



CHILD PROTECTION CONFERENCE PROCEDURES AND GENERAL INFORMATION

**Children's Social Work Quality Assurance Unit/Safeguarding and Meeting Team
5 Pancras Square, London N1C 4AG**

1 Introduction and legal framework

These procedures have been produced by the Children's Quality Assurance Unit and Safeguarding and Meeting Team on behalf of the Camden Safeguarding Children Partnership and are for the use of all social work and business support staff involved in the child protection case conference process.

The board is the multi-agency forum for safeguarding in Camden and is chaired by an independent chair and whose members are representatives from the main agencies with responsibility for safeguarding children. Children's Safeguarding and Family Help (CSFH) take the lead role take a lead role in carrying out child protection procedures and providing services for families.

The procedures are based on the following documents which set out the legal framework for child protection:

- **The Children Act 1989** sets out the legal framework for services for children and families and describes the local authority's duty to safeguard and promote the welfare of children in the borough. Under section 47 a local authority has a statutory duty to carry out a child protection enquiry whenever there is reasonable cause to suspect that a child is suffering or likely to suffer significant harm in order to decide whether to intervene to protect the child.
- **The Children Act 1989** also places a statutory duty on health, education and other services to assist Children's Safeguarding and Social Work with child protection enquiries and section 47 allows services to share information with each other whenever there is a child protection enquiry or conference.
- **Working together to safeguard children 2018** is statutory guidance issued by the Department of Education which provides the framework for safeguarding children. It sets out the duty on all agencies working with children to work together to safeguard and promote the welfare of children and young people, including children who are in need of protection. The document sets out the specific duties of each agency and the particular role of children's social care in managing cases.
- **The London Child Protection Procedures**, issued by the London Safeguarding Children Board, is used by all London authorities to ensure consistency of child protection practice across London boroughs and has been adopted by Camden.

2 Strategy meetings and section 47 investigations

Under section 47 of the Children Act 1989, CSFH has a duty to make enquiries when they have a reason to suspect that a child is suffering or is likely to suffer significant harm.

Significant harm is defined as the level of harm at which the local authority has a statutory duty to intervene and includes ill treatment or the impairment of health or development compared with what is reasonable for a child of comparable age and health.

Where significant harm is suspected, CSFH would convene a strategy meeting with the police and the referring agency and any other agency that may have relevant information about the child and the family.

The purpose of a strategy meeting is to enable agencies to share information and decide if there is reasonable cause to suspect the child is at risk of significant harm and plan actions to address this. The strategy meeting may also decide whether the police need to begin a criminal investigation if a crime has been committed against the child.

A key decision of the strategy meeting is whether to carry out a section 47 enquiry (also known as a child protection investigation) to establish the nature and level of risk to the child. This is recorded as a child and family assessment and this assessment will be the social work report to any conference that may be convened. All children living in the household should be considered during assessment.

The outcome of a section 47 enquiry may be either of the following:

- Where the enquiry has not substantiated the concerns of significant harm, CSFH will look to see if the child and their family need any further help or support to meet the child's needs and improve outcomes either by providing a child in need service or by referral on to a suitable resource.
- Where the concerns are substantiated and agencies are concerned that the child continues to suffer or is likely to suffer significant harm, an initial child protection conference should be convened.

If CSFH decides not to convene an initial child protection conference, any agency involved in a child protection enquiry has the right to request that a conference is convened if they remain concerned about the child's welfare.

3 Information on child protection conferences

3.1 Purpose of conferences

Case conferences are multi-agency forums whose purpose is to bring together family members and professionals working with the family in order to analyse the information available, discuss concerns and make decisions on what actions should be taken in order to keep the child safe, meet their needs and support the family. The conference will make judgements about the likelihood of current and future risk and decide if the child should have a formal child protection plan or whether they are a child in need requiring a child in need plan.

3.2 Types of conference

Initial case conferences are convened following a section 47 enquiry where it is believed that the child is at continuing risk of significant harm. The conference will consider all children living in the household. The conference must be convened no more than 15 working days of the strategy discussion at which the Section 47 was initiated. This means the child and family assessment and the section 47 report must be ready within 15 working days to present to the conference.

Pre –birth conferences have the same status as an initial conference. The conference will consider the impact of the mother's lifestyle on the development of the unborn child and the likelihood of significant harm to the child on birth. If the decision is to make the unborn baby the subject of a child protection plan the start date for the plan will be the date of the pre-birth conference. The first review of any pre-birth child protection plan should be set to take place within one month following the birth of the baby or within 3 months whichever is soonest.

Transfer-In Conferences are held when a child who is the subject of a child protection plan in one authority moves into another borough on a permanent basis. These conferences also have the same status as initial conferences and should be held within 15 working days following receipt of the formal notification of transfer. Convening a transfer in conference is a formal acceptance of case responsibility by a receiving authority.

The transferring authority is responsible for providing a report for the conference but the receiving authority is responsible for convening the conference. The conference is an opportunity for the receiving authority to make a decision on whether to continue with a child protection plan based on its own assessment of continuing risk.

The administration of transfer in conferences to Camden is overseen by the Team Leader for Safeguarding and Meeting Team. Social workers are responsible for making arrangements for the transfer of any child protection case out of Camden.

Review child protection conferences look at progress made in implementing the child protection plan and whether the plan should remain in place or needs to be changed to best meet the child's needs. The first child protection review conference should be held within three months (92 working days) of the child being made a subject of a protection plan or in the case of pre-birth protection plan one month following the birth if this happens first.

Subsequent reviews must be held at a maximum of six monthly intervals (182 working days). However, the Chair may decide to bring forward a review case conference under certain circumstances.

3.3 Attendance

- A list of invitees will be prepared by the social worker and will normally include all agencies working with the family.
- Health and education representatives must be invited to all case conferences. The health visitor must be invited for children under 5 and the school nurse for children of school age.
- A child aged 12 years or older may attend a review case conference if the chair agrees to their attendance. However, there may be circumstances where it is in a child's best interests to attend any conference and this should be discussed with the chair.
- A representative from the Education Welfare Service should be invited for any child who is out of school.
- The Child Abuse investigation Team (CAIT) should be invited to all child protection case conferences, CAIT will attend initial conferences and provide reports for review conferences.

A professional who is independent of operational and managerial responsibilities for the case will chair the conference. This will usually be a Child Protection or Independent Reviewing Officer or occasionally an outside independent chair.

Children should have an opportunity to share their wishes and feelings with the conference even if they are not attending. The social worker should discuss this with the child and decide on the best way of helping the child get their views across, either via an advocate or in writing. The child should be encouraged to complete the consultation form.

