

Information and Advice Leaflet for
Parents and Carers

A Guide to Child Protection Case Conferences in Perth and Kinross



ChildProtection
Perth & Kinross



see beyond

**Getting it Right
in Perth and Kinross**

Helping children be the best they can be





Child Protection and Duty Team
(24 hours) **Tel 01738 476768**

This information and advice leaflet is to help you and your family understand what you can expect before, during and after a Child Protection Case Conference takes place about your child.

Why has a Child Protection Case Conference been arranged?

Child Protection Case Conferences are only arranged when there is a high level of concern for a child or young person and workers believe that the child or young person has experienced **significant harm** or **may be at risk of being harmed**. This could be because someone has physically hurt the child or young person; or there are concerns that the child or young person is not being fed or looked after properly; or the child or young person is being affected by their parents or carer's drug or alcohol misuse or domestic abuse. It may also be because someone close to you is believed to pose a risk to children. If you, or your partner is pregnant and a Conference is arranged, it is because there is a high level of concern for your unborn baby.

Your child's Social Worker will be able to explain to you the exact reasons why a Conference has been arranged for your child as these are individual to each family.

What is the purpose of a Child Protection Case Conference?

Child Protection Case Conferences take place to ensure that all workers and agencies involved in a child or young person's life can share information with and about the child and their family, so that it can be determined whether a child is at **significant risk of harm** and whether the child or young person's name should be added to the Child Protection Register.



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What information goes to the Child Protection Case Conference?

Your child's Social Worker will share with you, explain and help you to understand the Child Protection Assessment Report they have written and it will be shared with each worker who is invited to the Conference. Your child's Social Worker will have invited other workers and agencies to attend and they will also prepare reports for the meeting. For example, your child's Health Visitor will write a report for the meeting and this report should be shared and explained with you before the Conference wherever possible. If you are unhappy about what is in a report, you should discuss this with the workers and ask them to explain anything you do not understand or disagree with. They will not change any factual information in the report but they can record that you disagree with any part of the report and why. So you should make the worker aware of anything that is incorrect. It is really important that the information in the report is as accurate as possible. Your child's Social Worker will ask you to sign the report to confirm you have seen it and understand it. This does not mean you agree with what the report says or recommends.

Getting ready for the Child Protection Case Conference

Coming to the Conference may make you feel anxious and upset. This is why it is very important that you understand what the Conference is about and think about bringing someone with you for support. This may be someone from your family or a close friend, or you may be able to bring an Advocate with you from a local service to help put your views over. Try to spend some time with your support person before the Conference takes place to think about what you want to say - making some notes will help you remember what you want to say at the Conference.



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On the day of the Child Protection Case Conference

Please read your Conference Invitation Letter carefully and arrive at the building where the Conference is taking place at the time given to you. Some time is set aside before the Conference for parents, carers and children to meet with the Chairperson before the meeting. The Chairperson is a senior manager in Services for Children, Young People and Families and he or she will meet with you and explain to you what to expect in the Conference and will give you an opportunity to share information with him or her if you wish to do so. The Chairperson will make sure that you are sat down in the Conference Room and ready for the meeting to start before she or he brings in the other workers who are coming to the meeting.

Who will be at the Child Protection Case Conference?

It is very important that you and, wherever possible, your child, attends the Conference. Your child's Social Worker can tell you who has been invited to the Conference as each meeting is different. As a minimum, you should expect there to be:

- *your child's Social Worker and/or their Manager;*
- *someone who knows your child from NHS Tayside, like a School Nurse, Health Visitor or GP;*
- *someone who knows your child from their school or nursery, like their Headteacher, Guidance Teacher or Community Link Worker;*
- *a Police Officer with a special knowledge of Child Protection;*
- *a Minute Taker who will keep a record of the main points discussed at the meeting;*
- *a Chairperson who runs the meeting and makes sure everyone has a chance to speak.*





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If you or your partner is involved with Drug and Alcohol Services, Criminal Justice Services or other agencies such as Women's Aid, a representative from these services will usually be invited to attend the meeting.

