

**WEST LOTHIAN CHILD PROTECTION COMMITTEE**  
**ADVICE FOR PROFESSIONALS ATTENDING CHILD PROTECTION PLANNING MEETINGS**

**Purpose of Child Protection registration**

If there are reasonable grounds to believe/suspect that a child has suffered or will suffer significant harm from abuse or neglect, their name will be placed on the Child Protection Register (CPR) and a Child Protection Plan developed. All local authorities keep a CPR, of all children (including unborn) who have a multi-agency CP Plan. It has no legal status but provides a system to alert practitioners that there is sufficient professional concern about a child that there is a multi-agency CP Plan. Child Protection registration is not a substitute for a Compulsory Supervision Order nor is it for ensuring multi-agency working or ensuring that the child has an allocated social worker. A core group can be identified to work with a family and a Child's Plan developed regardless of whether the child's name is placed on the register or not.

**What is a CP Planning Meeting?**

A Child Protection Planning Meeting (CPPM) is a formal multi-agency meeting that shares information, including chronologies and risk assessments, and identifies necessary actions to protect a child.

**Purpose of a Child Protection Planning Meeting**

Initial/Pre-birth CPPM

The purpose of an Initial/pre-birth CPPM is to decide whether there are professional concerns about the likelihood of significant harm through abuse or neglect to a child or unborn child.

This is achieved by:

- Ensuring that all relevant information held by each agency has been shared and is analysed by CPPM participants;
- Considering the views of the child/parent(s)/carer(s).

Where it is agreed that a child is at risk of significant harm their name will be placed on the register, and, with the family, professionals are responsible for making a CP Plan (or Child's Plan where risk of significant harm has not been identified) to reduce risk and/or address unmet need

Review CPPM

The purpose of a review CPPM is to consider the progress of the CP plan, whether the child's circumstances have improved or whether the child is still at risk of significant harm. An RCPPM will be held within 3 months of a Pre-birth CPPM and within 6 months of an Initial CPPM and every 6 months after if a child's name remains on the CPR.

Transfer CPPM

The purpose of a Transfer CPPM is to accept the child's name onto the local CPR, consider the information provided by the transferring authority and ensure that an appropriate CP plan is in place.

**Provision of Reports**

All relevant information must be shared prior to and at the CPPM

- Each agency invited to an initial or pre-birth CPPM must submit a report using the appropriate template, detailing involvement with the child and significant adults in the child's life and include a chronology and, where appropriate, a copy of the current Child's Plan. This will be shared with the child and family.
- Reports must be submitted ten days before the scheduled date of CPPM (unless the meeting has been arranged at short notice).

- Before the CPPM each agency must speak to the family, and where appropriate the child, about the content of their report
- Each agency invited to a 3-month RCPPM (following a pre-birth CPPM only) must submit a report using the appropriate template, detailing the progress of the CP plan.
- For 6-month RCPPMs the social worker will produce one report on behalf of members of the core group, detailing how the CP plan has addressed the risks to the child (or not) and making a recommendation about continued registration (or not) and identifying if further work is required.
- Professionals who are not members of the core group will provide a report:
- Restricted access information (RAI) should **not** be included in reports.
- All information shared by professionals must be used and stored appropriately. If agencies cannot provide secure storage for information, they should not keep it.

Professionals have a duty to share relevant information. Reports should include **all** relevant information, including relevant information about parents and significant adults. Professionals must read all the reports they are sent before the meeting. Different agencies have different, relevant information depending on the focus of their involvement with the family.

Reports should identify who or what is presenting a risk to the child and the impact on the child); stressors (e.g. poverty) that increase the impact of the risk; the family's strengths; the views of the child and the family and any protective factors which reduce the risk.

### **Restricted Access Information**

RAI is information that cannot be shared freely with the child and family/representatives within the full CPPM. It must **NOT** be shared with any other person, including the child and/or family, without the prior permission of the provider. It will be shared verbally in the RAI section of the meeting.

Restricted information includes:

- Sub-judice information that forms part of legal proceedings and which would compromise those proceedings;
- information from a third party that could identify them if shared;
- information about an individual that may not be known to others, even close family members, such as medical history and intelligence reports;
- information that, if shared, could place any individual(s) at risk, such as a home address or school which is unknown to an ex-partner.

Professionals must justify why information is Restricted Access Information.

### **Expectations of Professionals**

- Every agency invited to attend a CPPM is expected to be represented. A report must be provided. CPPMs last between 1½ – 2 hours and participants are expected to stay until the plan has been agreed.
- Professionals will be expected to weigh up information provided and analyse the risk to the child i.e. decide if the child is at ongoing risk of significant harm.
- The Chair will summarise and propose a need for registration or not. Professionals must speak out if they disagree.
- Professionals must think in advance about what they or their agency can contribute to a multi-agency plan and be prepared to be a member of the core group.
- Members of the Core Group must attend Core Group Meetings and take responsibility for implementing and reviewing the Child Protection Plan on a regular basis.