Children's Services Guide

Completing a Child Protection Conference

In this guide:

Please note

This document is intended to support staff who have attended the Mosaic training course relevant to their role. If you have not attended a relevant course, please contact the Mosaic Children's Training Team . Every effort has been made to ensure that screen shots included are current; there may be some minor differences in look and feel within the system. All data-examples included in this document are fictitious. Any resemblance to real persons, living or dead, is purely coincidental.

Introduction

This guide follows the steps completed by the Safeguarding & Review team, Child Protection Conferences Chairs and Meeting Support Assistant for completing the Child Protection Conference worksteps.

When it has been decided that a child or young person is at risk and a Child Protection Conference needs to take place a Section 47 Investigation will have been completed. This workstep has next actions **SC Initial CP Conference, SC CP Chairs Activity** and **SC Social Worker Report to Initial CP Conference**. The SC Initial CP Conference workstep will be assigned to the Virtual Worker **CS CP Conference – Meeting** for the Safeguarding and Review Team to access. The SC CP Chairs Activity will also be assigned to the **CS CP Conference – Meeting** so it can be reassigned when a Chair has been allocated. These may be single subject or group worksteps.

Group Records

If a group record has been created, the following box will appear on the **Person summary page** of each sibling. The naming convention for Family Groups is 'Family <surname>.

Please Note: If the group contains siblings with different surnames, then the group name would still contain the word Family, followed by the different surnames, starting with the oldest sibling.

When a **group record** has been created, there is no need to do this again. It means that the Child Protection workflow can be carried out on the group record, rather than on each individual.

If single subject Initial CP Conference or CP Chair Activity worksteps are assigned to the Virtual Worker for siblings that need to be grouped, please contact your designated Safeguarding & Reviewing assistant who has the access rights that allow them to merge the worksteps for you.

SC Initial CP Conference – Conference Chair and Safeguarding & Review team

Please Note: Information from the Social Workers report to Conference now maps into the Initial Conference workstep. For Review Child Protection Conferences, the Social Workers update will map from the Core Group Meeting worksteps. For this to work effectively, these steps will need Finishing by the Social Worker before the Child Protection Plan is loaded into the Conference workstep.
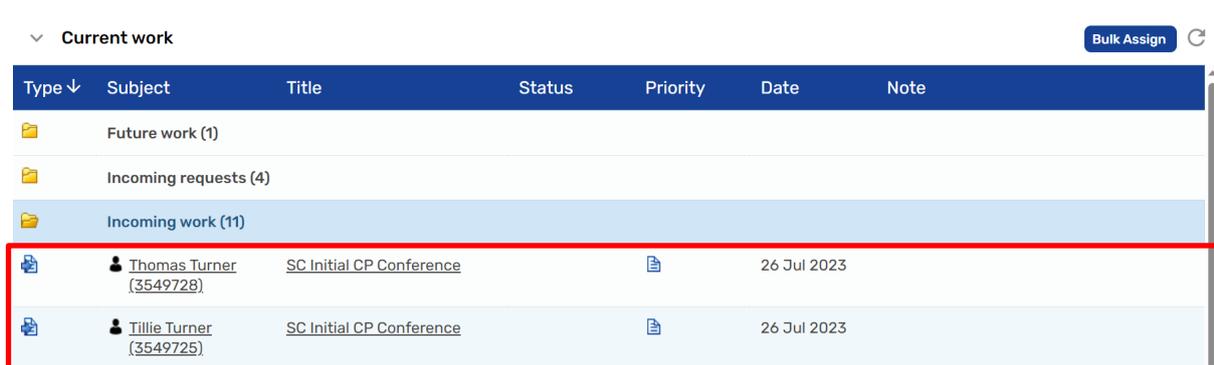
As this workstep is accessed by several different workers, this section of the guide will be split so that each worker can identify the parts they need to complete.