3.4 Split conferences and exclusion

Split conferences are used where both parents have parental responsibility for the child but their circumstances are such that they cannot both attend the conference at the same time, for example where a non-molestation order is in place or there are acrimonious relations. Split conferences are also held when the subject children have different fathers. The parents would attend the conference at different times but the same agenda would be followed. They would also receive different versions of the conference minutes.

The conference chair may exclude parents from attending a conference under section 8.6 of the London child protection procedures if it is thought that their presence may prejudice the welfare of the child or that their behaviour may interfere with the conference process, for example through intimidation of conference participants or due to high levels of family conflict.

3.5 Inquorate or Cancelled Conferences

The normal minimum representation of agencies for a quorate conference is Children's Safeguarding and Social Work and at least two other agencies with direct family/child involvement. In certain circumstances the chair may decide to proceed with the conference despite a lack of agency representation, but in these cases an early review date must be set. When a conference is declared inquorate or the chair makes the decision that it is not in the best interest of the child for the conference to proceed, the chair will undertake the following;

For an initial conference, set an alternative date for the initial case conference.

For a review conference, review the existing plan on the information available and set another conference date keeping within the timescales of first review within 3 months, and subsequent reviews within six months of the last review.

3.6 Conference Decisions

Initial case conferences

If conference decides the child is at risk of significant harm, the following decisions will be made;

- That the child should be subject to a child protection plan under one of the categories of abuse (see below) and that a plan should be developed based on the social worker's recommendations as set out in the child and family assessment;
- The social worker will be appointed as keyworker;
- Membership of a core group will be identified to develop and implement the child protection plan;
- A date will be set for the first child protection review conference;
- A date will be set for the first core group meeting (normally within 10 days of the conference).

The case will be transferred from the duty and assessment team to a long term Child In Need team following the initial case conference. Hospital teams are likely to hold on to cases until the child's birth.

If conference decides that the child is not at risk of significant harm:

If the decision is that a child protection plan is not needed the child will be considered a child in need and the conference will agree a Child in Need plan based on the social worker's recommendations as set out in the child and family assessment.

Review case conferences

If conference decides the child continues to be at risk of significant harm, the following decisions will be made;

- That the child should continue to be subject to a child protection plan under one of the categories of abuse (see below) and that a plan should be developed based on the social worker's recommendations as set out in the updated child and family assessment;
- The social worker will remain keyworker;
- Membership of a core group will be confirmed and continue to meet regularly;
- A date will be set for the next child protection review conference.

If conference decides that the child is not at risk of significant harm:

If the decision is that the child no longer needs a child protection plan the child will be considered a child in need and the conference will agree a Child in Need plan based on the social worker's recommendations as set out in the child and family assessment.

A case cannot be closed directly after a child protection plan is discharged. The child will become a child in need and the case must remain open as a CIN case until it is clear that CSFH involvement is no longer required, which must be a minimum of 3 months from when the first CIN review is held.

3.7 Child protection plans

Child protection plans set out the actions to be taken to keep the child safe, promote their health and development and support their family in caring for the child safely. The plan should set out who is responsible for each action, the timescale for completing these actions and the outcomes that need to be achieved in order to ensure the child's safety and welfare.

The plan should also identify which of the following categories of abuse the child has been made the subject of a child protection plan.

- Neglect
- Physical Abuse
- Sexual Abuse
- Emotional Abuse

The Department of Education requires each local authority to keep a central list of all children in the borough who are subject to a child protection plan. Each authority has an identified custodian who is responsible for ensuring that the list is accurately maintained and secure. In Camden the Custodian is the Children's Quality Assurance Unit.

The list allows agencies and professionals to check which children with whom they may work are subject to a child protection plan and the nature of concerns, indicated by the category. All enquiries about children subject to child protection plans should be directed to the Children's Quality Assurance Unit, as these enquiries are recorded and information shared only on a need to know basis following checking the legitimacy of the enquirer.

The names of children who are subject of protection plans are available as a reference point on a 24 hour basis, with copies held by the following as reference points for out of office hours;

- Accident and Emergency Departments of local hospitals, UCLH, RFH and the Whittington;
- Out of Hours Children's Safeguarding and Social Work (EDT)
- Police Child Abuse Investigation Team (CAIT).

It is therefore important that the information is accurate and reflects the most recent circumstances for all the children listed. Amendments are notified to all of the above by the Children's Quality Assurance Unit as soon as they are made aware of any changes. Children are listed under the family name and any possible aliases.

3.8 Confidentiality and information sharing

Personal information about children and families is subject to a legal duty of confidence. There are strict conditions under which information sharing is justifiable. When shared it must be processed fairly, lawfully and accurately and only to the extent that achieves the purpose.

Administrative staff involved in the Child Protection process will be privy to highly sensitive and confidential information and must observe a strict code of confidentiality. They should discuss any difficulty they have in being party to this information, for example if they know the family, with the Team Leader, Safeguarding and Meeting Team for Child Protection prior to the conference.

Staff must also take care in sharing and distributing conference documents and ensure documents are sent securely and only to the professionals involved.

4 Procedures for social workers

4.1 Initial conferences

Booking an initial conference slot

The social worker or team manager should consult with the Team Leader, Safeguarding and Meeting Team to arrange booking in a conference to the next available slot in the conference diary, making sure that the date is within the 15 working days timescale.

If there is no available slot available within this timescale, consideration should be given to booking an additional conference slot or a review strategy meeting should be held.

Invitations should not be sent out until confirmation has been received that a chair and a minute taker are available.

Preparing invitation lists

Case conferences are arranged from the meeting screen of the initial child protection case conference episode (Refer to the MOSAIC manual for details of recording). The social worker should complete the list of invitees for the family (linking any siblings who are subject to the conference on MOSAIC) and forward the invitations task to CSFH Business Support Team (Family Intervention) at least 10 working days before the conference date.

The social worker should refer to the case conference checklist (attached as appendix 3) to ensure that all the relevant professionals and family members are included. It is advisable to give professional titles rather than names for some professional, for example the school nurse. The name of the person will be added to the episode by the minute taker immediately following the conference.

For pre-birth conferences the social worker should ensure that the unborn child has its own case record on MOSAIC and that all relevant episodes relate to the unborn child and not the mother.

If the conference is to be split or a parent has been excluded (see below) the social worker should consult with the chair to decide on this prior to sending out invitations.

