

**BLACKPOOL SAFEGUARDING BOARD
MULTI-AGENCY GUIDANCE FOR COMPLETING CASE
CONFERENCE REPORTS**

1. INTRODUCTION

Professionals attending child protection case conferences should be in attendance when they have a significant contribution to make. This should arise from, knowledge of the child, their parents/carers, or both, and professional expertise.

When completing this report it is important to:

- Avoid any repetition or duplication,
- Fill in the information which applies to your service,
- Fill in the information that you know, give as much detail as possible and provide supporting evidence.

Reports should be completed and received by the Safeguarding and Review Team 48 hours before the start of conference. Reports should be e-mailed or faxed to the chair of the conference and the minute takers:

E-mail: Cpconference.childrensQA@blackpool.gov.uk

Fax: 01253 476736

2. KEY INFORMATION

Children subject to conference

Details of children who are living in the family home should be entered here. Please complete all the information even if you are not directly working with them. The names of all the children should be on the invitation letter.

Adults and Others living in the household

Details of all adults living in the house, including parents or carers, should be entered here. This section is also for children or young people who live in the house but are not subject to the conference.

Any other significant adults

Details of any extended family, step families, friends, boyfriends/girlfriends who have contact with the adults or children in the family, or adults who have caring responsibilities for the children should be entered in this section.

Any children who do not live at the named address

Details of children who are living with extended family or friends should be entered here. You may need to provide historical context about why the child does not live with parents. It may also be older children who are living away from the family.

3. PROFESSIONAL INVOLVEMENT

This should state which children and/or adults you are currently working with. It should also include information regarding any referrals to other agencies you have made and should state any other agency involvement you are aware of. Please advise if a CAF has been completed and if known who is identified as the lead professional. Please give dates of any family support meetings which have taken place.

It is expected that the minutes of CAF meetings should have been shared with parents/carers. If they have not been shared please explain why?

State the evidence that your report is based on

For example, if you are an adult service and only work with a parent, please state that. You may not have had contact with the children but your contribution into how the family functions is valuable.

If possible please comment on their parenting style within the home environment.

This section may include adding items to support your report; genogram, family history, attendance at appointments, assessments undertaken etc.

4. AGENCY SPECIFIC INFORMATION

Please state the reason, purpose and desired outcome of agency involvement.

Please fill in the section relevant to your service only. For example, if you are a health visitor please complete the health section.

5. MAIN REPORT

Chronology of significant events

Details of key events and actions should be recorded here. The chronology should be a brief overview of significant events in a child's life. For example, attendance at A&E, house moves, school moves, domestic violence incidents, if any other adults move in and out of the house. Try to

include an overview/analysis of any intensive contact the family members have had with your service.

Child's developmental needs

This section should include developmental progress in the context of the child's age and stage of development. This includes whether the child has reached developmental milestones and consideration about the 5 outcomes from 'Every Child Matters' may be used. Account must be taken of any vulnerability for each child, such as learning and/or physical difficulties.

This section should also include any additional relevant information you may have regarding education, health, emotional/behavioural development, any issues about identity, family and social relationships, social presentation, self care skills etc.

It may be useful to draw upon knowledge and information gained in a previous assessment when completing this section.

Parenting Capacity

Critically important to a child's health and development is the ability of a parent or carer to ensure the child's developmental needs are being appropriately and adequately responded to, and to adapt to changing needs over time. It is important to comment on parent(s) strengths as well as any difficulties they may be experiencing. This may include assessment of the quality of the relationship between parent(s) and child (ren), parent's understanding of the child's needs and the parent's ability to recognize difficulties in meeting the child's needs. It is important to provide information about the tasks carried out by each parent.

Research shows that issues for parents such as poor mental health, illness, learning disability, substance/alcohol misuse, domestic abuse and a history of child abuse are likely to have an effect on parenting capacity. Information in whether the parent/carer can ensure the safety of the child and also respond to their developmental needs, within the wider family and environmental context, should be included.

Family & environment

Parents and children are influenced positively and negatively by the wider family, the neighbourhood and social networks in which they live. It is useful to include comments about how the family functions, and how it

functions when under stress and to identify what factors may assist parents in carrying out their parenting roles. Account must be taken of the diversity of family styles and structures, particularly who counts as family and is important to the child. In some circumstances the child may have a number of carers.

Analysis & Conclusion

The analysis should identify the factors that have an impact on the different aspects of the child's development and parenting capacity, and the relationship between them. It is appropriate to comment on previous plans agreed between agencies and parents, whether previous recommendations/actions have been carried out and the outcomes for the children.

The process should result in a clear understanding of the child's developmental needs including whether he/she is suffering or likely to suffer significant harm.

When analysing information gained during the assessment it is important to distinguish between fact, observation, allegation and professional opinion and when information is provided from another source this should be made clear.

Try to note any recommendations for conference and detail any future work that may be carried out by your agency to support the family. If appropriate this will form part of the agreed plan. Please ensure any recommendations are specific, measureable, achievable, relevant and time bound.

After you have read/heard all the information you will be asked to make a judgement as to whether the child is at risk of significant harm and needs a child protection plan.

Child's Views

This should cover any views, wishes and feelings of the parents. Take into account any additional languages, and attempts should be made for translation. Try to identify any communication barriers. Please record any areas of disagreement.

Discuss with the child their thoughts and feelings about things that are happening within the family. What would they like to change? This should be recorded and presented to conference.

Parent/Carer Views

This should cover any views, wishes and feelings of the parents. Take into account any additional languages, and attempts should be made for translation. Try to identify any communication barriers. Please record any areas of disagreement.

The parents and each child (if age appropriate) should be provided with a copy of the report in advance of conference.