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| **Child Protection Conferences – Guidance for CP Chairs and Professionals.** **These guidelines are to explain how conferences will take place during the period of Covid-19**  |

The purpose of this guidance is to help establish how the remote conferences will take place. This process will be under constant review.

**This guide is for the CP Chair and the professionals who have been invited:**

1. The SQA Team will send an invite to the conference to professionals and it is expected that you confirm how you will participate e.g. conference call or Skype for Business or Skype for retail.( Please contact the SQA Team inbox if you require assistance with downloading Skype of retail on your phone).
2. Due to the Government Guidance as at the 02/04/2020 we will no longer be offering parents the opportunity to attend their conference. They can have the opportunity to participate via phone; the CP Chair will call them. They will also be able to use Skype for retail which is a phone app.
3. If a colleague is participating on your behalf you should update them fully and forward the relevant reports which you receive from SQA, as well as yours so that they can prepare and contribute fully to the meeting.
4. You should send your report to the SQA Team inbox at least 3 days prior to both ICPCs and RCPCs. **Do not use egress**. The report should be password protected if you do not have a secure email. You must also confirm who is attending and their contact details so that they can be sent the reports in advance of the meeting. Or you take responsibility for sending them to your colleague as per 3 above.
5. The SQA Team will electronically send all the conference reports at least 24 hours in advance of the meeting to those who have been invited and have confirmed their attendance.
6. The Social Worker will have had a conversation with the CP Chair at least 48 hours prior to the conference to highlight any difficulties which will need to be managed and accommodated. They will also confirm how the parents and young person will participate.
7. The CP Chair will check with the note taker 48 hrs in advance of the conference to review which professional reports have been received and will escalate to a professional’s manager if there are any outstanding.
8. The conference must be succinct, focused and proportionate so it is expected that everyone will be prepared, have read all the reports in advance and are able to identify the risk; share their professional judgement on whether the child is at risk of ongoing significant risk of harm and have come with what their actions for the protection plan should be.
9. The Chair will be working from a new succinct script and agenda. There will be no scaling or danger statement. Professional opinion and judgement will inform the decision regarding what plan is required.
10. The Chair will establish and communicate the ground rules at the start of the meeting:
* Everyone will need to say their name prior to speaking.
* Everyone will need to speak slowly and clearly. (Think how a conference runs where there is an interpreter present.)
* Everyone should take responsibility to ensure only one person speaks at a time so that no speaks over one another.
* Everyone is succinct and their contribution is professional and purposeful.
1. The Chair will facilitate all participants speaking e.g. family members, social workers, note-takers, etc by inviting you to contribute.
2. Staff working from home, please remember how confidential these meetings are and keep in mind your surroundings, what you are wearing and that confidentiality is paramount. It is not appropriate to have your own children or family members in the same room.
3. There will be a note taker who will be remotely taking notes. We may also have to revert to recording the meeting should the IT be problematic.
4. Participants should mute their microphones when they are not contributing if Skype is being used.
5. The Chair will summarise regularly throughout the meeting to make sure the note taker is enabled to capture relevant information.
6. If during the meeting you experience technical difficulties, please try to send an instant message to the meeting (these will be visible to everyone) there is a speech bubble in the bottom left of the Skype screen to take you to this.



1. **The Police have agreed that SQA Team can send their report to the professionals as part of the report pack. This information cannot be shared with anyone else or electronically stored. It must not be shared with the family. The reasons for this is that we do not now who is in the room with the parents and are unable to protect the information and who it is shared with. The police will provide a concise summary at the bottom of their report which the Chair can share during the conference.**
2. It is expected that all professionals share their reports with parent’s face to face if it safe to do so and has been risk assessed. This can also be done in this current climate via a telephone call in advance of the meeting so that the content of the report can be shared with the family.

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