Excluded parents

The social worker should inform the chair of any family conflicts that may prevent information sharing or of any likelihood of violence or intimidation by any family member. The chair will decide if any family member/s should be excluded from all or part of the conference.

If the chair has decided to exclude a parent, this must be communicated to them in writing with information on the Safeguarding Boards Complaints Procedure enclosed in the letter. Excluded parents must be provided with a copy of the child and family assessment in sufficient time for them to have the opportunity of having their views presented and recorded to the conference, and they should also be given information on how they will be informed of the conference outcome.

Information for the conference

The initial conference will consider all of the children in the family, and one assessment will be completed on MOSAIC for the entire family, and copied into each child's conference episode. All assessments must be sent to the appropriate line manager for authorisation via the appropriate MOSAIC task. Once authorised, the assessment should be sent to the conference chair and the central minute taking service via the appropriate MOSAIC task.

Child and family assessments should be available at least 2 working days before the case conference so that it can be distributed to the professional network by the Safeguarding and Meeting team. The document should also be explained and discussed with the parents, and children if appropriate, in their preferred language. The record of the section 47 investigation should also be made available to the conference.

4.2 Review conferences

Arranging Review Conferences

Dates of review conferences are set at previous conferences and should be automatically booked into the case conference diary and the relevant staff's professional diaries. Social Workers will be reminded in advance that the conference is due to take place and that invitations need to be distributed.

The review case conference episode will be sent to the social worker's future work folder as soon as the previous conference episode has been finished on MOSAIC. The episode will move to the social worker's incoming work folder 7 days before the date of the conference.

Review conferences are arranged via MOSAIC in the same way as for initial case conferences (see above) but the task must be sent to the CSFH Business Support Team (Family Intervention) to send out invitation letters at least 15 working days before the date of the conference. If the task is not sent on time, the social worker may have to telephone participants to make sure they are aware that the conference is going ahead.

Social workers can refer to the record of invitees from the previous conference, but care should be taken to ensure that the list is checked and updated so that relevant professionals with knowledge of the family/child are invited to attend, all statutory agencies should also be included on the invitation list.

If the child wishes to attend, the social worker should discuss this with the chair who will decide whether it is appropriate. The child will be included in the invitee list to CSFH Business Support Team (Family Intervention) but they will not receive an invitation letter or a copy of the minutes.

Information for the review

Updated assessments should be completed for the family and authorised by the team manager before being sent to the following within 5 working days of the review conference date;

- the chair (tasked via MOSAIC)
- designated minute taker (tasked via MOSAIC)

Reports should be also shared with the parents and children, if appropriate, in their preferred language. This should be done in advance of the conference date. It is not acceptable for this to be done immediately prior to the conference as this disrupts the set official start time.

4.3 Following the Conference

The social worker should arrange to visit the family as soon as possible after the conference, and should bring with them a written copy of the plan for the parents so that they can discuss in detail how the plan will be implemented and the parent's role in this. The child protection plan should also be explained to the child as appropriate to their age and understanding. Families should also be told about their right to complain and how to make representations to the Camden Safeguarding Children Partnership.

5 Procedures for administrators and minute takers

5.1 Arrangements for conferences

Sending out invitation letters

The Safeguarding and Meeting Team are responsible for preparing and sending out invitation letters and information leaflets for all case conferences. A MOSAIC task will be sent by the social worker to the CSFH Business Support Team (Family Intervention) giving notice of the conference and the Team Leader will assign it to one of the Safeguarding and Meeting Team members.

The notice should include details of core invitees by designation, and name and designation and contact details of all other proposed participants. This should be sent to the CSFH Business Support Team (Family Intervention) within a minimum of 10 working days prior to an initial, pre-birth or transfer-in conference and 15 working days prior to a review conference.

The following agencies should be invited to attend all conferences:

- The health visitor, school nurse or midwife according to the child's age
- A representative from Police Child Abuse Investigation Team (CAIT)
- The GP
- A representative from the child's school, nursery or other education provision
- Where a child is out of school, a representative from the Education Welfare Service
- Parents (unless notified that one or both are to be excluded).

Invitation letters should be sent out within 2 working days of receipt of the task. Invitation letters will be emailed securely in accordance with the conference arrangement checklist. The sent date should be noted in the notes section of the conference episode and on the individual centre's conference monitoring spread sheet.

When all the letters have been sent out the Safeguarding and Meeting Team member will complete their task on MOSAIC.

If the task is received close to the date of the conference, it may be necessary for all invitees to be notified by phone. This task is normally done by the social worker. The Team Leader for Safeguarding and Meeting Team should be informed of any problems in social worker compliance with deadlines or incomplete conference information.

Invitations to parents should be in the parent invitation letter format and the child protection information leaflet should be enclosed for initial conferences. The Safeguarding and Meeting Team members should be informed by the social worker if the parent has been excluded.

Although children may be included on the list of invitees, Safeguarding and Meeting Team members should not send invitation letters directly to them but pass them to the social worker.

Invitation letters should only be sent to email addresses via Egress or CJSM and not private email addresses. If any crucial information about invitees is missing or unclear Safeguarding and Meeting Team members should immediately contact the social worker or team manager requesting clarification.

Recording attendance

Responses to invitations should be recorded on MOSAIC by the Safeguarding and Meeting Team members so it is clear which agencies are attending, which have sent apologies and any reports that may be received. Safeguarding and Meeting Team should also keep the social worker or team manager aware of apologies and reports received from professionals. In the event of apologies from key professionals the team manager and the chair will decide if the conference needs to be re-arranged.

Notified Agencies

The following should receive notification of all conferences;

- Camden Housing
- National Probation Service/CRC
- Camden Community Safety Net
- Camden and Islington NHS Foundation
- Child Abuse Investigation Team
- GP
- Pupil Attendance service – Camden Learning (school age children)

Notified agencies have agreed to receive notification to all conferences and on receipt of an invitation will check to see if the family are known to the agency and if so, whether there are any relevant child protection concerns. The agency should then return the response section of the invitation letter stating their involvement if any and if they plan to attend the conference.

If the notified agency reports that they are involved with the family, they should be recorded as present, absent, or as sending apologies.

- If present the name and professional address for all conference documents should be established from the attendee.
- If absent/apologies the full name, designation and professional address of the recipient for conference documents should be established before sending out any conference documents.

5.2 Preparing for Conferences

Safeguarding and Meeting Team members should refer to the weekly conference rota to find out which conferences they will minute. They should ensure they have access to all pre conference records such as the list of invitees, assessments and assessment updates, both from social worker and any other agencies.

If minute takers have any personal knowledge of any family members involved in the conference they should report this to the Team leader. Under these circumstances an alternative minute taker will be allocated to the conference.

