

**VIRTUAL CHILD PROTECTION CONFERENCING**

In response to the COVID-19 contingency planning measures and adherence to government guidance, London Borough of Hounslow has made following arrangements for conducting virtual Child Protection Conferences-

***INTIAL CHILD PROTECTION CONFERENCE (ICPC)***

***The Conference :***

* The conference will be conducted via Microsoft Team.
* In addition to being sent (by post) an invitation and leaflet about conference process parents will receive an email with a quick guide on how to join the MS Team meeting.
* In their invite letters, the professional and the parents/ carers will be provided with -

1. Link access and/or
2. Time at which they need to connect to the conference line

* The conference will be chaired by an Independent Child Protection Conference Chairperson and will also have a minute taker.
* Prior to the conference, the Chairperson will make a one to one call to the parent, in order to ensure that they understand the purpose of the conference and the procedures; they have had sight of the key reports and are aware of the reasons for the conference; discuss logistical arrangements including child minding whilst the call is in progress and other matters.
* Where the parent is unable or unwilling to join the conference call, the Chairperson will ensure that their views are gathered within the pre-conference call. Arrangements to be made to inform of the parent of the outcome of the conference.
* In cases where a split conference is needed, the Chairperson will ensure that the arrangements are discussed and communicated in advance of the conference

***Pre-Conference Preparation:***

* CP invite letters (explaining the above procedures) to be sent out by the CP administrator.
* Social worker and the chairperson to have pre-conference discussion/email communication around logistics; parental/ young person’s participation etc
* The professionals are expected to share their written report with the parent/carer / young person **3 working days** prior to the conference and incorporate their views.
* Professionals are expected to submit their report/ agency checks **1 day prior** to the scheduled date to [cpcc@hounslow.gov.uk](mailto:cpcc@hounslow.gov.uk)
* Minute takers to check CPCC email box for reports the day prior to conference and forward to chair and social worker. Minute takers to also chase social workers for report if not on LCS and forward to chair.
* On the day of the conference, the Minute Takers will email a complete set of reports to the professionals. (Parents *to receive their copy directly from the respective professional/agency)*

***Post-Conference:***

* Minute Taker to record the decision on LCS (i.e. complete the conference outcome workflow) and complete the **CP/CiN plan document**, within **24hrs of the conference**. Minute Taker to email the CP/CiN plan document to the professional. Social Worker to send and parents/ carers.
* **Minutes** to be sent out within **20 working days** of the conference

***REVIEW CHILD PROTECTION CONFERENCE (RCPC)***

***The Conference :***

* The review conference will be conducted either via Microsoft teams or via one to one discussion by the Chairperson and written submission by professionals.
* **Microsoft Teams** procedures for RCPC will be the same as set out for the ICPC (see above).

***Where the RCPC is conducted via one to one case discussion and written submissions the following will apply-***

* The Chairperson will review the written reports submitted as part of the conference.
* The Chairperson will have a case discussion with the social worker and the parents/carers on the day of the conference.
* The Chairperson may contact other agency partners if there is a need to clarify any information. If the reports are self-explanatory the Chairperson may not make further contact.
* Based on the review and discussion, the Chairperson will send a case summary (including the outline plan) inviting professionals to give their recommendations by email (if not already provided or should they wish to change the same considering further reports/information).
* The Chairperson will make the final decision and communicated the same to those involved.

***Pre-Conference Preparation:***

* Pre-conference Core Group Meeting to inform the SW’s report for the conference. SW to share his or her pre-conference report with the agency partners in advance of the conference.

* Social worker and the chairperson to have pre-conference discussion/email communication around logistics; parental/ young person’s participation etc
* The professionals are expected to share their written report with the parent/carer / young person **5 working days** prior to the conference and incorporate their views.
* Professionals are expected to submit their report/ agency checks **1 day prior** to the scheduled date to [cpcc@hounslow.gov.uk](mailto:cpcc@hounslow.gov.uk)
* On the day of the conference, the Minute taker will email a complete set of reports to the professionals. (*Parents to receive their copy directly from the respective professional/agency)*
* Minute takers will still be allocated for review conferences and they will take responsibility for checking CPCC email box for reports and forwarding them to chair and social worker and professionals.

***Post-Conference:***

* Chairperson to liase with minute taker to record the decision on LCS (i.e. complete the conference outcome workflow) and complete the **CP/CiN plan document**, within **24hrs of the conference** Minute Taker to email the CP/CiN plan document to the professionals. Social worker to send to parents/ carers.
* **Minutes** to be sent out within **20 working days** of the conference
* Minute takers will still need to complete the work flow on LCS for review conferences.
* The chair will need to provide the following info to minute takers:

Outcome of conference

List of those that attended

Reports submitted

Date of next conference – minute taker can provide this prior to conference from checking SQA calendar to avoid clashes

Chairs Summary

CP Plan / Outcomes