Recording the Initial Conference and invitees - Safeguarding & Review Team

The **SC Initial CP Conference** workstep is the first in the CP process. A member of the **Safeguarding and Review team** taking responsibility for the Initial CP Conference workstep must access it via the shared Virtual Worker Inbox entitled **SC CP Conference – Meeting**. Within this Inbox, if the SC Initial CP Conference step is available for individual siblings, the steps will need merging prior to completing.

Please Note: The merge can only be completed by a member of the team that has the correct worker permission to do so. Additional children should not be added to a Conference step unless you have been given the access rights to merge steps.

If the step does not need merging, it can be opened by clicking on the title **SC Initial CP Conference hyperlink** and selecting **Start** from the menu that appears in the **Workstep summary screen.**

Once **Start** has been selected a pop up box will appear requesting the user to record why they are taking ownership of this workstep.

Record an **Assignment note** that reflects what you will be doing in this workstep, for example in this instance – *'to arrange conference and record invitees'*. Agree a common form of words to be used within your service. Using this note field will keep an audit trail on the workstep of who has done what, and when they have done it. Once the text has been entered, select **Yes**, the screen will refresh to display the open workstep.

The form that will display when this workstep is started is **CP Record of Initial CP Conference C0618.**

Section 1. Subject Details lists the Conference Subjects. If the Conference Subjects list is incomplete, close the workstep without saving so that the additional subjects can be merged correctly into the workstep.

Next, the Safeguarding and Review worker must enter the **Format**, **Due date of this conference** and the **Venue** in **Section 2. Conference Details**.

The invitation checklist is completed outside of Mosaic. When this has been received back from the Social Worker and the invitations have been sent the **Invited to Conference** section will need completing. Click on **Find** in this section to add invitees.

Once clicked, the **Find Party** window will display. This window allows a search for individuals using either the **Find Person tab** (for clients and family members) or the **Find Worker tab** (for any workers).

Please Note: **All invitees must be searched for on Mosaic using the Find button**. If any of the workers do not currently have a record on Mosaic (e.g. health visitors, school workers, nursery workers), a Mosaic Request should be raised to get their details added. The **Manual Input** tab can be used to record their information until this has been completed.

Once an invitee has been searched for and selected, the **Invited to Conference** window will display.

Invited to Conference

Mosaic ID	3549850
Name	Patricia Turner
Job Title	
Relationship	Mother
Organisation	
Address	105 Witham Wharf Brayford Street Lincoln LN5 7DH
E-mail	
Attended	-- Please Select --
Report Submitted	-- Please Select --

☐ Report shared with family

☐ Escalate

Add   **Add and close**   **Close**

If the Job Title, Relationship or Organisation fields have not been pre-populated they can be updated here. Click on **Add** in order to continue searching for additional invitees.

Once all of the invitees have added, click the **Add and Close** button and return to the initial conference form.

Repeat the process above to complete the **Notification of Child Protection** list in the same way.

Once the invitations and notification sections have been updated, **Save and Close** the workstep.

Recording the Initial Conference information – Meeting Support Assistant

Now that all the attendees have been confirmed, the conference can take place.

The **Meeting Support Assistant (MSA)** can record the content of the CP Conference directly onto **SC Initial CP Conference** workstep.

Following the conference, the MSA can open the **Initial CP Conference** step by clicking **Resume** from within the Person Summary screen.

Once resumed, the **CP Record of Initial CP Conference C0618** form will display. Navigate to Section 2. Conference Details and start by recording the **Actual date of this conference**.

