk analysis

Analysis/Impact and Implications for the Child/Young Persons Safety, Health and Development:

Consider individual Child/Youngs Person's needs, risk factors, positive factors and strengths. Comment upon the likely implications and impact/outcome for the Child/Young Person if the situation remains the same.

Recommendations:

Consider and comment on whether the threshold of Significant Harm has been demonstrated or is likely to be demonstrated based on the information within your assessment and if in your view the Child/Young Person needs a Child Protection Plan

When you are unable to attend a Child Protection Conference:

If you are unable to attend a Conference, it is expected that a colleague would attend on your behalf. That colleague should be fully briefed on your involvement and bring your report.

It is understood that Schools/Colleges and Educational providers may not always be able to attend a Child Protection Conference during School Holidays. However, a report with a clear analysis and proposed recommendation should always be provided.

NSCB Multi Agency Template:

A copy of the latest form will always be available on the NSCB website, link below.

<https://www.norfolkscb.org/people-working-with-children/how-to-raise-a-concern/>