

Virtual Child Protection Conferencing

Version 3.2
May 2020

Document name & file location	Virtual Child Protection Conferences During Covid 19 Pandemic	
Document Author	Shilpi Verma CP Chair	
Document owner	Kogie Perumall	
Review date	This document is to be reviewed a minimum of every three years, the next review to occur no later than May 2023. Incremental reviews may take place as required.	
Accessibility	This document can be made available in hard and electronic formats. No copies in other languages are currently available.	
Destruction date	Details of destruction dates	
How this document was created	Version 1	Author and Team
	Version 2	Team / Line Manager
	Version 3	CSMT / DMT / CMT
	Version 4	Executive Briefing / Executive / Full Council / Portfolio Holder
	Version 5	Public document or Pre-print Design Circulation
Circulation restrictions	No exceptions, FOI Exempt (Delete as appropriate)	
Version	Detail of change	Name & Date
1.0	Document created	Shilpi Verma May 2020

Accessibility

This document can be made available in large print, Braille, audio or in electronic format.

Copies in alternative languages may also be obtained.

Please contact:

Policy and Research Officer

Children's Social care

Bracknell Forest Borough Council

Time Square

Market Street

Bracknell

Berkshire RG12 1JD

Email: sarah.roberts@bracknell-forest.gov.uk

Telephone: 01344 351582

Fax: 01344 351521

Minicom: 01344 352045

Table of Contents (Press F9 to refresh)

1	Introduction	2
2	Initial Child Protection Conference (ICPC).....	2
2.1	The Conference:	2
2.2	Pre-conference Preparation:	2
2.3	Post-Conference:	2
3	Review Child Protection Conference (RCPC).....	3
3.1	The Conference	3
3.2	Pre-Conference Preparation	3
3.3	Post-Conference	3

1 Introduction

In response to the COVID-19 contingency planning measures and adherence to government guidance, Bracknell Forest Council has made following arrangements for conducting virtual Child Protection Conferences-

2 Initial Child Protection Conference (ICPC)

2.1 The Conference:

- The conference will be conducted via teleconferencing service.
- In their invite letters, the professional and the parents/ carers will be provided with -
 - a) BT conferencing call number
 - b) passcode to connect to the meeting/conference
 - c) 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

2.2 Pre-conference Preparation:

- Social Worker to send the CP1 (invite list) via Mosaic
- 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 child.protection@bracknell-forest.gov.uk
- On the day of the conference, the CP administrator will email a complete set of reports to the professionals. (*Parents to receive their copy directly from the respective professional/agency*)

2.3 Post-Conference:

- Chairperson to record the decision on Mosaic (i.e. complete the conference outcome workflow) and complete the **CP/CiN plan document** within **24hrs of the conference**. CP administrator to email the CP/CiN plan document to the professional and parents/ carers.
- **Minutes** to be sent out within **20 working days** of the conference

3 Review Child Protection Conference (RCPC)

3.1 The Conference

- The review conference will be conducted either via teleconferencing service or via one to one discussion by the Chairperson and written submission by professionals.
- **Teleconferencing** 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.

3.2 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 to send the CP1 (invite list) via Mosaic
- CP invite letters (explaining the conference 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 **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 child.protection@bracknell-forest.gov.uk
- On the day of the conference, the CP administrator will email a complete set of reports to the professionals. (*Parents to receive their copy directly from the respective professional/agency*)

3.3 Post-Conference

- Chairperson to record the decision on Mosaic (i.e. complete the conference outcome workflow) and complete the **CP/CiN plan document** within **24hrs of the conference**. CP administrator to email the CP/CiN plan document to the professional and parents/ carers.
- **Minutes** to be sent out within **20 working days** of the conference.