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| **Buckinghamshire Council**  **CHILD PROTECTION CONFERENCE REPORT TEMPLATE FOR PROFESSIONALS**  **PLEASE SEND COMPLETED FORMS TO THE CHILD PROTECTION MAILBOX:**  **Secure-childprotection@buckinghamshire.gov.uk** |

**Date of Conference:**

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| **Childs details** |
| **Name:**  **DOB:**  **NHS:**  **GP:** |
| **Home Address** |
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| **Names and DOB of other children/siblings and adults** |
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| **Name of Agency providing Report and reason for involvement with family** |
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| **Most recent contact with family** |
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| **Do you know the child/ren’s view having spoken with them** |
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| **Outline which child/ren in the family you / your agency is currently involved with and any relevant history:**  Please consider your / your agencies involvement with the family under the following headings ensuring as far as is possible you evidence your comments. The Conference needs to know your view in these areas in order to consider if the concerns meet the threshold for significant harm. |
| **Historic Risks – What were you concerned about and what harm did it cause?** |
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| **Current Risks – What are the dangers and what are you concerned about now?** |
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| **Grey Areas – What are the complicating factors and what do we need to know more about?** |
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| **Current Strengths – What is working well and what are the protective factors?** |
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| **Action Plan ‘Next Steps’ - What needs to happen next to build safety and reduce concerns?** |
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| **Additional Comments and information that you consider relevant, including Analysis and Recommendation** |
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| **Has the report been shared with the family, including all those with Parental Responsibility?**  *If yes, please state who it was shared with and when. If no, please give a reason.* |
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| **Name and job title of professional completing the report and the date of completion** |
| Report Completed by:  Date: |

**Guidance Notes:**

* Everyone who is invited to conference must attend or send a representative in their place.
* Reports must be provided by all agencies invited to conference, regardless of whether they are attending.
* All reports for Initial Child Protection Conferences must be shared with parents 2 working days before conference, reports for a Review Child Protection Conference must be shared with parents 5 working days before conference. These must be shared by the author or their agency.
* Please send your reports to the Child Protect Mailbox - [**Secure-childprotection@buckinghamshire.gov.uk**](mailto:Secure-childprotection@buckinghamshire.gov.uk) no later than 48 hours before the conference to enable the Conference Advisor to prepare for the meeting.
* All professionals must attend Professional Reading Time, which takes place for the first 30 minutes. You must attend and you must bring enough printed copies of your report to share amongst the professionals. This is time to read the reports and not to discuss the case.
* Should you wish for a student or observer to attend, please seek the parent’s permission and discuss this with the Conference Advisor in advance of the conference.