The social worker should have sent the completed assessment at least 2 working days in advance of an initial case conference and 5 working days in advance of a review case conference. Minute takers should raise issues relating to late assessments with the responsible social worker in the first instance, and report any problems to the Team Leader. Safeguarding and Meeting Team members will inform the Head of Service if the Social Work Report is not ready for distribution at least 2 days prior to conference.

Minute takers should be allowed time to prepare for the conference so that they can read the assessment and related documents thoroughly, and, in the case of review conferences, read the assessment and minutes of any previous conferences. This will help them to gain an understanding of the case history, the issues involved and the actions taken.

There will be no paper copies of Social Work Reports available at the conference as the report should have been distributed to the professional network at least 2 days prior to conference. If professionals wish to print and bring the report to conference with them they need to take ownership of this.

The chair should have explained to parents or children that they will be given the opportunity to respond to points raised and that they might find it useful to make notes as other people present information.

Minute takers should be at the conference venue approx 30 minutes before the conference is due to start to:

- Meet with the chair to discuss any problems or issues that may arise during the conference,
- Prepare the room for the meeting by ensure agendas and name plates are set out and copies of any paperwork are available to the chair;
- Ensure a jug/container of water and paper cups for participants is available.

5.3 Exclusion during or immediately before conference

The decision to exclude a parent/s from the conference rests with the chair. If the chair considers it necessary and justifiable to exclude parent/s from part of the conference or if parent/s are absent for any other reason;

- Full minutes should nevertheless be taken of everything said during the conference.
- If it is necessary to treat part of what was said as confidential from the parent/s that part of the minutes should be disclosed to all professionals present but should be excluded from the excluded parent/s copy of the minutes.
- The excluded parent's copy should record, at the appropriate section that "confidential information was disclosed but has been withheld from this copy of the minutes".
- The conference chair will review the need for confidentiality of all or part of the minutes.

5.4 Conference documents

Minutes

Conference minutes are a crucial record of the conference for all professional staff and family members. In cases of criminal proceedings the police may reveal the existence of the record to the Crown Prosecution Service. Minute takers should sit by the chair to assist joint working and communication and ensure accuracy.

The conference minutes should follow the appropriate conference agenda and include;

- A record of who was invited and who attended for each individual child;
- A record of those professionals who sent apologies or who were marked as absent;
- A note of any invitee represented by colleague;
- Essential facts of the case;
- A summary of discussion at the conference which accurately reflects contributions made within the Signs of Safety structure;
- Decisions reached and reasons for these decisions;
- The child protection plan;
- Name and designation of persons identified to implement plan including timescales;
- If identified as a Child in Need, the CIN plan with the recommended timescale for review;
- Details of any participant/s who dissent with conference decision.
- Date of next review conference

Initial case conference minutes should include;

- Clear details of the investigation and assessment;
- Core group membership and date of first core group meeting

Review case conference minutes should include;

- Any significant changes since last conference
- Progress and/or difficulties in implementing the child protection plan
- A revised child protection plan or CIN plan where applicable.

Minute takers should make a note of all participants' names, designation and confirm the secure email address where conference documents should be sent. Minutes should not be sent direct to any professional's personal email address unless it is secure.

Minute takers should ensure that they make a note of any invitee who sent apologies, any invitee being represented by a colleague, any absence without apologies, any report submitted to the conference by an attendee or invitee, any exclusions from the conference, and any changes to the assessment.

Minutes should not be a verbatim record but should provide a clear, accurate and objective summary, written in formal but accessible language, of what was discussed by the conference participants, with each participant's contribution clearly shown within the whiteboard and minutes. Where it is necessary to quote someone directly, this should be shown using speech marks. Where conference participants speak through an interpreter, this should also be noted in the minutes.

Police Reports

Police reports must not be circulated with minutes or copied to any individual or agency. Information from these reports presented to the conference verbally by the attending police officer can be copy-typed into the main body of the minutes, with inverted commas used to make clear that it is direct quotation. Any request for copies of written police reports must be directed to the Police CAIT Team.

Other agency reports

The contents of all reports should be summarised within the minutes. Reports other than the social work assessment should not be distributed with conference papers unless agreed by the agency providing the report and the chair. Information from these reports presented to the conference verbally by the attendee can be copy-typed into the main body of the minutes, with inverted commas used to make clear that it is direct quotation. However copies should be taken of all reports, and scanned and uploaded into the conference episode on MOSAIC.

No part of the discussion should be omitted from minutes. Care should be taken to note any information provided from another source i.e. second or third hand information related by a participant. If any participant asks for something they have said or wish to say not to be minuted, the request must be approved by the chair. The minute taker should ask for clarification of information where unsure or ask the chair to summarise any part of the conference discussion they are unsure about.

5.5 Post conference procedures

The minute taker and the conference chair should complete the Chair's Report and the child protection plan or child in need plan and distribute to the professional network within 24 hours of the conference. All paperwork for family members should be emailed to the social worker to hand deliver. Only named professionals will be provided with conference paperwork via secure email. The minute taker should send an email to the QA Business Support Officer to advise them of the conference outcome.

Attendance Record

Minute takers are responsible for recording conference attendance lists on MOSAIC and in the conference minutes. The list should be an accurate reflection of who was invited, who attended, any reports submitted and any apologies or absences. It must be recorded on each child's MOSAIC

record and care should be taken to ensure that the attendance lists on MOSAIC and in the conference minutes match.

Distribution of conference documents

Conference documents should only be sent to those agencies who attended, those who were absent but submitted reports or are known to have involvement, plus those who sent apologies indicating that they have current professional involvement.

Conference documents should not be sent to the following:

- Children; the decision as to what documents they should have access to will be made by the chair and the social worker.
- Family's legal representative; they have no official role within the conference other than to support parents.
- Any family friend or relative who is there to support parents or the child
- Interpreters
- Observers
- Notified agencies who have had no involvement with the family.

Conference documents must not be sent to any individual who was not invited to the conference, and any requests for documents other than by invitees must be directed to the conference chair.

Decision letter to parents

The parent decision letter to accompany the chair's report informing parents of the conference decision should be prepared by the minute taker. The original letter, together with chair's report should be available to the parents within 24 hours of the conference. The minute taker should email the paperwork for parents to the social worker so that they can hand deliver.

Decision letter to agencies

The professional decision letter to accompany the chair's report should also be prepared by the minute taker. The letter should be sent to all outside agencies who attended the conference, all who sent reports, and any who sent apologies indicating that they have professional involvement. The letter and the chair's report should be distributed within 24 hours of the conference.