Conference date	
Due date of this conference*	25/07/2023 14:00
Actual date of this conference*	25/07/2023 14:00
Venue	Conference Room, Sleaford

Now the **conference attendees** list can be updated. To do this, click the edit icon 🖊️ next to each name in the Invited to Conference table.
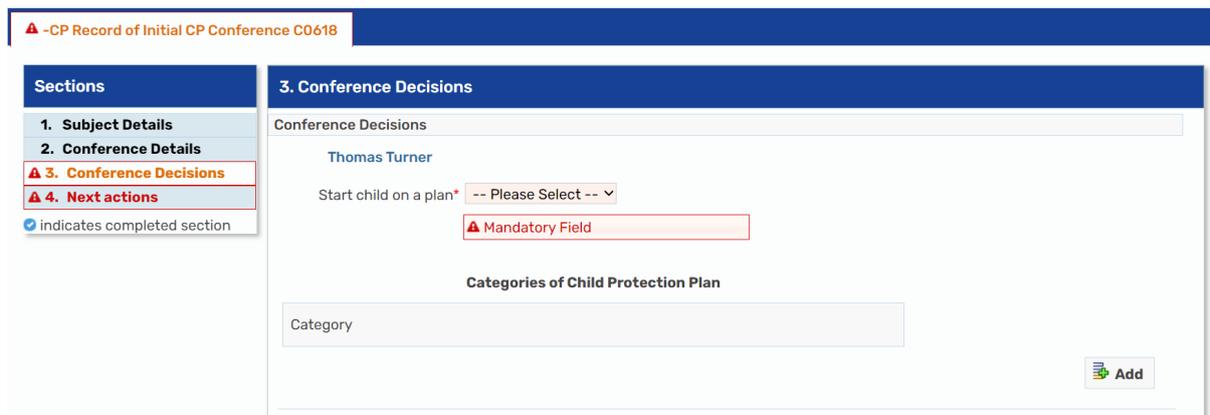
Invited to Conference

Mosaic ID	Name	Job Title	Relationship	Organisation	Address	E-mail	Attended	Report Submitted	Report shared with family	Escalate
3549850	Patricia Turner		Mother		105 Witham Wharf Brayford Street Lincoln LN5 7DH					🖊️ 🗑️
	Brenda Banks	Team Manager		Social Care Team	Orchard House Orchard Street Lincoln Lincolnshire LN1 1BA	brenda.banks@lincolnshire.gov.uk				📑 🖊️ 🗑️
673945	Amy Brooke	Chair	Key Worker (Childrens Social Care)	Mosaic System Support Team	Orchard House Orchard Street Lincoln LN1 1BA	amy.brooke@lincolnshire.gov.uk				📑 🖊️ 🗑️
36723				Lincolnshire Police	Police Station The Broadway Woodhall Spa LN10 6ST					📑 🖊️ 🗑️
										🔍 Find

This will open the **Invited to Conference window** where the Attended, Report Submitted and Report shared with family fields can be updated. Click on **Save Changes** and repeat the process for each invitee.

Now navigate to **Section 3. Conference Decisions**. This is where the **decisions and recommendations** made at the Initial CP Conference can be recorded.
The first field that must be completed in Section 3 is stating whether or not the child/ren should be placed on a **CP plan**.

Select the relevant option from the drop down menu next to **'Start child on a plan'.**

