

# Initial Child Protection Conference Report

The Initial Child Protection Conference Report provides a summary of the information gathered by Children's Services (social care) in the course of the initial assessment, and the s47 enquiry as part of the core assessment. For a child and/or family known previously to Children's Services (social care), it may also include existing information pre-dating this s47 enquiry. Paragraph 5.61 in *Working Together* sets out the information to be included in this Report.

## PART 1 – CHILD/YOUNG PERSON'S DETAILS

If your authority is not operating an electronic system, the Referral and Initial Information Record should be attached to this report

<b>Family Name:</b>		<b>Forename:</b>		
<b>DoB:</b>		Gender: Male <input type="checkbox"/>	Female <input type="checkbox"/>	Unborn <input type="checkbox"/>
<b>Address:</b> <i>(including postcode)</i>				
<b>Postcode:</b>				
<b>Telephone:</b>		<b>E-mail:</b>		
<b>SWIFT Party ID Number:</b>		<b>Number:</b>		

## CHILD/YOUNG PERSON'S FAMILY DETAILS

Name	Relationship to child/young person/agency	Ethnicity	First Language	Parental Responsibility	
				Yes	No
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>

<b>DATE OF INITIAL CHILD PROTECTION CONFERENCE</b>	
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## REASON(S) FOR INITIAL CHILD PROTECTION CONFERENCE

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## KEY DATES AND ACTIONS

S47 enquiries should always involve separate interviews with the child, with the parents/carers and observations of the interactions between parents and child(ren) (paragraph 5.34 *Working Together*). The child should be engaged in a manner appropriate to their age and understanding (paragraph 5.35 *Working Together*).

If not already in progress, a core assessment should commence at the same time as a section 47 enquiry.

Date of most recent referral (if appropriate)			
Date Initial Assessment commenced		Date completed	
Date(s) of strategy discussion(s)			
Date s47 enquiry commenced			
Date Core Assessment commenced (if not the same date as s47 enquiry commenced)		Date completed:	
<b>Date(s) child/young person and family members seen/interviewed as part of s47 enquiries:</b>			
Date	Name(s) of family member(s) interviewed	By Whom	Please ✓ if child/young person seen during interview
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

## BRIEF CHRONOLOGY OF RELEVANT INFORMATION

A chronology should be commenced as part of a core assessment.

The Conference Report should include a chronology of significant events, and relevant agency and professional contact with the child and family.

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**CHILD/YOUNG PERSON'S DEVELOPMENTAL NEEDS:** This section should provide a summary of all salient information gathered during the initial assessment and s47 enquiries as part of the core assessment or from previous involvement.

It should include information on the child's current and past state of health and development, the capacity of the parents and other family members to ensure the child's safety from harm, and to promote the child's health and development (paragraph 5.61, *Working Together*).

Child's needs:

### HEALTH

Parenting capacity:

Child's needs:

### EDUCATION

Parenting capacity:

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Child's needs:

## EMOTIONAL AND BEHAVIOURAL DEVELOPMENT

Parenting capacity:

Child's needs:

## IDENTITY

Parenting capacity:

Child's needs:

## FAMILY AND SOCIAL RELATIONSHIPS

Parenting capacity:

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### SOCIAL PRESENTATION

Child's needs:

Parenting capacity:

### SELFCARE SKILLS

Child's needs:

Parenting capacity:

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## PARENTS/CARERS ATTRIBUTES AND THE IMPACT ON THEIR CAPACITY TO ENSURE THE CHILD/YOUNG PERSON'S SAFETY FROM HARM AND TO RESPOND APPROPRIATELY TO HIS/HER NEEDS

It is important to be aware of parent(s)/carer(s) strengths as well as any difficulties they are experiencing. Research has shown that the following are most likely to affect parenting capacity: physical illness; mental illness; learning disability; substance/alcohol misuse; domestic violence; childhood abuse; history of abusing children.

It is most important to record the name of the adult to whom the attribute refers and its affect on parenting capacity. It is also important to record details of adults who are considered to be or are likely to posing a risk of significant harm to the child/young person. These adults may or may not be living in the same household as the child/young person.

Parental Issues	Yes	No	Professional/agency involved	Note identity of parent/carers for whom the attribute is relevant. Record strengths and difficulties
<b>1 ILLNESS:</b>  Physical  Mental	<input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>		
<b>2 DISABILITY:</b>  Physical  Learning  Sensory Impairment	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>		
<b>3 Period in care during childhood</b>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>4 Experience of being abused as a child</b>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>5 Known history of abuse of children</b>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>6 Known history of violence (including Domestic Violence)</b>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>7 Problem drinking/drug misuse</b>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>8 Other</b>	<input type="checkbox"/>	<input type="checkbox"/>		

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### FAMILY AND ENVIRONMENTAL FACTORS WHICH MAY IMPACT ON THE CHILD AND PARENTING CAPACITY

Family and environmental factors include family history and functioning, wider family, housing, employment, income, family's social integration and community resources. It is important to record details of adults who are considered to be or are likely to be posing a risk of significant harm to the child/young person.

