

INITIAL CHILD PROTECTION CONFERENCE REPORT PROFORMA FOR OTHER AGENCIES

Initial Child Protection Conference Report for other agencies and Child Protection Review Conference Report for all agencies Pro-forma.

All professionals should use this pro-forma as the basis for the preparation of reports for Initial Child Protection Conferences and Child Protection Review Conferences. The level of detail may vary from agency to agency.

Where possible the report should be typed. If it is hand-written, please use black ink and write clearly for photocopying purposes. Sufficient copies should be brought for all those invited with an extra copy for any supporter attending.

Heading:

Strictly Confidential

Report for Initial Child Protection Conference/ Child Protection Review Conference

Section A

1. Identification of author(s), including names, posts and agencies.
2. Date and time of Child Protection Conference/Review.
3. Identification of subject/s.

This should include the name and date of birth. Where appropriate this Report may cover all children in the same family or household.

Section B

1. Details of child and family/household, including personal details, family composition and ethnicity. Address, current placement, legal status, religion.
2. Family background and ethnicity. Brief statement about incident and history.

Section C

1. Professional Involvement

a) Initial Child Protection Conference: include reasons for dates of involvement, source of referral, details of liaison with and referrals to other professionals and agencies.

b) Child Protection Review Conference: involvement with the family since the previous meeting only - include dates of Core Group.

Section D

1. List other agencies or professionals known to be involved. Section E

1. Specialist/Agency information relating to the subject/s, family and/or the household. Include information about any incident, investigation, reason for concerns chronology of significant events. Information which cannot be contained within this Section e.g. centile charts should be listed and attached to the

Report.

The assessment should include information on

1. Child's developmental progress

- Health
- Education
- Emotional and Behavioural Development
- Identity
- Family & Social Relationships
- Social Presentation
- Selfcare Skills

2. Parenting Capacity

- Basic Care
- Ensuring Safety
- Emotional Warmth Stimulation
- Guidance and boundaries
- Stability
- Parents response to/acceptance of concerns raised

3. Impact of family and environmental factors

- Views and wishes of the parents/caregivers
- Family History and Functioning
- Wider Family, Housing
- Employment Income
- Family's Social Community

Views and wishes of the child's parents and significant others (if this has not been possible to ascertain explain why).

Section F

- Observations on the family's relationship with the Agency/professional. Include comments on the take-up of services, the statutory or voluntary nature of involvement and attitude or receptiveness to this.

Section G

- Conclusions and recommendations (analysis and evaluation). Include the professional's concerns and opinions, positive as well as negative observations. Make an assessment of evidence suffered harm, factors likely to suffer harm, action plan, co-operation, assess needs of child, recommend for registration and immediate protection.

Section H

- Child's, parents and carers views on this Report.

Section I

- Signature of author and date signed.

For Initial Child Protection Conferences, the completed Report should be made available to the Independent Chairperson, Child Protection, Safeguarding and quality Assurance Unit, one working day before the Child

Protection Conference. For Child Protection Review Conferences, the completed Report should be circulated 5 working days prior to the Review Conference.