**Corporate Director, Children and Young People**Darryl Freeman

**PRIVATE & CONFIDENTIAL**

DATE

Dear Sir / Madam,

**Initial / Review Child Protection Conference re:**

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| **Child’s name** | **Date of birth** |
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|  |  |
| **Parents and other significant adults** | **Date of birth** |
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| --- | --- |
| **Child’s home address:** |  |

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| --- | --- | --- | --- |
| **Date:** |  | **Time:** | **(please arrive 15 minutes before the start)** |
| **Venue:** |  | **Chair:** |  |

You are invited to attend the child protection conference detailed above. It is a statutory duty for all invited agencies to identify the most appropriate representative from their agency to attend. This will usually be the person most involved with the family, or a person who can fully represent their agency’s information and views and who has safeguarding experience. In some instances you may be invited solely due to your specific area of expertise.

It is also a statutory duty for all invited agencies to provide a written report, to be shared with the family in advance and submitted 2 working days before the meeting. Reports can be emailed securely to: [CPCourtCYPD@herefordshire.gov.uk](mailto:CPCourtCYPD@herefordshire.gov.uk). Receipt of your report will be acknowledged.

Please find attached the multi-agency reporting template and guidance. All professionals and parents will receive a set of conference minutes which consists of a summary record of the conference discussion and all agency reports. If your report contains confidential information that should not be shared with all conferences participants, please ensure you submit a redacted report alongside your full report.

It is the policy of the Herefordshire Safeguarding Children Board that parents remain present throughout the conference. If you believe you have any confidential information that needs to be shared without the family members present, please make your views known to the chairperson at least one day prior to the conference. The chairperson will then decide whether a closed session is necessary.

All who contribute to the Conference are reminded that any information given may be used in work relating to public law (care) or criminal proceedings. This includes your agency report to conference and any information shared verbally at conference, which will be summarised in the conference minutes.

If you have any questions or concerns regarding anything contained in this letter, please do not hesitate to contact me or the chairperson in advance of the meeting.

Yours sincerely,

Social Worker

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