

Agency Report Initial/Review Child Protection Conference

There is no time allocated in the conference to read reports. Therefore please ensure that this report is shared with the family and young person prior to the conference.

| | | | |
|---------------------------------|--|---|--|
| Date of Initial/ Review CPC: | | Name of person completing this form: | |
| Agency: | | Workplace: | |
| Date of report: | | Role: | |
| Telephone No: | | Email Address: | |

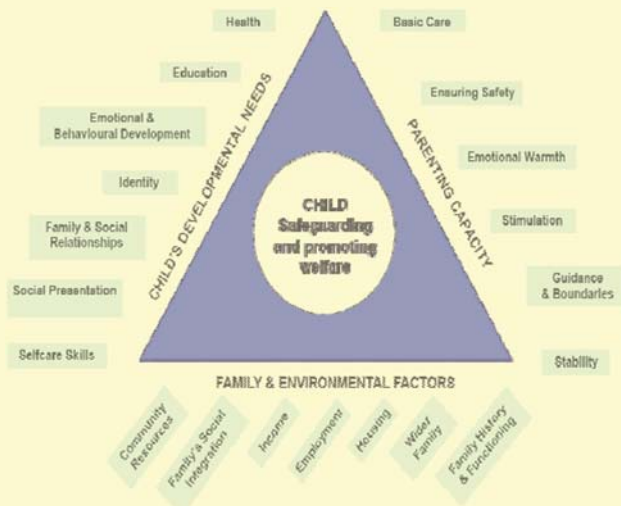
Details of the child or young person known :

| | |
|-------|--------|
| Name: | D.O.B: |
| | |
| | |
| | |
| | |
| | |

Family's details known:

| | |
|-------|------------------------|
| Name: | Relationship to child: |
| | |
| | |
| | |

The Assessment Framework



Please consider the assessment framework triangle to aid completion of your report.

Notes for use: If you are completing the form electronically, the text boxes will expand to fit your text.
The completed form contains personal data to be protected and processed in line with the Data Protection Act 1998.

An overview of your involvement with child/family. For adult workers person you are working with.

AND

Your observations of the child and their daily life... their wishes and feelings, their demeanour, their routine, their interaction with family, peers, professionals.

For adult workers please state clearly any direct observations of child.

Additional page, if required

Please identify which family members you are actively working with.

When things are safe enough, what will you observe different to what you have described above?

What can you contribute to a plan to keep the child safe?

If you have information of a sensitive nature that cannot be shared with all parties, this needs to be shared in advance of the conference with the Chair.

Breakdown of information for conference:

Dangers/Risks
(what do you consider is placing the child at risk of significant harm)

•

Complicating Factors
(what factors contribute to difficulty for the child)

•

Safety
(Factors that reduce the risks identified)

•

Strengths
(positive resources in the family)

•

Grey Areas
(areas of uncertainty)

•

Signature of person completing the report:

.....

Parents/Carers comments:

*Signatures of those with legal Parental Responsibility who have viewed the report:

.....
.....
.....

Date:

Child/Young Person's comments:

Please inform the child/young person that their comments may be shared at the Conference and that in the event that they do not wish this to occur they can be passed separately to the Chair

Signature of Child/Young Person

.....

The information you have shared might be shared with others at the Conference. If you do not wish to share the information in the comments box with others at the Conference then what you have to share can be passed to the Chair (this is the person who will be leading the meeting).

It is the responsibility of all agencies who have participated in the enquiry or who have relevant information to make this available to the conference in the form of a written, legible and signed report. The report should be provided to parents and children when appropriate in advance of initial and review conferences. Reports should be provided to the Chair at least 24 hours prior to initial conferences and 3 working days in advance of the review conference and can be e-mailed to the chair at icroadminGC@hullcc.gcsx.gov.uk.

Janice Forster
HSCB Professional Practice Officer

26th March 2014.