If the child is going to start on a **CP plan**, select **Yes** from the **drop-down menu**. If Yes is selected a Category must be selected. Click the **Add** button and select the **Category** from the drop down menu.
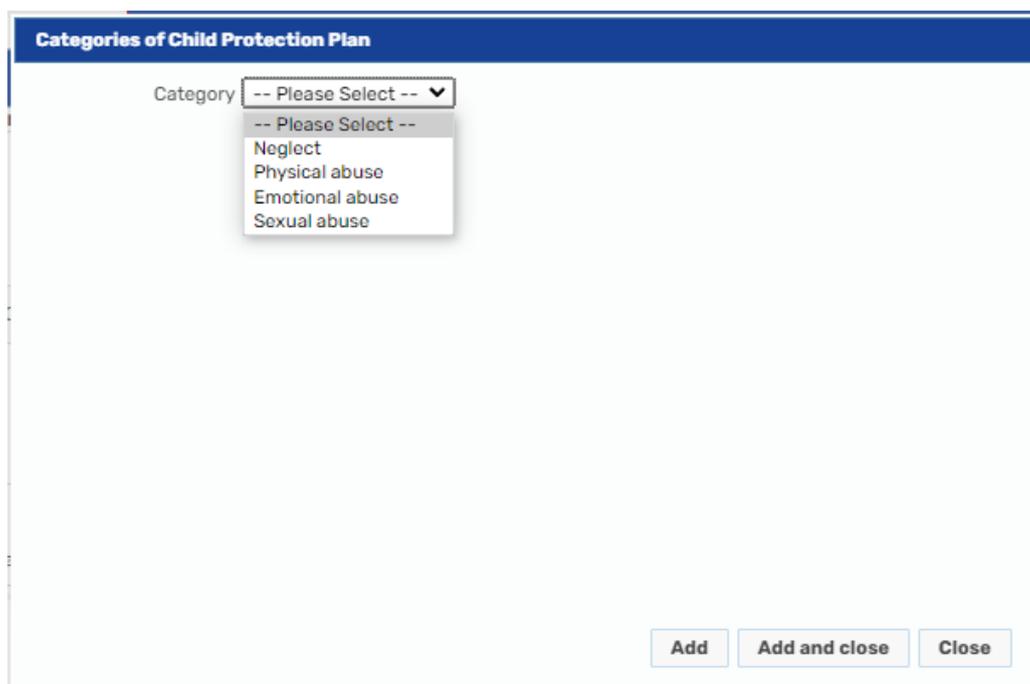
Click **Add and Close**.

Please Note: If the child has multiple abuse categories, click the **Add** button and select the additional categories from the drop down menu.

Repeat for any additional siblings recorded within the Conference step.

Below this table there is a free text field to record the **Reasons for Conference decision(s)**.

During the CP conference, the details of the **Core Group Meeting** and **Review Conference** will be agreed. Details of these are recorded under **Arrangements for further meetings.**

If any are out of timescale a warning will display and the checkbox should be ticked to acknowledge that the Core Group or Review Conference is out of timescale.

Before the workstep can be saved and closed, the MSA must tick the mandatory radio buttons entitled **MSA**.

Next Actions Checked and Verified

☑ MSA – Please confirm that all details have been checked and invitee table has been updated.

☑ MSA – Please confirm that you have opened the Initial Progress Plan from optional forms.

☑ MSA Signature

MSA Signature | Verified at 02:30PM on 25/07/2023 by Amy Brooke (Acting for: CS CP Conference - Meeting, Role:CS Virtual Worker) Job title: MDaS Trainer, Organisation: Mosaic System Support Team

This allows the MSA to confirm they have completed all of their tasks before the Chair reviews the decisions and recommendations and updates the plan.

Now navigate to **Section 4. Next actions**. The MSA should add the appropriate **Next actions** for the Chair to check. Conditional rules within Mosaic will force the user to add the corresponding Next Actions linked to any that are selected. If any are missed a red warning will display within the Next Actions screen advising which additional actions should be selected.

The current Next actions that are available are as follows:
- **SC Arrange First Review CP Conference** – added when the child will be subject to a CP Plan. This step is assigned to the virtual worker CS CP Conference – Meeting to allow the Safeguarding and Review Team to access the step
- **SC Initial Core Group Meeting** – added when the child will be subject to a CP Plan and is assigned to the Social Worker
- **SC Start Child Protection Visit** – added when the child will be subject to a CP Plan and is assigned to the Social Worker
- **CS Case Supervision: Conference Chair only** – added when the child will be subject to a CP Plan and is assigned to the Conference Chair
- **SC CP Conference Record of Meeting and Monitoring** – added when the child will be subject to a CP Plan and assigned to the MSA. Send Immediately should be ticked to allow access to this step early.
- **SC Step down to CIN: Develop Child and Family Progress Plan, if not already in place** – added and assigned to the Social Worker when a Transfer in Conference has taken place to step the case down to CIN **or** when there are no CIN worksteps open on the case. Please check the Person Summary screen before adding.
- **SC Start Child in Need Visit, if not already assigned** – added and assigned to the Social Worker when a Transfer in Conference has taken place to step the case down to CIN. Or when there are no CIN worksteps open on the case. Please check the Person Summary screen before adding.

