

CHILD PROTECTION CONFERENCE CHECKLIST

Social workers and administrators should refer to this checklist when completing the list of participants for conferences and sending out invitations. The invitee list should reflect the individual child/family circumstances

Section 1 – Core agencies invited to all conferences

Section 2 – Agencies notified of all conferences

Section 3 – Agencies invited according to individual family/child circumstances

Section 4 – Guidance on use of electronic CP mailboxes

Section 1 – Core agencies invited to all conferences

The following agencies **must** be invited to **all** case conferences. In instances where invitations are been sent to the central points of contact listed below rather than a named worker identified by a social worker, the conference attendance record should list the invitee by designation only (e.g. Education Welfare Officer, Health Visitor, etc.), c/o the postal addresses listed. These details should be replaced with the name and address of any representative of that agency who attends the conference.

Please ensure when doing invites that you provide details of the social workers landline number, work mobile telephone number and email address.

Designation	Contact Details	Conditions/Notes
Chair	As identified in the CP Conference diary.	<i>Invitation sent for information only.</i>
Schools	Invitations to be sent to both the school head and the designated CP teacher, as identified by the social worker.	<i>To be invited to all conferences where the child is of school age. If the conference date is due to take place during a school closure period, invitations should be sent c/o the Education Welfare Service using the contact details below.</i>
Nursery, Play Centre or SureStart	Invitations to be sent to the manager or designated CP person, as identified by the social worker.	<i>To be invited to all conferences where a child is known to attend.</i>
WISE (School Inclusion Team/ Education Welfare Service)	To be emails to: Ed.Magee@camden.gov.uk School Inclusion Team, Crowndale Centre, 218 Eversholt Street, London, NW1 1BD Tel. - 020 7974 4589	<i>To be invited to all conferences where the child is of school age.</i>
Legal Services	Invitations to be sent via email to: Davina.Bowman@camden.gov.uk	<i>To be invited to all initial conferences where the child is under 12 years old.</i>
GP	Invitations to be sent to the family GP	<i>To be invited to all conferences. No conference should be arranged without a GP being invited.</i>
Health Visitor or School Nurse (Camden)	Invitation to be sent via email to: sct.admin@nhs.net.cjism.net Postal address: c/o Pat Mursell, Child Protection Team, Crowndale Health Centre, 59 Crowndale Road, London, NW1 1TU Tel. - 020 3317 2412 Any invites/paperwork for Swiss Cottage School Nurse (Health) to be sent via Helen Swarbrick at Royal Free rf.safechild@nhs.net.cjism.net	<i>One invitation to be emailed to the central point of contact, who will refer it on to the involved Health Visitor or School Nurse as appropriate.</i> <i>Minutes should be sent via the electronic mailbox rather than directly to the named Health Visitor or School Nurse.</i>
Health Visitor or School Nurse (out of borough)	Invitations to be sent directly to the out of borough Health Visitor or School Nurse, as identified by the social worker.	<i>A copy must also be sent to the central point of contact at Camden PCT listed above for information.</i>

Medical staff at the UCLH (including midwives, nurses and community nurses)	Invitations to any member of medical staff at the Royal Free Hospital (including midwives) should be addressed to the named professional as identified by the social worker but emailed to a central point of contact, who will pass them on as appropriate: UCLH.ChildSafeguardingInvites@nhs.net.cjism.net	Minutes should be sent via the electronic mailbox rather than directly to the named professional.
Medical staff at the Royal Free Hospital (including midwives, nurses and community nurses)	Invitations to any member of medical staff at the Royal Free Hospital (including midwives) should be addressed to the named professional as identified by the social worker but emailed to a central point of contact, who will pass them on as appropriate: rf.safechild@nhs.net.cjism.net	Minutes should be sent via the electronic mailbox rather than directly to the named professional.
Police Child Abuse Investigation Team (CAIT) and Police Community Safety Unit (CSU)	Invitations to be emailed to: SCD5Mailbox-CAITCamdenatEO@met.pnn.police.uk.cjism.net Postal address: Police Child Abuse Investigation Team, Holborn Police Station, 10 Lambs Conduits Street, London, WC1N 3NR Tel. - 020 8733 6494/Fax - 020 8733 6504 Police Community Safety Unit is also at the above address.	<i>To be invited to all conferences. One invitation to be sent to the central point of contact. It will then be checked and referred to CSU as necessary.</i> Minutes should be emailed to the Designated PCLO directly

Section 2 – Agencies notified of all conferences

The following agencies **must** be notified of **all** case conferences. If invitations are sent to any named Probation workers identified by the social worker, the conference attendance record should list that person by name. However, notifications sent to the central points of contact listed below are routine notifications only and should not be recorded at all on the conference attendance record if they respond to say that their agencies have no involvement with the family. **If no response to the notification is received this should be recorded on the conference attendance record, the invitee listed by designation only (e.g. Housing, Probation Service, etc.).**

