



# Fife Child Protection Committee



## **Child Protection Case Conferences** Information for Practitioners

“child protection is everyone’s job...it’s our job”

[www.fifechildprotection.org.uk](http://www.fifechildprotection.org.uk)

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# What is a Child Protection Case Conference?

A Child Protection Case Conference (CPCC) is an important stage in the child protection process. It is a meeting to discuss concerns about a child who may be at risk of harm. The people who attend can share their concerns and draw up plans to protect the child.

Any agency may request a Case Conference and Social Work Services are responsible for responding to the request.

## Who attends?

Everyone who is invited will know the child or the child's family and may include the following people: -

- The child – if they are old enough to understand and take part in the meeting
- The child's parents and/or other adult family members
- Carers
- Social worker
- Educational psychologist
- Teacher, nursery school worker
- Public health nurse (such as health visitor or school nurse), GP, midwife, paediatric staff, child assessment centre staff or another medical practitioner
- Police
- Housing worker
- Youth worker
- Worker from a voluntary organisation such as Barnardo's or Women's Aid
- Children's rights worker
- Substance misuse worker

## What does the Conference do?

The conference is chaired by a Reviewing Officer, who is independent from the workers involved, and they ensure that the meeting is run well and that everyone: -

- Listens to all the information about the concerns
- Listens to what the child wants
- Shares information about their involvement
- Discusses their concerns
- Discusses the assessment of risk
- Identifies what the child needs and who should provide that help
- Decides if the child's name should be placed on the Child Protection Register.
- Draws up a child's plan

## What is the Child Protection Register?

Every area in Scotland has a child protection register, which is a list of children who may be at risk of current or future harm. A child's name may be put on the register under one or more areas of concern: -

1. Domestic Abuse
2. Parental Alcohol Misuse
3. Parental Drug Misuse
4. Non-Engaging Family
5. Child Affected by Parental Mental Health Problems
6. Child Placing Themselves At Risk
7. Sexual Abuse
8. Child Exploitation
9. Physical Abuse
10. Emotional Abuse
11. Physical Neglect
12. Other Concern

The register is highly confidential and only certain staff from Social Work, Police, Education and Health who have been given permission can get information from the register.

The register is a list which includes the child's name, any name that they are known by, the child's date of birth, address and what the concerns are.

## What is a Child's Plan?

When a decision is made at a Child Protection Case Conference to put a child's name on the Child Protection Register, the parents, carers, social workers and other practitioners who have contact with the child will create a Child's Plan.

Every child on the Child Protection Register will have a Child's Plan. The Child's Plan identifies what is required to meet the child's needs and reduce risk in their lives. All the people who know and work with the child will be involved in making the plan to keep the child safe. The Plan sets out what needs to be done to support the child and their family and reduce the risk of further harm.

## What is a Core Group?

The core group is a meeting for a number of key practitioners and family who will meet regularly to ensure that the Child's Plan is being followed and decide if it needs to be changed. The child may be involved if this is felt to be appropriate. The practitioners at the Child Protection Case Conference will decide who should be in the core group and will meet monthly. The core group will also be responsible for updating the Plan based on information shared and also for calling an early case conference if the Child's Plan is not working.

# What is my role at a Child Protection Case Conference?

All the practitioners who attend the Child Protection Case Conference have been invited because they have knowledge about the child and/or their home circumstances. It is important that everybody who is involved with the Child Protection Case Conference takes an active role in protecting the child.

You may be asked to submit a report. The letter you receive will detail who the report goes to and what is required. It is important that you include the following information:-

- Your history of involvement - how long you have worked with the family, how often you have seen them, details of the involvement of other workers from your service
- The purpose of your involvement – who are you working with/supporting, are there any particular areas of their lives that you are involved with, who referred the child and their family to you and for what reason
- Factual information where there is clear evidence to support your information
- An analysis or interpretation of the situation using your professional judgement
- A judgement about risks and strengths

Case Conferences are deliberately designed to get everyone's opinion and each practitioner has a responsibility to share their professional opinion.

**Some people feel that they do not have the necessary experience to say if a child is safe or not, but their view is an important part of the group decision.**

To prepare for a Child Protection Case Conference you may wish to think about how you will be able to discuss the following areas: -

- The strengths in the situation
- Your concerns in the situation
- What needs to change to reduce risk for the child
- What can your agency do to help

It is important to remember that you must share your report with the child's parents before the Child Protection Case Conference.

If you are concerned about matters relating to the Case Conference or are unable to attend, you can discuss the matter with the Chair of the Conference and you can contact them at the address on your invitation letter, or the social worker will be able to give you the contact details. Alternatively, you may wish to contact the Lead Child Protection Officer for your agency. Further details about Child Protection Case Conferences can be found in the Fife Child Protection Committee Guidelines, which are available online at [www.fifechildprotection.org.uk](http://www.fifechildprotection.org.uk).

**If you have a worry or concern about a child contact the Fife Council Social Work Contact Service:**



Phone (9am to 5pm, Mon - Fri)

**01383 441177**

Emergency Out of hours

**03451 550099**



Email

**sw.contactctr@fife.gov.uk**

**If you consider a child or young person to be in IMMEDIATE danger, DO NOT wait, call the Police on 999.**

**If it is not an emergency you can contact the Police on 101**



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