Minutes

Minutes should be produced in the agreed format and the final draft sent by minute takers to the chair within 8 working days of the date of the conference. The draft will be checked by the chair and should be returned to the minute taker within 15 working days of receipt. All paperwork from conference should be uploaded to the document section of MOSAIC and be recorded as All Conference Documents. The approved minutes should be distributed no later than 30 working days of the conference date.

Distribution to internal staff

Internal staff i.e. Social Worker and Team Manager who have access to MOSAIC should not need copies of any conference documents as these can be viewed, and downloaded if necessary, by accessing the child's MOSAIC record. However they should be notified by email that a conference has taken place and that the conference documents, including minutes, are available on MOSAIC for their information or action.

Exemptions to Conference Records

Minute takers should check with the chair if there are any invitees/participants who should not receive copies of conference documents, for example, estranged or excluded parents, and also whether there is any information on the documents, such as addresses, that should be blocked out prior to distribution to any individual.

The decision as to who should receive the full minutes or an abridged version is the sole responsibility of the conference chair. If for any reason the chair is unable to make this decision the Head of Quality Assurance should be contacted.

Amendments to conference records

Amendments to the assessment other than those agreed by the conference chair cannot be made once the conference report has been shared with the conference attendees. Where the conference chair has agreed that changes should be made to an assessment, the conference minutes should include a record of what amendments have been agreed. The chair will specify if changes need to be made prior to distribution of the assessment. If this is the case, the social worker will be responsible for ensuring that changes are made immediately following the conference, and that the amended version is available for distribution within 2 weeks to accompany the conference minutes.

Any requests for changes to assessments or minutes following distribution must be requested in writing and sent to the chair who has sole responsibility for agreeing any amendments to conference records. Any changes must be notified to everyone who received a copy of the minutes by letter which should state the amendments that have been agreed. Recipients should be asked to keep a copy of the letter attached to any copies of the minutes they retain.

5.6 Electronic Records

All children who have been the subject of a child protection conference should have, as a minimum, the following records on MOSAIC

- Contact and referral record
- Child and family assessment
- Strategy discussion
- Section 47 enquiry record
- Updated assessment
- Chairs report and child protection plan
- Conference decision letters and minutes
- Core group meeting documents
- Records of home visits.

6 Cancelling and reconvening conferences

6.1 Arranged Conferences

Once a conference has been arranged and a date set it can only be cancelled with the approval of the Head of Quality Assurance in close co-operation with the local CPO. If invitation letters have been sent out the social worker should contact all invitees to inform them of the cancellation.

The exception to this is if a child who is the subject of a child protection plan moves out of Camden and has been officially transferred to the receiving authority or if a child with a child protection plan dies or reaches 18 years. Under these circumstances the Social Worker will need to complete the MOSAIC episode accordingly, for the plan to be ended and for the review conference date to be removed from the diary.

6.2 Inquorate Conferences

The decision to cancel conferences due to poor attendance by key professionals will be made by the conference chair. If the decision is to cancel, the chair will review any child protection plan that is in place at the time. This will be recorded by the minute taker and sent to all invitees together with the cancellation letter or inquorate letter. The conference must be re-convened within 92 days following a completed initial conference or 182 days following the last completed review conference to keep it within the PAF timescales for child protection reviews.

The following action must be taken:

- The original conference episode will be left in place and used for the rescheduled conference, with a note entered to explain the disparity between the planned date and the actual date.
- The social worker should take whatever action is necessary to ensure that all key professionals and parents/carers are aware of the re-convened conference date.

Social workers and managers should complete all tasks within the conference episode. Incomplete tasks prevent the chair from completing their episode, prevent the child protection plan from being officially recorded or amended and prevents recording of the re-arranged conference episode.

Court orders and the child protection system

The following orders and powers may be used to ensure a child's protection during the child protection investigation held prior to the initial conference; they would normally be used in an emergency where the child needs immediate protection.

Exclusion Order (Family Law Act 1996)

Under the above the court may rule that the suspected perpetrator of abuse be removed from the home instead of removing the child. This is granted where there is reasonable cause to believe that if the person is removed the child will cease to suffer significant harm and that another person in the home is willing and agrees to provide an acceptable level of care for the child.

Emergency Protection Orders (Section 44 Children Act 1998)

The court may make an emergency protection order (EPO) if it is satisfied that there is reasonable cause to believe that a child is or is likely to suffer significant harm if not removed to a safer place or if attempts are made to remove a child from what is deemed to be a safe place (for example a hospital). An order may also be made if access to the child has been unreasonably denied during the course of a child protection enquiry.

An EPO allows the local authority to take over the child's care for a maximum of 8 days with a possible extension of up to a further 7 days.

Police Protection Order (Section 46 of the Children Act +Criminal Evidence Act 1984)

Under the above a Police Officer has the power to act immediately to remove a child to a place of safety or to take action to ensure a child is not removed from a secure environment where there is reasonable cause to believe that they would otherwise suffer significant harm The order can only last for up to 72 hours after which the child should be returned home or Children's Safeguarding and Social Work apply for a court order.

Child Assessment Order (Section 43 of the Children Act 1989)

A child assessment order allows a local authority to assess the child's situation where there are concerns about significant harm but parents are not co-operating with social workers and access to the child is difficult. It would normally be sought where there is no immediate risk to the child but a lack of information about their welfare.

A CAO can only last for up to 7 days from a specific date and obliges the carer to co-operate in allowing an assessment of the child's health or development.

Looked after children

Some children become looked after whilst still subject to a child protection plan. Normally the child protection plan will be discharged at the next review case conference. However, for some children there are good reasons for the child protection plan to remain in place, for example where care proceedings are on-going. The child protection review conference for these children will be held with the LAC review and chaired by the child's Independent Reviewing Officer. At the review, a combined child protection and LAC agenda will be followed and the minutes will reflect this.

Accommodated under Section 20 (Children Act 1989)

One of the family support services a local authority must provide under the above Act is to provide alternative accommodation to any child under any of the following circumstances;

- Where there is no person with parental responsibility for the child/young person.
(referred to as PR)
- The child/young person has been abandoned
- The person with parental responsibility is temporarily or permanently unable to care for the child/young person
- A child or young person up to 17 years who is "in need" and whose welfare may be seriously prejudiced if not accommodated.

This is a voluntary arrangement where parents agree for the child to be looked after; parental responsibility remains with the parent/carer who can remove the child/young person at any time unless the young person is 16/17 years and does not want to return to their care. Sometimes, a child who is accommodated will remain subject to a child protection plan because of concerns that they may be removed from the placement.

