

CSMT Processes for Invites and Reports to all CP Conferences and CLA Reviews



One Children's Service - Consistently Good Everyday and Onwards
to Outstanding.

Conferences and CLA processes August 2022

Purpose of this document

Swindon Children's Services are committed to delivering high quality and consistently good services to children, young people and their families in Swindon.

CSMT have agreed a process to ensure that invites and reports for child protection conferences and CLA Reviews are timely and that they enable parents, children, carers and partners to be able to participate fully in these meetings; that meetings are planned and well prepared for and take place in a timely way. Prior to the steps detailed below regarding escalation, SQA/IRO/CP Chairs will already have been in contact with SW and their managers.

CSMT have agreed:

The QA Team will send, every Monday, to all Service Managers the weekly list of all CP Conferences and CLA Reviews due that week highlighting the status of the report on CD. The relevant SM will oversee those that are outstanding to support the Social Worker to complete the report and share it with the parents' carers and children where relevant to do so in advance of the meeting. All reports should be quality assured by a manager.

Invites:

1. For ICPCs, on day 5 of the Sec 47 the Manager who signs off the assessment will check that the invite list for conference has been prepared and sent via CD detailing all the professionals who should be invited.
2. CP Multiagency standards agree that partners have 6 working days' notice of a conference to prepare and share their report.
3. Where the invite list is not received by day 6 and QA Team are aware there is an ICPC requested, this will be escalated to the TM/SM and included in the weekly exception report.
4. CD will be amended to provide a reminder to the manager at day 5.
5. For RCPC the date of the conference is set with all professionals and parents at least 3 months in advance. The invite list for

conference should always be reviewed as professionals around the child change. This invite is sent through CD.

6. It is important that managers review the upcoming RCPC in supervision and through the weekly and monthly reports that are sent so that forward planning is in place.
7. The invite for RCPC should be sent 13 days before the RCPC and will be escalated if not received to TM/SM and be provided in weekly exception report.
8. CLA invite lists trigger the consultation documents for children, carers and parents.
9. The invite for CLA Review should be sent via CD at least 16 days prior to the review.
10. When the invite list has not been received in timescale the QA TM will escalate to the TM/SM and provide the detail in the weekly exception report.
11. SQA will send the invites out along with the consultation documents 15 days in advance of the CLA Review.
12. Five weeks prior to the CLA review SQA send a reminder email to the SW and TM requesting the invite list.
13. At 20 days the QA & Review TM will send a reminder to the TM/SM.
14. All emails in relation to CP/CLA requests for reports and invites will be titled URGENT CLA/CP so they are identifiable.

Reports:

15. Conference Reports will be written on the index child always.
16. QA Team Manager will escalate directly to SM if there continues to be a delay and copy in Director of Social Work.
17. The need to cancel any conference will be joint decision between the operational SM and the QA & Review SM. The rational for this will be recording in the conference notes.
18. All reports for ICPC will be available at least 2 days prior to the ICPC.
19. All reports for RCPC will be available at least 5 days before the conference.
20. The QA Team will send to all managers and SM the list of Conferences and CLA reviews for the next 2 weeks.

21. On the first of every month the QA Team will send to all managers and SM the month a head list of conferences and CLA (this will change due to new ICPC coming into the system).
22. The CP Chair and IRO will have conversations with the Social Worker prior to all meetings. If there are complexities to be managed to enable the parents to participate the Social Worker should make contact with the CP Chair/IRO as early as possible so that the planning is in place in advance.
23. The QA TM/ SM will ensure any late reports and meetings cancelled are part of the exception report to the Director of Social Work.
24. ACP and the operational team will ensure that the new Social Worker will attend the ICPC to be part of the threshold decision and formulation of the plan. This will be part of the transfer policy.
25. The SQA in box should be notified each Monday following the transfer meeting.