

STEP BY STEP PROCESS FOR POST CONFERENCE REPORTS

When an agency has not attended a conference and no report is received, it is expected that this will be sent to the Safeguarding and Quality assurance unit within five working days.

The collective report should now be used for all reviews, reducing the need for individual agency reports.

1. Child Protection Coordinator (CPCO) to always ensure there is a recommendation in the outline plan that it is distributed within 24 hrs of meeting, identifying which agency/professional should provide a post conference report within 5 working days stating the date by which it should be received.
2. When the post conference report is received, admin will upload into documentum and email the Social Worker (SW), Practice Manager (PM), CPCO Chair and minute taker.
3. The CPCO service should review the post conference report within 24 hrs of being alerted.

When the information submitted later suggests the child/ren should be removed or are at high risks, the CPCO and Social Worker need to decide between them who will address this with the professional directly within 24 hours and Practice Managers should be made aware of this. A strategy meeting should be held where necessary to ensure all information is effectively shared and an update risk analysis is agreed.

4. Following receipt of the report, the core group members/strategy meeting should decide the information that needs to be shared with parent/carer/child.
5. a) Where the report has been received within the 5 working days - the conference minutes will be updated with the relevant information (where needed within the confidential section).

b) If the report is not received within the five working days, the CPCO should sign the minutes to keep in timescale, stating in the minutes 'Missing Information from specific agency' and recording that the matter has been escalated. The SQAU admin support will email the relevant agency lead to escalate and will include the CPCO managers and operational service managers.
- A Tab has been added to the CPCO Database ("Minutes to Chair") to evidence how many cases progress to escalation, recording the outcome and the Safeguarding partnership will be kept updated of the numbers.

- Minutes should not be signed off in less than 5 days if post conference reports are awaited.
- Where an agency has given their view/risk assessment within their post conference report and were not present at the meeting, minute taker to ensure this is included in part 13.1.1. of conference template for minutes, as post conference reports should be in before ICC mins (within 20 working days) or CPR mins (within 25 working days) before distribution.