Care Order (Children Act 1989 Section 31)

The local authority can make an application to the court for a care order (CO) if it is satisfied that the child/young person is suffering or likely to suffer significant harm and that the harm is attributed to the level of care the child/young person is receiving or if the child or young person is beyond parental control.

A CO lasts until the child/young person is 18 years of age during which time the local authority shares parental responsibility with the parents but has the power to make decisions about the child's care. Once a CO is granted, the local authority can apply to the court to limit or refuse contact with the parents in order to protect the child/young person's safety or welfare if this is necessary to safeguard and promote the child's welfare. It is unlikely that a child who is subject to a care order will remain subject to a child protection plan.

Interim Care Order (Children Act 1989 Section 31)

An interim care order (ICO) precedes a full care order. It is usually granted while the court decides if a full CO should be made. A child may remain subject to a child protection plan whilst on an interim care order, especially if they are placed with parents and remain at home pending a decision on care proceedings.

MOSAIC Guide and Case Conference Checklist

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

REMEMBER:

- **Always double check the information**
- **Provide secure email addresses. These will be used to send your invitations and the Social Work Report.**
- **Always complete the work on the episode of the oldest sibling. All info will be copied over to other siblings later.**

Section 1 – To be invited to all conferences

The following people/agencies **must** be invited to **all** case conferences.

Designation	Contact Details	Conditions/Notes
Chair	As identified in the CP Conference diary.	<i>Invitation sent for information only.</i>
Minute Taker	You will not have a named worker, just add the role	<i>Invitation sent for information only</i>
Social Worker	Add your contact details	<i>Invitation sent for information only</i>
Snr/Team Manager	Add your line manager's details	<i>Invitation sent for information only</i>
Parents/Family Members	As appropriate	
Schools	Add the Headteacher and School for each child	<i>To be invited to all conferences where the child is of school age</i>
Nursery, Play Centre or Sure Start	Add the Manager/Key person's details for each child	<i>To be invited to all conferences where a child is known to attend.</i>
GP	Add the GP/Surgery details	<i>To be invited to all conferences.</i>
Health Visitor or School Nurse (Camden)	<p><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></p> <p>Invitation to be sent via email to: sct.admin@nhs.net.cjism.net</p> <p>Any invites/paperwork for Swiss Cottage School Nurse (Health) to be sent via Helen Swarbrick at Royal Free rf.safechild@nhs.net.cjism.net</p>	<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.	<i>A copy must also be sent to the central point of contact at Camden PCT listed above for information.</i>

	<p>Out of Borough School Nurses should be sent centrally as follows:</p> <table border="1"> <tr> <td data-bbox="405 129 592 185">Barnet</td> <td data-bbox="592 129 1114 185">CLCHT.northhubsafeguardingchildren@nhs.net.cjism.net</td> </tr> <tr> <td data-bbox="405 185 592 241">Brent</td> <td data-bbox="592 185 1114 241">CLCHT.sntbrentnorth@nhs.net.cjism.net CLCHT.snbrentsouth@nhs.net.cjism.net</td> </tr> <tr> <td data-bbox="405 241 592 297">Ealing School Nurse</td> <td data-bbox="592 241 1114 297">clcht.ealingschoolnurseteam@nhs.net.cjism.net</td> </tr> <tr> <td data-bbox="405 297 592 353">Hammersmith & Fulham</td> <td data-bbox="592 297 1114 353">CLCHT.sncentralteam@nhs.net.cjism.net</td> </tr> <tr> <td data-bbox="405 353 592 409">Harrow</td> <td data-bbox="592 353 1114 409">CLCHT.SchoolNursesHarrow@nhs.net.cjism.net</td> </tr> <tr> <td data-bbox="405 409 592 465">Hounslow</td> <td data-bbox="592 409 1114 465">CLCHT.HounslowSchoolNurses@nhs.net.cjism.net</td> </tr> <tr> <td data-bbox="405 465 592 521">Islington</td> <td data-bbox="592 465 1114 521">whh-tr.islingtonschoonursing@nhs.net.cjism.net; yolande.dieleman@nhs.net.cjism.net; becky.muhima@nhs.net.cjism.net</td> </tr> <tr> <td data-bbox="405 521 592 577">Kensington & Chelsea</td> <td data-bbox="592 521 1114 577">cnw-tr.kandcshs.cnwl@nhs.net.cjism.net</td> </tr> <tr> <td data-bbox="405 577 592 633">Merton</td> <td data-bbox="592 577 1114 633">CLCHT.schoolnursingmerton@nhs.net.cjism.net</td> </tr> <tr> <td data-bbox="405 633 592 689">Richmond</td> <td data-bbox="592 633 1114 689">CLCHT.Richmondschoolnursing@nhs.net</td> </tr> <tr> <td data-bbox="405 689 592 734">Westminster</td> <td data-bbox="592 689 1114 734">cnw-tr.westminstershs.cnwl@nhs.net.cjism.net</td> </tr> </table>	Barnet	CLCHT.northhubsafeguardingchildren@nhs.net.cjism.net	Brent	CLCHT.sntbrentnorth@nhs.net.cjism.net CLCHT.snbrentsouth@nhs.net.cjism.net	Ealing School Nurse	clcht.ealingschoolnurseteam@nhs.net.cjism.net	Hammersmith & Fulham	CLCHT.sncentralteam@nhs.net.cjism.net	Harrow	CLCHT.SchoolNursesHarrow@nhs.net.cjism.net	Hounslow	CLCHT.HounslowSchoolNurses@nhs.net.cjism.net	Islington	whh-tr.islingtonschoonursing@nhs.net.cjism.net ; yolande.dieleman@nhs.net.cjism.net ; becky.muhima@nhs.net.cjism.net	Kensington & Chelsea	cnw-tr.kandcshs.cnwl@nhs.net.cjism.net	Merton	CLCHT.schoolnursingmerton@nhs.net.cjism.net	Richmond	CLCHT.Richmondschoolnursing@nhs.net	Westminster	cnw-tr.westminstershs.cnwl@nhs.net.cjism.net	
Barnet	CLCHT.northhubsafeguardingchildren@nhs.net.cjism.net																							
Brent	CLCHT.sntbrentnorth@nhs.net.cjism.net CLCHT.snbrentsouth@nhs.net.cjism.net																							
Ealing School Nurse	clcht.ealingschoolnurseteam@nhs.net.cjism.net																							
Hammersmith & Fulham	CLCHT.sncentralteam@nhs.net.cjism.net																							
Harrow	CLCHT.SchoolNursesHarrow@nhs.net.cjism.net																							
Hounslow	CLCHT.HounslowSchoolNurses@nhs.net.cjism.net																							
Islington	whh-tr.islingtonschoonursing@nhs.net.cjism.net ; yolande.dieleman@nhs.net.cjism.net ; becky.muhima@nhs.net.cjism.net																							
Kensington & Chelsea	cnw-tr.kandcshs.cnwl@nhs.net.cjism.net																							
Merton	CLCHT.schoolnursingmerton@nhs.net.cjism.net																							
Richmond	CLCHT.Richmondschoolnursing@nhs.net																							
Westminster	cnw-tr.westminstershs.cnwl@nhs.net.cjism.net																							
<p>Police Abuse Investigation Team (CAIT) and Police Community Safety Unit (CSU)</p>	<p>Invitations to be emailed to: SCD5Mailbox-CAITCamdenatEO@met.pnn.police.uk.cjism.net</p>	<p><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. Minutes should be emailed to the Designated PCLO directly using reference number provided on the Report</i></p>																						
<p>Housing</p>	<p>HOUChildConference@camden.gov.uk.cjism.net</p>	<p><i>Invitations should be sent to this electronic mailbox even if a named involved worker is known. Minutes to be sent only to a named involved worker and should be sent electronically directly to the named involved worker's email address.</i></p>																						
<p>WISE (Education Welfare Service)</p>	<p>You will not have a named worker, just add the Service</p>	<p><i>To be invited to all conferences where the child is of school age.</i></p>																						
<p>Camden Safety Net (for support around Domestic Violence)</p>	<p>Even where an involved worker has been identified by the social worker, invitations to be emailed to: camdensafetynet@camden.gov.uk.cjism.net</p>	<p><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. Minutes to be sent only to a named involved worker and should be sent via the electronic mailbox.</i></p>																						