Children and Young People at Child Protection Case Conferences

If your child is very young, it will be helpful for you to make arrangements for them to be looked after during the meeting. This is so you can concentrate on listening and taking part. If you need help with childcare arrangements, you should speak with your child's Social Worker. If your child is of an age where they are able to attend, it can be arranged for them to be present for part of the meeting and then supported in another room whilst the meeting continues, if this would be better for them. The Chairperson can also meet with the child or young person individually to seek their views.

What happens at the Child Protection Case Conference?

The Chairperson will ask everyone to introduce themselves and to explain how they know you or your child. The Chairperson will explain why the meeting has been arranged and provide a short summary of the concerns that have been identified about your child. The Chairperson will then invite each person in turn to share their information. You will always be asked if you agree with what has been said or if you have a different view. After this discussion, the Chairperson will go over the strengths and risks that have been identified. He or she will ask the workers for their opinions on whether your child's name should be added to the Child Protection Register. If the workers do not agree, the Chairperson will make the final decision about whether your child's name should be added to the Child Protection Register. If your child is felt to be at significant risk of harm, their name will be added to the Child Protection Register and then a Child Protection Plan will be put in place to reduce risks for them.



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How long does the meeting last? When will I receive the Minutes?

A Child Protection Case Conference will generally last between 1 to 1.5 hours. A full minute of the meeting is prepared and should usually be available to you within 15 working days of the meeting taking place. You should read the minutes carefully and if you have any concerns about accuracy, or you do not understand the minutes, you should contact your child's Social Worker in the first instance.

What decisions can be made at the Case Conference?

The Conference will decide:

- *whether the child or young person's name should be added to the Child Protection Register and the reasons why (this is a list of children and young people who need to have special plans in place to make sure that they are kept safe and protected from harm). The **Register** is **confidential** which means it is private so only a small group of workers who need to know will know that your name is on the **Register**;*
- *whether to refer the child or young person to the Reporter to the Children's Hearing. This may happen where it is felt that legal measures are needed to protect a child or young person.*

If your child's name is added to the Child Protection Register, the Chairperson will create a Child Protection Plan for your child and identify the members of the **Core Group** who will meet regularly and develop the Child Protection Plan for your child.





What happens if my child's name is not added to the Child Protection Register?

The Conference may decide that your child's name does not need to be placed on the Child Protection Register, but may identify that you and your family may still need some extra help and support. In this situation, your child's Social Worker will explain what everyone needs to do to make sure your child is kept safe from harm.

My child's name was placed on the Child Protection Register - What happens now?

The Child Protection Register is a list of unborn babies, children and young people who are deemed to be **at high risk of experiencing significant harm**. It is a highly confidential document and access to it is strictly controlled. Your child's name will be placed on this Register with a brief note of the main concerns and risks for him or her.

When a child's name is placed on the Child Protection Register, the Social Worker must:

- *arrange visits to your home on an announced and unannounced basis. This means that sometimes they will make arrangements with you to visit and other times, they will visit you without notice. This will normally happen at least once per week. It is important that the Social Worker sees your child during these visits. Social workers will usually arrange to see children and young people on a one-to-one basis outside of the home as well;*
- *organise Core Group meetings - the first within 10 days of the Child Protection Case Conference taking place and then every 4 weeks thereafter.*





What are Core Group Meetings?

The Core Group is made up of you, your child, the child's Social Worker and other people who work closely with you and your family such as your Health Visitor, Family Nurse and your child's Guidance or Headteacher. If you are being supported or monitored by Mental Health Nurses, Substance Misuse Nurses or Criminal Justice workers, they will also be part of the Core Group.

At the first Core Group meeting, after the Conference, the **Child Protection Plan** put in place at the Conference will be developed into the **Child's Plan**. This **Plan** will clearly set out how risks for your child are to be reduced. You will have tasks to complete, as will the workers involved. For example, you may be asked to make sure you attend appointments for Drug and Alcohol Services, or to ensure that your child has no contact with an adult who may cause them harm. Every 4 weeks, the Core Group will meet to ensure that these tasks are happening and make sure that everyone is doing what they need to do to keep your child safe from harm.

