

**This guide will help you to understand the vital role you play in ensuring the most vulnerable children are safe and supported.**

Child protection conferences can be a daunting experience for anyone attending them.

If you have been asked to attend and contribute to a child protection conference it is because you have direct knowledge or involvement with a family, child or young person who there are concerns about or you might attend as a representative on behalf of your organisation.

You will normally be contacted by telephone inviting you to attend but you will also receive a letter or email which should include a copy of the safety and wellbeing grid. The grid also serves as the agenda for the conference.

Initial conferences must take place within 15 working days of a decision to do so following a Section 47 investigation which has involved critical partner agencies in a strategy discussion.

If you have any questions please call the child protection service on

**01629 531926**

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# Child Protection Conferences

A guide for professionals contributing to child protection conferences in Derbyshire

## Things you need to do:

Write a report for the conference using the Child Protection Conference report template on the Derbyshire Safeguarding Children Board Website ([www.derbyshirescb.org.uk/useful-documents/default.asp](http://www.derbyshirescb.org.uk/useful-documents/default.asp)). Make sure parents, the child or young person and the child protection service receive a copy of your report at least two days before an initial conference or three days before a review. Your reports should be emailed to [CAYA.CPCONF@derbyshire.gcsx.gov.uk](mailto:CAYA.CPCONF@derbyshire.gcsx.gov.uk) (*Schools can also submit their reports via their dedicated platform*)

Please also bring 10 copies of your report to the meeting.

The confidentiality and sensitivity of individuals of involved should be respected at all times. If in doubt please contact us for advice.

Arrive in good time. Please arrive 30 minutes early to allow you time to read reports from everyone else in full so you can fully participate.

Be prepared to engage, participate and contribute to the meeting.

## What will happen at the conference?

The chairperson will meet parents and ensure they have understood why the conference is taking place.

They will complete a relationship map with the parents or carer and child or young person.

This will be used to introduce key people in the family's life to you.

The chairperson will ask you to join the meeting and tell you how the meeting will be conducted.

The chairperson will explain why the conference is taking place. Then they will start to work on the safety and wellbeing grid with you all. At this point they will ask about what things work well for the child and help to keep them safe.

They will also help you to talk about your worries and help you to build a plan based on what you think is needed. Roles will be assigned and timescales given to achieve the objectives you have set.

You will be asked to determine whether you think a child protection plan or child in need plan is needed based on whether you think 'threshold' has been met. A group will be set up and you will decide who needs to be involved and the dates of the next meetings.

## What happens next?

If you are in the core group or child in need group you will be expected to fully contribute to building on and promoting what works well for the child so that you can support parents to meet their potential to be safe and confident parents who are able to meet the needs of their children.

You will be asked to continue using the safety and wellbeing grid to build a picture of 'what good looks like'. You will support the family to access services as they reach a positive score on the grid. If you are a core group member the same will apply but your work together will allow you to return to the review conference with a clear joint assessment of what needs to happen so that the child can either be protected by legal intervention or taken of a child protection plan as the risks have diminished.