

BOLTON SAFEGUARDING BOARD**GUIDANCE FOR COMPLETING MULTI-AGENCY CASE
CONFERENCE REPORTS****INTRODUCTION**

Those attending conferences should be there because they have a significant contribution to make, arising from professional expertise, knowledge of the child and their parents or carers.

When completing this report it is important to:-

- Avoid any repetition or duplication within your report
- Fill in the information that you know about and give as much detail as possible

Reports should be completed and received by the Child Protection Unit (CPU) at least **two** working days before the Initial Conference. Reports should be sent to the minute takers at Bolton Child Protection Unit:-

- E-Mail: cpu@bolton.gcsx.gov.uk
- Post: Child Protection Unit, 3rd Floor Paderborn House, Civic Centre Bolton BL1 1UA
- Phone 01204 337460

It is your responsibility to ensure the report is sent securely.

SECTION 2 - KEY INFORMATION**2.1 Children Subject To Conference**

Details of children who are living in the family home and are the subject of the conference should be entered here. Please complete all the information even if you are not directly working with them. The names of all the children should be on the invitation letter. It is important that you review these and where relevant identify any differences in the basic details and highlight these.

2.2 Adults and Others in the household

Details of all adults living in the house, including parents or carers, should be entered here. This section is also for children or young people over 18 (including siblings) who live in the house but are not subject to the conference.

2.3 Any other significant adults

Details of any absent parents, extended family, step-families, friends who have contact with the children in the family and who have caring responsibilities for the children should be entered in this section.

This is particularly important to identify shared care arrangements.

2.4 Any Children who do not live at named address

Details of children who are living with extended family or friends should be entered here. You may need to provide historical context about why the child does not live with parents. It may also be older children who are living away from the family.

2.5 Your Involvement

Identify who in the family you are currently working with, any other agencies you know are providing services and whether you are aware of the CAF process being used.

2.6 Additional Information

Has the report been shared with parents/children

It is Bolton Safeguarding Children Board policy that every effort should be made to share the report with parents and where appropriate the child. This will ensure they are aware of the information you will be sharing and to enable them to comment. You will have to consider any particular needs or requirements of the child/parent, e.g. ability to read, preferred language etc.

State the evidence that your report is based on

This will include observations, case records, assessments etc. You may include referencing additional sources of information such as e.g., genogram, family history, attendance at appointments, assessments undertaken, etc.

Confidential Slot

If you hold information that you believe requires a confidential slot you should contact the named IRO, their details are contained on the invitation letter. This should be done as soon as possible.

3. MAIN REPORT

3.1 Chronology of significant events

Details of key events and actions should be recorded here. The chronology should be a brief overview of significant events in a child's life for example attendance at A&E, house moves, school moves, referral to other agencies, domestic abuse incidents, if any other adults move in or out of the house. Try to include an overview/analysis of any intensive contact family members or the children have had with your service.

3.2 Childs Profile

This section should be used to paint a picture of the child. It should include elements relating to developmental progress in the context of each child's age and stage of development. This includes whether the child has reached developmental milestones; consideration about the 5 outcomes from Every Child Matters may be used. Account must be taken of any specific vulnerability for each child such as learning difficulties or having a physically impairing condition.

This section should also include any relevant information you may have regarding education, health, emotional and behavioural development, any issues about identity, family and social relationships, social presentation, self-care skills.

You should ask yourself '**What is it like to be a child living in this house?**'

It may be useful to draw upon knowledge and information gained in a previous assessment when completing this section or referring to CAF Assessment Detail Sheet.

3.3 Parenting capacity

Critically important to a child's health and development is the ability of parent to ensure the child's developmental needs are being appropriately and adequately responded to, and to adapt to changing needs over time. It is important to comment on parent(s) strengths, any difficulties they may be experiencing as well as any risks parental behaviour may present. This may include assessment of the quality of the relationship between parent(s) and child, parents understanding of the child's needs and parents ability to recognise difficulties in meeting the child's needs.

Research shows that issues for parents such as poor mental health, illness, learning disability, substance/alcohol misuse, domestic abuse and parental experience of child abuse are all likely to have an effect on parenting capacity. Information on whether the parent/carer can ensure the safety of the child/young person and also respond to their developmental needs, within their wider family and environmental context, should be included.

You may not have had contact with the children but your contribution into how the family functions is valuable.

If possible you may be able to comment on their parenting style within the home environment.

Previous assessments may assist you to complete this section.

3.4 Support System and Wider Environment

Parents and children are influenced positively and negatively by the wider family, the neighbourhood, their peer group and social networks (including virtual networks) in which they live. It is useful to include comments about how the family functions, how it functions when under stress and to identify what factors may assist parents in carrying out their parenting roles. Account must be taken of the diversity issues including the family structure, particularly who is identified as a family member and

who is important to the child. In some circumstances children may have a number of carers.

Previous assessments may assist you to complete this section.

3.5 Analysis

Parental Care

This section should ask the question of how well each parent is able to meet the needs of each child. It should highlight the protective factors identified from each parent's perspective and why they are protective; it should also clearly identify the risk factors and the evidence supporting this. Identification of risk and protective factors should be specific.

You should also analyse and comment on each parent's capacity and motivation to implement the required changes and the likelihood of this happening with the child's timescale.

It is appropriate to comment on historical work with the parent including any previous plans agreed whether previous recommendations/actions have been carried out and the outcomes from this.

Child Impact

In this section you should use the information gathered to reflect on what this means for each child in their daily life and the impact on each child's development and opportunities in the short and longer term. You should identify what the good things are and how they can be supported. You should identify what needs to change for each child and what may be needed to achieve this.

When analysing information gained during an assessment it is important to distinguish between fact, observation, allegation and professional opinion and when information is provided from another source, i.e. it is second or third hand, this should be made clear.

4. Action Plan

This section should be used to identify what you or your service can contribute to the multi-agency child protection plan. The action plan from each service will be collated and form the foundation of the multi-agency child protection plan. Identified actions should be Specific, Measurable, Achievable, Relevant and Time specific. You should easily be able to see from the plan what needs to happen, how it will be achieved and how you will know it is successful. The plan should be reviewed and update in the core group and at the review conference.

You should ensure you always have a copy of the most up to date plan on your records.

5. Views**Child/Young Persons Views**

This should cover any views and comments of the child – what do they think. Take into account any additional languages, and attempts should be made for translation. Try to identify any barriers to communication. Please record any areas of disagreement.

Discuss with the child their thoughts and feelings about things that are happening within the family. This should be recorded and presented to the conference.

Parent/Carers Views

This should cover any views, wishes and feelings of the parents. Take into account any additional languages, and attempts should be made for translation. Try to identify any barriers to communication. Please record any areas of disagreement. Where relevant the parents and each child (if age appropriate) should be provided with a copy of the report in advance of the conference.