Agency Report

for Child Protection Conferences

To be returned to: Safeguarding & Reviewing Unit
SafeguardingChildren@cardiff.gov.uk
cpconferenceadmin@valeofglamorgan.gov.uk

Bwrdd Diogelu Caerdydd a'r Fro
Cardiff & Vale Safeguarding Board

Person completing report		Date of report:	

Details of the children to be considered

Name	D.O.B	Address

Name of person invited:		Attending:	Yes ◯	No ◯

Key reminders:

All report authors (or suitable delegate), from agencies must share, discuss, and explain their reports with families at least the two working days before the initial conference and at least 5 working days before review conferences. They should use communication methods that are appropriate to the needs of family members. If this is not achievable for any reason, please contact the chair to discuss in advance.

If an agency Representative is not attending the conference, the report must be returned to the Conference Administrator- at least two working days before conference. The Chair will present the report to Conference, and it will be included in the record of the meeting.

Please comment on each individual child (if applicable). If more than one child in the family is being considered at the conference, each child must be treated individually, and the impact of parenting capacity and family environmental factors are considered in relation to EACH child.

They must ensure that the reports are **child-centred** and focus on the way in which their knowledge of socio-economic factors and parenting capacity are impacting the health and development of their child.

It is the responsibility of **all** agencies who have participated in the enquiry or who have relevant information to make this available to the conference in the form of a legible and signed report. Each agency will be expected to provide a view and rationale for their decision making.

Details of the conference

Date of conference	Conference type		Pre-birth conference	
	Initial ◯	Review ◯	Yes ◯	No ◯

Family composition

Relationship to child	Name	Address (If different to child)	Occupation	Disability	Communication issues	Parental responsibility?

Other adults that are involved/significant in the children's lives (Please include this information even if you don't know their name/s or other details.)

Relationship to child	Name	Age/DoB	Address (If different to child)	Comments

Overview of agency involvement with child/ren and family

(Including information of attendance/engagement with your service)

Pen picture of the child

(Describe the child's personality and interests. Give a picture of the child as an individual. Bring them to life for us.)

What are the strengths/what is going well?

- **What is currently keeping the child/ren safe? What is going well?**
  Tip: Relationships/ internal resources of the child/ resilience.
- **Protective factors**
  Tip: What you may have put in place to support/ child's ability to seek help/ trusting relationships with key people.
- **Identify who forms part of the family's safety network**

What are the concerns or worries you have?

- **What is getting in the way of change?**

Tip: Include: - Factors you consider are posing risk of significant harm or increase the risk of harm to the child/children.
- Information about previous concerns or factors from the parent's own childhoods which could increase the risk.
- Issues around wider family and environmental issues.

The voice of the child and evidence of impact of harm

Voice of the child

- Include their wishes and feelings, their routines.
- Describe the way they get on with family, friends and professionals.
- Amplify their perspective

Evidence of impact of harm

- Any direct work undertaken with the child/ren (for example, three houses and fairy and wizards' tool),
- Observations of the child/ren; and may include observations of an adult's attitudes about and towards the child/ren and their interactions

What needs to happen?

- What do you need to see for the child/ren to be safe?
- What does safety look like for each child/ren to not be at risk of significant harm?
- Next steps: what can you offer to support the child/ren and family?

Tip: Your view of what needs to happen, what you can offer in terms of support to achieve change for the child. You may wish to comment here on the support already offered / in place.

Please provide your views on the abuse/harm the child(ren) are experiencing or could experience

- Tip: We are not asking for your views on registration this will take place in the conference. Please outline what harm, abuse you believe the child may be experiencing

Report details

Date report shared with parents	How was the report shared?						
	Face to face ◯	Email ◯	Left at the home (not discussed) ◯	Other ◯			

What was the parental response to the report?

Date report shared with child	Reason if report not shared with family/child

Date report shared with Safeguarding Unit

Approval details

Name of author		Job title	
Contact			
Signature		Date	