

**Child Protection**



**Multi-agency report template**

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| **Who is this report about** | | | |
| **Child’s name** | **Date of birth and age** | **Address** | **NHS Number if known** |
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| **This report is for (please select)** | | | | | |
| **Initial Conference** |  | **Review Conference** |  | **Core Group Meeting** |  |

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| **Report details** | |
| **Agency details** |  |
| **Report author** |  |
| **Role in agency** |  |
| **Contact details** |  |
| **Date of report** |  |

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| **Who lives in the family home and who is in the family** | | | | |
| **Name** | **Date of birth and age** | **Address** | **Relationship to Child** | **Legal Parental**  **Responsibility?** |
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**History of agency’s involvement with the child or family, including analysis of key events from the agency’s chronology**

**Child’s views of what is happening**

Please share any direct work you have done with the child/ren and what their thoughts and understanding

are, using the child/ren’s own words as much as possible and the date they shared these views with you.

**What is working well?**

Think of the family’s existing strengths and how things have worked well in the past to keep the child/ren safe from

harm. If this is a review child protection conference, please comment on the success of the child protection plan so far.

**What are you worried about?**

Past harm, specific vulnerabilities and complicating factors, whilst thinking about how this has affected the

child/ren. Anything you do not know about that is a worry.

**What needs to happen next for the child/ren to be safe?**

Think about practical steps or services that you feel should be part of the safety plan now and in the

future. What would you need to see to be confident that the child is safe and the risks have been addressed.

For a child protection conference, please include your current view on whether you think the child/ren is at risk of significant harm and therefore requiring a child protection plan.

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| **Parent or carer views of this report**  You must share this written report with everyone with legal Parental Responsibility two working days  before an Initial Conference and five working days before a Review Conference. | |
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| **Date report was shared with parents** |  |

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| **Child/rens views of this report**  You must consider if the child/ren is old enough to share this written report with them. When this is appropriate you must share it with them a minimum of two working days before an initial conference and five working days before a review conference. | |
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| **Date report was shared with the child/ren** |  |

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| **Report author name and signature** | |
| **Name of author** |  |
| **Signature of author** |  |
| **Date of signature** |  |

**Professional guidance for child protection conferences**

● Professionals invited to conference are expected to attend (or send a representative in their place)

and provide a written report.

● Please ensure that you have shared your final written report with those who have legal parental responsibility a minimum of two working days before an initial conference and five working days before a review conference. If you are concerned about sharing this with a parent as you think it leaves the child or an adult at risk, please discuss with your line manager and contact the conference chair. Please

be mindful that you need to provide the family with a copy of your report in a written language they will understand, which may not be English.

● Please send an electronic copy of this report to [childprotectionconferences@achievingforchildren.org.uk](mailto:childprotectionconferences@achievingforchildren.org.uk)

a minimum of two working days before the conference.

● Please bring enough printed copies of your report to share with the conference attendees - we recommend 12 copies for an initial conference.

● Please ensure that you attend the full reading time to enable you to read your multi agency colleagues reports for the conference. The Signs of Safety conference model relies on all professionals having shared their information before the conference starts, so the conference can focus on analysing risk and developing a plan to increase the child's safety.

● Performance data will be shared with the Local Safeguarding Children’s Board on these key professional responsibilities.

● Please note that the child protection conference will be audio recorded using a commercial recording service. The recording will be held securely on the child/ren’s Achieving for Children social care record and not reproduced for the attendees of this meeting. The audio recording of this conference may be subject to a confidential audit to ensure standards are being met and a summary of the conversation may be typed at the request of the Court or the Complaints Service.

● The written summary of the key information and the plan will be developed by the conference chair in the meeting and shared by email within two working days of the conference.