- **SC Complete Child and Family Assessment if not already assigned** – added and assigned to the Social Worker when an assessment is required and is not already underway. Please check the Person Summary screen before adding.
- **SC Continue with Child in Need, Visit / Progress Meeting Already Scheduled (NFA)** – added when a case is stepping down to CIN and the CIN worksteps are already open on the case. Please check the Person Summary screen before adding
- **SC Defer and Reconvene Initial CP Conference** – added when the Conference needs to be delayed or cancelled. This step can be assigned to the MSA or Chair as appropriate
- **SC Social Care Case Closure** – added and assigned to the Social Worker
- **SC Child Not to be the Subject of a Child Protection Plan (NFA)** – added when the child is no longer subject to a CP Plan.

The MSA should select the Plan and load it to the workstep for the Chair to complete. Click on the optional forms and letters icon and select the **CP Child and Family Progress Plan C1307**.

The MSA can use the view documents icon to upload any documents required relating to the conference.

The MSA must also use the Request icon to send the **REQUIRED CS Chair to confirm decisions and recommendations** request to the Chair.

The workstep can now be **saved and closed.**

Recording the Initial CP Plan – within 24 hours of the conference – Conference Chair

Once the MSA has completed their tasks within the Initial CP Conference step, the **Chair** must go onto the workstep and record the **CP plan**. This is usually done after the conference **within 24 hours**.

The Chair will receive an Incoming Request from the MSA to notify them that the Conference step has been updated and is ready for them to check and update the plan. This will appear within **Current work** under **Incoming requests**.

| | Thomas Turner (3549728) | CS Chair to confirm decisions and recommendations:SC Initial CP Conference | | 25 Jul 2023 |

Click on the hyperlink **CS Chair to confirm decisions and recommendations:SC Initial CP Conference.** The workstep summary screen will open. Any documents that have been uploaded to the workstep can be viewed and checked under **Attachments**.

Click on **Resume** to access the workstep.

The Chair must navigate to the **CP Child and Family Progress Plan C1307** tab.

The plan form will display. This form contains 2 sections. Any information added into this form will map forward into the Core Group steps. An updated version of the plan completed at Core Group Meeting will map forward into future Review Conference worksteps.

Section 1. Plan Details - Some fields within this section will pull through from the Social Workers Report to Conference. The information maps through to this step to allow the Chair to review and update it.

Click on the edit icon 🖉 to record whether the child has contributed to the plan, the **Child/Young Person's Comments** and whether they have received a copy of the plan.

Plan Type – tick on the option that applies, for an Initial Conference it will always be Plan at Initial Child Protection Conference /Transfer in Conference.

Once selected, a further tick box displays underneath, **Please confirm you are completing an initial or transfer in conference**, tick on this box if completing for the specified conferences.

Social Workers Details – click on **Find** and complete a Find Worker search to add the Social Worker to the plan.

Date Plan commenced – for the Initial Conference this will be the date of the Conference. For Review Conferences this date will map forward and remain unchanged

Who owns the Plan? – enter the name of person from the support network or a family member

Date Plan reviewed – enter the date of the Conference. For the Initial Conference this will be the same date as the Date Plan commenced

How often is the Plan reviewed? – This prepopulates in as 4 weekly (CP).

How was the Plan reviewed? – Select from the dropdown whether the plan was reviewed virtually, hybrid or in person.