Designation	Contact Details	Conditions/Notes
Housing	Invitations to be addressed to Housing Commissioning and Strategy Manager and emailed to: HOUChildConference@camden.gov.uk.cjism.net	<i>Invitations should be sent to this electronic mailbox even if a named involved worker is known. Central point of contact will refer on to any involved worker or respond to say there is no involvement.</i> Minutes to be sent only to a named involved worker and should be sent electronically directly to the named involved worker's email address.
Camden Safety Net (for support around Domestic Violence)	Even where an involved worker has been identified by the social worker, invitations to be emailed to: camdensafetynet@camden.gov.uk.cjism.net	<i>To be invited to all conferences. Central point of contact will refer on to any involved worker or respond to say there is no involvement.</i> Minutes to be sent only to a named involved worker and should be sent via the electronic mailbox.
Probation Service	Even where an involved worker has been identified by the social worker, invitations to be emailed to: HollowayRoadProbationOffice@london.probation.gov.uk.cjism.net	<i>To be invited to all conferences. Central points of contact will refer on to any involved worker or respond to say there is no involvement.</i> Minutes to be sent only to a named involved worker.

Camden and Islington NHS	Invitations should be emailed to: abdoulaziz@nhs.net and pmuirhead@nhs.net	<i>To be invited to all conferences. Central point of contact will refer on to any involved NHS worker. This includes screening for any adult mental health involvement.</i> Minutes to be sent only to a named involved worker.
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Section 3 – Agencies invited according to individual family/child circumstances

The following agencies must be invited if they are identified by the social worker as being currently involved with the family. If the social worker is aware that the agency is involved but does not have details of an identified worker, invitations should be sent to the central point of contacts listed below. In these instances, conference attendance record should list the invitee by designation only (e.g. Adult Mental Health Services, Youth Offending Team, etc.), c/o the postal addresses listed. These details should be replaced with the name and address of any representative of that agency who attends the conference. **Please ensure that the central point of contact is not listed as being absent from the conference if no representative from that agency attends.**

Designation	Contact Details	Conditions/Notes
Families In Focus	Invitations to be emailed to named worker, as identified by the Social Worker	<i>To be invited whenever this agency is known to be involved.</i> Minutes to be sent only to a named worker
Homeless Households Support Service	Invitations to be emailed to named worker, as identified by the Social Worker and copy must also be emailed for information: gerard.kelly@camden.gov.uk When there is known to be Homeless Households Support involvement but no named worker has been identified by the social worker, an invitation to be emailed to Claudette Dixon.	<i>To be invited whenever this agency is known to be involved.</i> Minutes to be sent only to a named worker
Consultant Child Psychiatrist	Invitations to be emailed to named worker as identified by Social Worker, or posted to: Child & Family Department, Tavistock Clinic, 120 Belsize Lane, London NW3 5BA Tel. - 020 7435 7111/Fax - 020 7447 3733	<i>To be invited whenever this agency is known to be involved.</i> <i>If this agency is known to be involved but no named worker is known, the central point of contact will pass the invitation on to the relevant person.</i> Minutes to be sent only to a named involved worker.
Adult Mental Health Services	Invitations to be sent as per Camden and Islington NHS	Minutes to be sent only to a named involved worker.
Child and Adolescent Mental Health Services (CAMHS)	Invitations to be emailed to named worker, as identified by the Social Worker When there is known to be CAMHS involvement but no named worker has been identified by the social worker, invitations to be emailed to: rsenior@tavi-port.nhs.uk	<i>To be invited whenever this agency is known to be involved.</i> <i>If this agency is known to be involved but no named worker is known, the central point of contact will pass the invitation on to the relevant person.</i> Minutes to be sent only to a named involved worker.
Children's Provisions (Fostering or Resources Social Worker)	Invitations to be emailed to named worker, as identified by the Social Worker	<i>To be invited whenever this agency is known to be involved.</i> Minutes to be sent only to a named involved worker.

Foster Carer	Invitations to be sent directly to the named foster carer, as identified by the social worker.	<i>To be invited whenever the child is looked after.</i>
Youth Offending Team	Invitations to be emailed to named worker, as identified by the Social Worker	<i>To be invited whenever this agency is known to be involved.</i>
Drug Dependency Unit	Invitations to be sent directly to the named involved worker, as identified by the social worker	<i>To be invited whenever this agency is known to be involved.</i>
Alcohol Service	Invitations to be sent directly to the named involved worker, as identified by the social worker.	<i>To be invited whenever this agency is known to be involved.</i>
Camden Play Centres	Invitations to be sent directly to the named involved worker, as identified by the Social Worker	<i>To be invited whenever this agency is known to be involved.</i>

Administrators sending electronic invitations should do the following to ensure that responses are sent to the mailboxes:

- From within the Message, hit the **Options** button in the top left hand corner.
- Under **Delivery options**, tick the **Have replies sent to:** box.
- Hit the **Select Names...** button
- Select **CSF CP North – SL3** from the global address list.
- Hit **OK**.
- Delete your own name from the box.
- Hit **Close**.
- Continue sending the message as normal.

Section 4 – Guidance on use of electronic CP mailboxes

An electronic CP Mailbox has been created specifically to receive responses to CP conference invitations. The address is csf-sscNorthcp@camden.gov.uk

This can be accessed via Outlook public folders using the following pathway: *All Public Folders\Social Service\Children & Families\Quality Assurance Team* (see screen shot overleaf). Alternatively, a shortcut can be saved onto the desktop for direct access.

