

Child Protection Case Conferences

Initial and Reviews

Introduction

Calderdale District is committed to effectively fulfilling the statutory obligation in respect of safeguarding children and young adults.

This will be achieved through effective information sharing and appropriate attendance at Child Protection Conferences (CPC) by representatives from District Safeguarding Unit (SGU) and CPC Case Conference Chairs (Chair).

SGU supervision (Detective Sergeant) will examine each invite to a CPC and decide whether attendance will be required in conjunction with the Chair in advance of CPC.

In all cases –

Details of the conference will be recorded on a Niche Case Conference occurrence and tasked to the CD Safeguarding Case Conference mailbox for allocation depending on which team is working on the date of the conference. Recording of Niche will be completed by the Safeguarding Clerk.

Supervision to consider the circumstances in accordance with the guidelines and determine whether an Officer should attend and identify that Officer.

If attendance is required:

- Niche case conference allocated to officer via a task. Instruction given by DS that officer required to attend.
- The SGU clerk will prepare the report and attach to the Niche occurrence and placed in DS' CPC folder.
- The completed report to be submitted to the Chair via secure email to the child protection administration at Calderdale Council.
- Officer to attend CPC and update Niche with outcome and summary of information shared by other agencies.
- Once the minutes and copy of Child Protection Plan (if sent) are received by SGU Clerical, these will be attached to the Niche occurrence and the DS will close the task.

If attendance is NOT required:

- Supervision to endorse Niche occurrence giving reason of non-attendance.
- The SGU clerk will prepare the report and attach to the Niche occurrence.
- The completed report to be submitted to the Chair via secure email to the child protection administration at Calderdale Council.

- Once the minutes and copy of Child Protection Plan (if sent) are received by SGU clerical, these will be attached to the Niche occurrence.

Case Conference Reviews:

- Details of the conference will be recorded on a Niche Case Conference occurrence and tasked to SGU supervision for allocation depending on which team is working on the date of the conference.
- The SGU Clerk will prepare the report and attach to the Niche occurrence.
- The completed report to be submitted to the Chair via secure email to the child protection administration at Calderdale Council.
- Once the minutes are received by SGU clerical, these will be attached to the Niche occurrence.
- As a rule Police will not attend reviews, but the DS may allocate to an officer if there is compelling reason, eg, CSE link or significant event.

Key supervision considerations in determining attendance at Child Protection Conferences

Attendant management process –

- SGU staff should attend cases where the respective Unit have conducted an investigation into the circumstances that lead to the CPC.
- SGU staff should attend cases where the respective Unit has had previous significant involvement with the child subject of the conferences or any other significant person within that conference.
- Attendance should also follow where Registered Sex Offenders are significant nominal or they are the reason for the conference being held.
- All conference invites will be considered by supervision. Both the attendance and the correct representative should be determined by that supervisor.
- If that representative/OIC is not available, then supervision must be made aware and a suitable replacement identified.
- If not available the OIC must whenever possible speak with the Chair several days before the date of the conference and discuss the case in order that the information shared at the conference correctly reflects the Police position.

Reviewed and amended 21/03/2017 – DI Allan Raw