

It is important that you help to get the child's and parent's views, to make sure they understand the reasons for the CPCC and what happens.

It is important that you tell the family what information is in your report and what information you will be sharing at the conference.

Be honest with the families.

If you are giving a child or parent advice about what you are recommending to the CPCC, you should always tell them that this may change and depends on the information that is shared at the CPCC.

Make sure you are prepared for your role at the CPCC.

Remember, you will be asked for your views on whether or not the child's name should be added to the Child Protection Register.



You can get this leaflet in large print, in Braille or on audio tape by phoning us on 01307 474151.
We can provide this information in other languages if you need it.

Essential information

Advice for professionals who are preparing to go to and take part in a Child Protection Case Conference



Introduction

Make sure you are familiar with the guidance about Child Protection Case Conferences (CPCC) in 'Angus Child Protection Committee Interagency Guidelines for Professional Staff'.

Remember the CPCC considers the child's best interests.

It is important to remember that the Child Protection Register is used to highlight children we are most concerned about, but do not have any legal rights over.

There are different categories that a child's name can be placed under on the register. (These are explained in Angus CPC Interagency Guidelines for Professional Staff).

A community assessment and review officer, who works within the Department of Social Work and Health, will be the chairperson at the CPCC.

It is important to take into account the needs of the person who writes the minutes. Minutes are notes of what a meeting is about, for example, what points are raised and who raises them. To make sure the minutes are accurate:

- speak clearly;
- introduce yourself and the agency you work for; and
- avoid using jargon or technical terms.

The invitation letter lists everyone who has been invited to the CPCC. Pay attention to this to make sure that people involved with the child and family have been invited. If they haven't, contact the chairperson of the CPCC. It is important and valuable for everyone to be involved.

You can approach the chairperson of the CPCC before the conference if you are

worried about anything, for example, difficult relationships between parents, possible aggressive behaviour or sharing information.

The chairperson's decision can be different from the views of the rest of the professionals. The chairperson has the final decision, and this may not reflect the overall opinion of those at the CPCC.

It is important that you go to both the CPCC and the Child Protection Planning meeting, which will take place within 10 working days of the conference. CPCCs can be emotional for everyone involved, so it is important that you get support from your agency. Remember you are going to the CPCC in a professional situation.

Preparing for the CPCC

Be prepared. Read information from the agency, make sure (as far as possible) that the information is accurate and discuss this with colleagues. Make sure you use the standard template, which you received with your invitation to the conference, for your agency's report and research the family's history.

Communication and sharing information with CPCCs

- Each agency should hand in a report and it is important to make sure that this is accurate.
- It is important to make sure the members of the CPCC have the full and accurate information they need.
- If you are representing an agency, make sure you gather and share any information your agency knows about.
- You will need information about the whole family. Be prepared for this.

- Be aware that if you do not go to the meeting this may cause certain problems. For example, important information about the child and family may not be shared and fully discussed.
- Get advice from colleagues who have been to CPCCs before.
- If you have any questions, please contact the community assessment and review officer who will chair the CPCC.
- Go with an open mind and listen to all the information.
- If you are not sure about something or you have information, which you think is important, do not be afraid to speak out.
- It's ok to say 'I don't know'.
- Talk to the other professionals involved. Make sure you know what their roles and responsibilities are.
- Do not presume that everyone knows the details of the situation. Share any information you have. Communication between agencies is important.

Children, young people, parents and carers all take part

All the agencies involved have a responsibility to prepare parents for the CPCC.

The child will need to fill in a 'Viewpoint' questionnaire for the CPCC. This lets them say how they feel. You may be asked to help with this.

Make sure the child's and parent's views are heard. If you have a good relationship with the child or parent, offer to help prepare them for the CPCC.