Family history and  
Functioning

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Wider family

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Housing

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Are Smoke detectors installed and working?  
If No, Offer Free Safety Check with Tyne and Wear Fire  
Brigade

Yes

No

Employment

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Income (please include  
information regarding  
financial difficulties)

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Family's Social Integration

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Community Resources

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## Initial Child Protection Conference Report

### **VIEWS OF CHILD/YOUNG PERSON**

These may need to be recorded on a separate sheet, if the child/young person does not wish them to be shared with their parent(s).

Expressed views, wishes and feelings of child/young person:

### **VIEWS OF PARENT(S), MAIN CARERS AND SIGNIFICANT FAMILY MEMBERS**

Expressed views, wishes and feelings of parent(s), main carers and significant family members:

### **ANALYSIS OF THE IMPLICATIONS OF THE INFORMATION OBTAINED FOR THE CHILD'S FUTURE SAFETY, HEALTH AND DEVELOPMENT**

The analysis should identify the factors that have an impact on different aspects of the child/young person's development and parenting capacity, and explore the relationship between them. This process of analysing the information available about the child/young person's needs, parenting capacity and wider family and environmental factors should result in a clear understanding of the child/young person's developmental needs, including whether she/he is suffering or is likely to suffer significant harm. It should also identify, based on the information available what services/changes may be required to ensure the child/young person's future safety and optimal developmental progress.

# Initial Child Protection Conference Report

## PROVISION OF A COPY OF THE REPORT

Parents and children, where relevant, should be provided with a copy of this report in advance of the conference. It should be explained and discussed in advance of the conference itself, in the preferred language(s) of the family members.  
 NB: If there are no comments made please record this. If the report is not shared please state why.

## COMMENTS OF CHILD/YOUNG PERSON

Child/young person's comments on this report. Please record any areas of disagreement. These may need to be recorded separately if the child/young person does not wish them to be shared with their parent(s).

## COMMENTS OF PARENTS/MAIN CARERS/SIGNIFICANT ADULTS

Parent(s) main carers (and other significant family/household members where appropriate) comments on this report. Please record any areas of disagreement.

## SIGNATURES

Child/young person – report discussed with them:	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>	If No, when will this be done	
Parents/main carers – report discussed with them	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>	If No when will this be done	
Child/Young person given copy of report:	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>	If No when will this be done	
Parents/main carers given copy of report:	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>	If No when will this be done	

Name of social worker completing this report	
Signature	
Date	

Name of Team Manager	
Signature	
Date	

# Initial Child Protection Conference Report

## PART 2 – Initial Child Protection Conference

### DECISION OF INITIAL CHILD PROTECTION CONFERENCE

This section is to be completed at the child protection conference and signed by the Conference Chair

The definition of Significant Harm is amended with effect from 31/01/05 to include for example impairment suffered from seeing or hearing the ill-treatment of another.

Child/young person's name to be placed on the Child Protection Register		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Date of Registration					
If <b>Yes</b> , category(ies) for registration (more than one category may be ticked)					
Physical abuse	<input type="checkbox"/>	Emotional abuse	<input type="checkbox"/>	Sexual abuse	<input type="checkbox"/>
Neglect		<input type="checkbox"/>			
If <b>No</b> , what further action is planned?					
Complete Core Assessment		<input type="checkbox"/>			
Proposed date for completion of core assessment					
Referral to other agency	<input type="checkbox"/>	Provision of Services	<input type="checkbox"/>	No Further Action	<input type="checkbox"/>

### RECOMMENDATIONS OF INITIAL CHILD PROTECTION CONFERENCE

Core group membership			
Name	Role/Relationship to child	Agency	Contact number
	Key worker		

Please record any dissenting views (and names of those holding a dissenting view) below.

Proposed date of first core group meeting:	
Proposed date of next child protection review conference:	

Name of Conference Chair	
Signature	
Date	

# Initial Child Protection Conference Report

## OUTLINE CHILD/YOUNG PERSONS PLAN

It is the role of the initial child protection conference to formulate the outline child protection plan, in as much detail as possible (paragraph 5.64, *Working Together*). Include any further actions required, by whom and within what timescale.

Identified child developmental needs and strengths and difficulties in each domain	How will these needs be responded to: <i>actions or services to be taken/provided</i>	Frequency & length of service: <i>e.g. hours per week</i>	Person/agency responsible	Date service will commence/commenced	Date service completed (if appropriate)	Planned outcome(s): <i>progress to be achieved by next review or other specified date</i>	Actual outcome(s): <i>To be completed at the review or at closure</i>
<b>Child's Developmental Needs</b>							
<b>Parenting Capacity</b>							
<b>Family and Environmental Factors</b>							

Date Initial Plan <b>will be</b> reviewed:		Date Initial Plan reviewed:	
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