Probation Service (EMAIL INVITATION)	Even where an involved worker has been identified by the social worker, invitations to be emailed to both: LondonNPS.CamdenIslington.Safeguarding@probation.gsi.gov.uk.cjism.net CRC.GeneralrequestsNorth@londoncrc.org.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. Minutes to be sent only to a named involved worker.</i>
Camden and Islington NHS Foundation Trust (Adult Mental Health Services)	Even where an involved worker has been identified by the social worker, invitations to be emailed to: joannedavies5@nhs.net.cjism.net christopher.okoro@nhs.net.cjism.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. Minutes to be sent only to a named involved worker.</i>

Section 2 – To be invited as appropriate

The following people/agencies should be invited if they are involved

Designation	Contact Details	Conditions/Notes
Medical Staff at Great Ormond Street Hospital	Invitations to any medical member of staff at Great Ormond Street Hospital should be addressed to the named professional as identified by the Social Worker but emailed to a central point of contact, who will pass on as appropriate gosh-tr.GoshSafeGuarding@nhs.net.cjism.net	<i>Minutes should be sent via the electronic mailbox rather than directly to the named professional.</i>
Medical staff at the UCLH (including midwives, nurses and community nurses) (EMAIL INVITATION)	Invitations to any member of medical staff at UCLH (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	<i>Minutes should be sent via the electronic mailbox rather than directly to the named professional.</i>
Medical staff at the Royal Free Hospital (including midwives, nurses and community nurses) (EMAIL INVITATION)	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	<i>Minutes should be sent via the electronic mailbox rather than directly to the named professional.</i>
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. Minutes to be sent only to a named worker</i>
Child and Adolescent Mental Health Services (CAMHS)	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. If this agency is known to be involved but no named worker is</i>

	When there is known to be CAMHS involvement but no named worker has been identified by the social worker, invitations to be emailed to: rseior@taviport.nhs.uk	<i>known, the central point of contact will pass the invitation on to the relevant person. Minutes to be sent only to a named involved worker.</i>
Children's Provisions (Fostering/Resources)	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. Minutes to be sent only to a named involved worker.</i>
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>

Section 3 – Mosaic

- You need to start the Episode
- Complete the type of Conference, Planned Date, Time and Location (if you know it) in the Conference Segment section

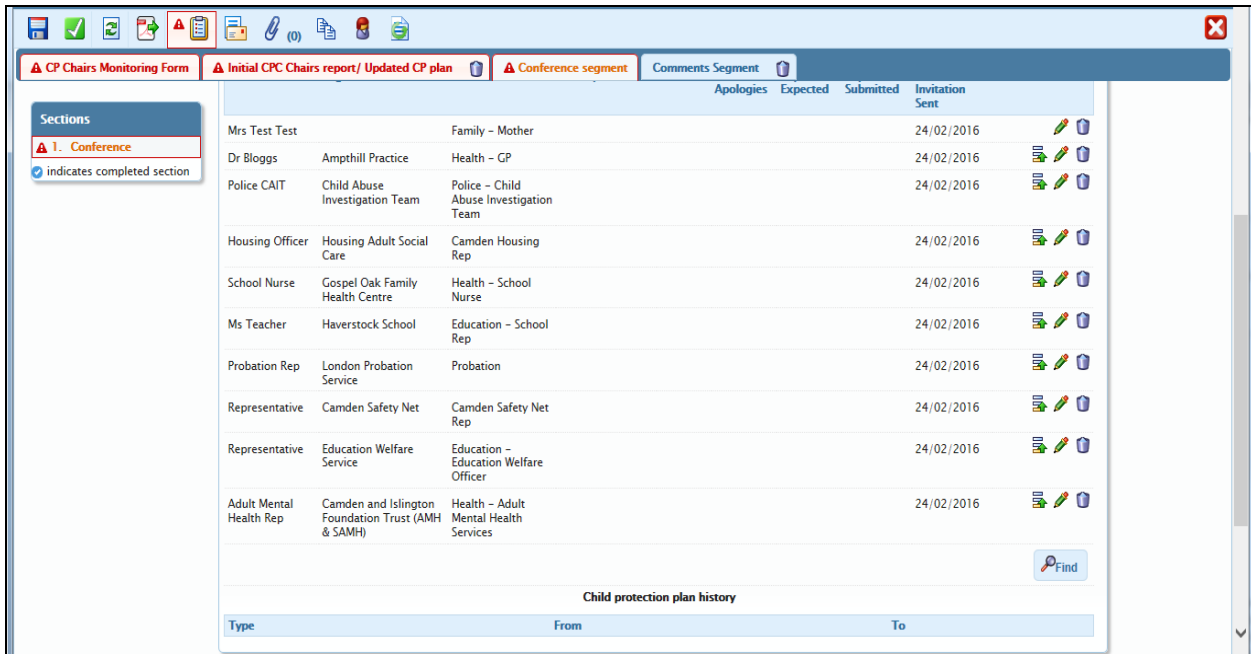
The screenshot shows a software interface for creating a conference segment. The form includes the following fields:

- Conference Type* (Initial Child Protection Conference)
- Planned date* (25/02/2017 10:00)
- Actual date*
- Reason not on planned date (Mandatory Field, -- Please Select --)
- Location
- Responsible Worker
- Responsible Manager

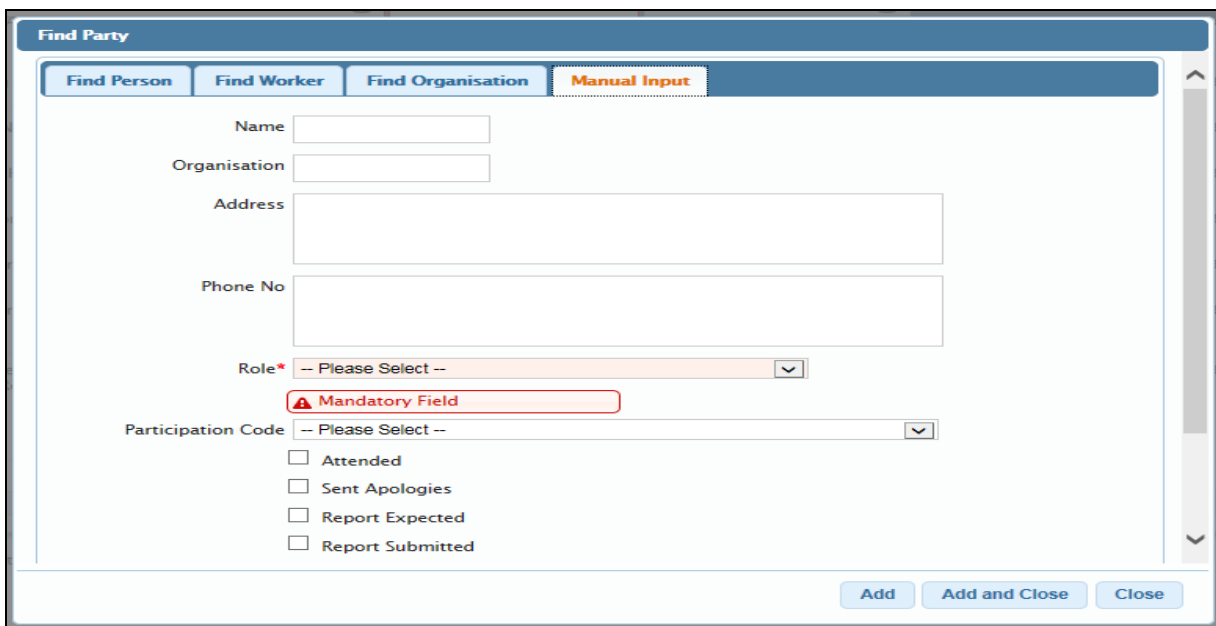
Below the form is an 'Attendees*' table:

Name	Organisation	Role	ParticipationCode	Attended	Sent Apologies	Report Expected	Report Submitted	Date Invitation Sent	Notes
Mrs Test Test		Family - Mother						24/02/2016	
Dr Bloggs	Amphthill Practice	Health - GP						24/02/2016	
Police CAIT	Child Abuse Investigation Team	Police - Child Abuse Investigation Team						24/02/2016	

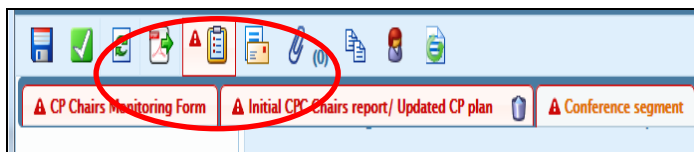
- Choose “Find” (bottom right corner)



- Then choose Manual input; add the details for each participant, including email address.



- Click onto Requests Icon on the top tool bar



- You will be taken into the following screen : send “Invite” and “Minute Taker” tasks to Business Support (Family Intervention) and send the CPO task to the Chair of the Conference

New Request

Select	Request Type	Status (Date)	Assigned To
<input type="radio"/>	REQUIRED Admin – Minute Takers Responsibilities		
<input type="radio"/>	REQUIRED Admin – Send Invitations (CP)		
<input type="radio"/>	REQUIRED IRO, CPO Authorisation		
<input type="radio"/>	PO Authorisation to go to Legal Planning Meeting		
<input type="radio"/>	Team Manager Authorisation of Addendum SW report		
<input type="radio"/>	TM Authorisation to go to Legal Planning Meeting		

Note

This request will be sent when you next save.

OK Cancel

- Click on the small red cross in the top right corner, choose to save your changes

			Apologies	Expected	Submitted	Invitation Sent
Mrs Test Test		Family – Mother				24/02/2016
Dr Bloggs	Ampthill Practice	Health – GP				24/02/2016
Police CAIT	Child Abuse Investigation Team	Police – Child Abuse Investigation Team				24/02/2016
Housing Officer	Housing Adult Social Care	Camden Housing Rep				24/02/2016
School Nurse	Gospel Oak Family Health Centre	Health – School Nurse				24/02/2016
Ms Teacher	Haverstock School	Education – School				24/02/2016

When to use each secure communication tool

The table below provides guidance on where each solution should be used.

Sensitive emails being sent to	CJSM	Egress	USOFX	Standard email
Internal – @camden.gov.uk				✓
NHS secure – @nhs.net	✓			
Police secure – @pnn.police.uk	✓			
GSI – e.g. @hmrc.gsi.gov.uk, @dwp.gsi.gov.uk, @london.probation.gsi.gov.uk	✓			
CJSM* – e.g. @islington.gov.uk, @osbournes.net	✓			
Internet emails – e.g. @gmail, @hotmail, @btinternet		✓		
Non CJSM or GSI registered government emails – ending with .gov.uk		✓		
NHS non secure** – ending with .nhs.uk		✓		
Police non secure – e.g. met.police.uk		✓		
Private, volunteer or charities – e.g. @elfridacamden.org.uk, @hja.net, @medical.com, @housing.co.uk		✓		
London schools ¹ – e.g. @haverstock.camden.sch.uk, @netley.camden.sch.uk		✓	✓	
Other schools ¹		✓		