



Professional guidance for completing Initial / Review Child Protection Conference Reports

This guidance has been developed to support professionals who work across the multi-agency partnership in completing reports for Initial and Review Child Protection Conferences.

Our Child Protection Conferences are now using the [Signs of Safety approach](#), and this should be reflected in the written reports.

Professionals and agencies who are invited to attend conference should make every effort to do so but if are unable to, they should provide a well briefed agency representative to attend in their absence and should always submit a written report.

The written report should be shared with the family in advance of the meeting, and this should be submitted to IRO.CP5@wigan.gov.uk at least two days prior to the meeting.

Those attending conferences should be there because they have a significant contribution to make, arising from professional expertise, knowledge of the child, their parents or carers, or both.

Top tips for best practice

- Use plain language and avoid jargon
- Avoid any repetition or duplication within your report
- Avoid assumption - information should be evaluated from a sound evidence base, take care in distinguishing between fact, observation, allegation and opinion. Make it clear if information has been provided by a third party
- Think about the impact on the child in the widest sense. Ask yourself, what does the impact look like?
- Provide as much detail as possible to enable the conference to make an informed decision about what action is necessary to safeguard the child
- All information must be included in the report, rather than sharing this with the Chair separately
- Think about the needs of the child, the capacity of the parents and other family members to meet these needs, and the wider family and environmental context – [see Children's Services Procedures Manual for more information](#)
- Consider the ability of parents/carers, not only to make changes, but to sustain them
- Go through the report with the parents/carers (and child/young person where appropriate) prior to the conference, considering any difficulties with reading or understanding
- **Scaling question:** You will be asked at conference to use a scale of 1-10 to provide your view about the level of harm, with 1 being the child is not safe (at immediate/ imminent risk of harm) and 10 being the child is safe and statutory intervention is not required.