All the professionals working with your family have a duty to work closely with each other and to share information in the best interests of your child. Core Groups meetings are an important way of doing this, but information will also be shared between professionals outside Care Group meetings.

How long will my child's name be placed on the Child Protection Register for?

Your child's name will be placed on the Register for a minimum period of 12 weeks. A Review Child Protection Case Conference will then take place. If your child's name is kept on the Register at this time, it will be for a further period of 6 months before that decision is formally reviewed again.





Child Protection and Duty Team
(24 hours) **Tel 01738 476768**

What if I don't agree with the decision of the Child Protection Case Conference?

If you believe that the decision made at the Conference was not based on relevant and/or accurate information, you may request a review of the decision that was made by writing to the following person within 14 days of the Conference:

Head of Service
Services for Children, Young People & Families
Education & Children's Services
Perth & Kinross Council
Council Building
2 High Street
PERTH
PH1 5PH



www.pkc.gov.uk/childprotection





Who else may be able to help me?

- **Perth and Kinross Children and Youth Rights Officer**
Tel 01738 474584
www.pkc.gov.uk/article/17674/Children-and-youth-rights-information
- **Independent Advocacy Perth & Kinross**
Tel 01738 587887 www.iapk.org.uk/
- **Scottish Child Law Centre**
Tel 0131 667 6333 www.sclc.org.uk
- **Children and Young Peoples Commissioner Scotland**
Tel 0800 019 1179 www.sccyp.org.uk
- **Young Scot**
Tel 0808 801 0338 www.youngscot.org
- **Childline**
Tel 0800 1111 www.childline.org.uk





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Further Help and Support

The name of your social worker/lead professional is:

His/her telephone number is:



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If you or someone you know would like a copy of this document in another language or format, (on occasion only a summary of the document will be provided in translation), this can be arranged by contacting the Customer Service Centre on 01738 475000

إن احتجت أنت أو أي شخص تعرفه نسخة من هذه الوثيقة بلغة أخرى أو تصميم آخر فيمكن الحصول عليها (أو على نسخة معدلة لمخلص هذه الوثيقة مترجمة بلغة أخرى) بالاتصال ب:

الاسم: Customer Service Centre

رقم هاتف للاتصال المباشر: 01738 475000

اگر آپ کو یا آپ کے کسی جاننے والے کو اس دستاویز کی نقل دوسری زبان یا فارمیٹ

(بعض دفعہ اس دستاویز کے خلاصہ کا ترجمہ فراہم کیا جائے گا) میں درکار ہے

تو اس کا بندوبست سروس ڈیولپمنٹ Customer Service Centre سے فون

نمبر 01738 475000 پر رابطہ کر کے کیا جاسکتا ہے۔

如果你或你的朋友希望得到這文件的其他語言版本或形式

(某些時候，這些文件只會是概要式的翻譯)，請聯絡

Customer Service Centre 01738 475000

來替你安排。

Jeżeli chciałbyś lub ktoś chciałby uzyskać kopię owego dokumentu w innym języku niż język angielski lub w innym formacie (istnieje możliwość uzyskania streszczenia owego dokumentu w innym języku niż język angielski), Proszę kontaktować się z Customer Service Centre 01738 475000

P cjeťe-lí si Vy, anebo n kdo, koho znáte, kopii této listiny v jiném jazyce anebo jiném formátu (v n kterých p ípadech bude p eložen pouze stru ný obsah listiny) Kontaktujte prosím Customer Service Centre 01738 475000 na vy ízení této požadavky.

Если вам или кому либо кого вы знаете необходима копия этого документа на другом языке или в другом формате, вы можете запросить сокращенную копию документа обратившись Customer Service Centre 01738 475000

Nam bu mhath leat fhèin no neach eile as aithne dhut lethbhreac den phàipear seo ann an cànan no ann an cruth eile (uaireannan cha bhi ach gearr-iomradh den phàipear ri fhaotainn ann an eadar-theangachadh), gabhaidh seo a dhèanamh le fios a chur gu Ionad Sheirbheis Theachdaichean air 01738 475000.

You can also send us a text message on 07824 498145.

All Council Services can offer a telephone translation facility.