

## CHILD PROTECTION CONFERENCES

### AGENCY ROLES AND RESPONSIBILITIES

<b>Agency name</b>	<b>HAMSPHIRE COUNTY COUNCIL (HCC) CHILDRENS SERVICES</b>
<b>Our role / responsibility</b>	<ul style="list-style-type: none"> <li>• Arrange an Initial Child Protection Conference (ICPC)/Review Child Protection Conference (RCPC) within statutory timescales.</li> <li>• Book the conference, arrange meeting room.</li> <li>• Send out invites to all key agencies.</li> <li>• Arrange a Child Protection (CP) chair.</li> <li>• Hold the formal Child Protection Conference (CPC).</li> <li>• Complete the full social work report as lead professional.</li> <li>• Team manager to read and sign the report.</li> <li>• Social work report to be shared with the family.</li> <li>• Facilitate, hold and attend the conference.</li> <li>• Complete the relevant plan and send to key agencies.</li> <li>• Book a RCPC.</li> </ul>
<b>Information we contribute to the conference</b>	<ul style="list-style-type: none"> <li>• Full history of the family.</li> <li>• Presenting needs of the child and concerns being raised.</li> <li>• Strengths of the family via a social work report (Children and Families Assessment).</li> <li>• Verbal update within the meeting.</li> </ul>
<b>Information we do not have access to or contribute to the conference</b>	Partner agency information.
<b>How we contribute and why</b>	Complete a report, share the report with the family and attend the conference as the lead professional.

<b>Completed by</b>	Karen Cairns LIRO
<b>Last updated</b>	02.04.20