Members of the support network – clicking on **Find** will open the **Find Party** window, allowing the chair to search for people, workers and organisations or manually input a person's details using the tabs at the top. Once the details have been selected, use the additional fields to record how they have contributed to the plan.
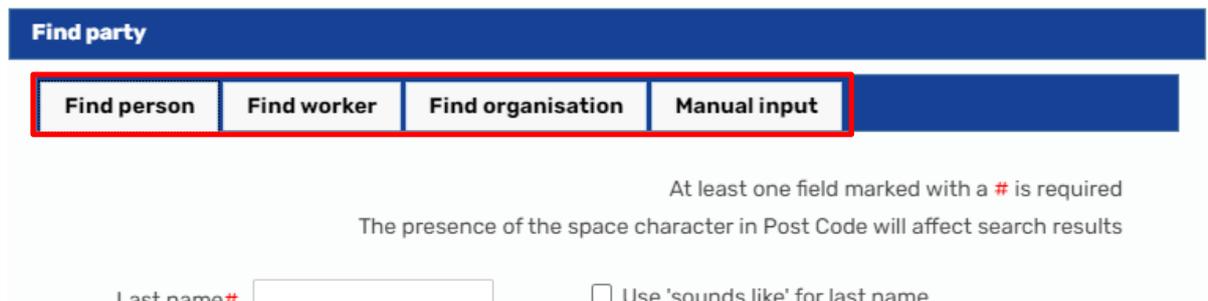
Details of professionals already involved with the child / young person and parents – click on **Find** will open the **Find Party window**, allowing the chair to search for people, workers and organisations or manually input a person's details using the tabs at the top. Once the details have been entered use the additional fields to record how they have contributed to the plan.

Your Safety Plan – enter the safety plan discussed and agreed at Conference.

Progress Update – to record a progress update following the Conference.

Signs of Safety Framework – 1 – information here will map forward from the Social Workers report to Initial Conference. For Review Conferences this information will map forward from the Core Group steps. Click on the edit icon 🖊 to update the information. Click on the delete icon 🗑 to remove historic information if it is no longer relevant. Click on **Add** to record new Signs of Safety Frameworks. Clicking on **Insert Section** duplicates the fields above. Use the **Subjects** button to select which child / young person you wish to record the Signs of Safety Framework against. Single subjects or multiple subjects can be selected as appropriate.

Bottom line – what must or must not happen – will map forward from the Social Workers report to Initial Conference. For Review Conferences this information will map forward from the Core Group steps. This information can be updated as appropriate.

What will the family and network do? – click on **Add**, the screen will refresh to display additional fields. Complete as appropriate to enter the decisions and recommendations from the Conference.

What is everyone else going to do? - click on **Add**, the screen will refresh to display additional fields. Complete as appropriate to enter the decisions and recommendations from the Conference.

The Chair must then navigate to **Section 2. Review Details** where they can enter the details of the next Review.

Clicking on **Yes** will expand the fields to display the **Will review be required?** section. Details of when the next Review Conference will take place can be recorded here.

Plan completed by – must be ticked by the Chair to put their electronic signature on the plan.

The Chair must then navigate to the **CP Record of Initial CP Conference C0618** tab. Information in this form will have been recorded and updated by the MSA. The Chair is responsible for ensuring that the information recorded is correct including the Next Actions that have been added in **Section 4. Next actions**.

Once the information has been checked navigate to **Section 3. Conference Decisions.** The **Next Actions Checked and Verified** section has two checkboxes that need ticking by the Chair.

This allows the Chair to confirm they have completed all of their tasks and reviewed the decisions and recommendations and added the next actions.

Before the workstep can be finished, the Chair must navigate to the 📋 Requests button and mark the **highlighted request** as **Completed**. The Chair can now click the ✅ finish button to **finish** the step. This will send all of the worksteps generated as next actions to the relevant workers.

Please note:
It is important the correct next actions are added from the Initial CP Conference and Review CP Conference as these steps cannot easily be reopened to amend. Please take careful consideration before finishing the step and ensure the correct actions are added for each child in the conference. The guide Social Care step down to TAC (Internal) or Social Care step down to TAC (External) can be used to guide you through the process to step down to TAC from the Review CP Conference.

SC CP Conference Record of Meeting – completed by the MSA

After the CP Conference, the MSA must record the meeting into the **SC CP Conference Record of Meeting** workstep.

The **CP Conference Record of Meeting workstep** will appear in the Incoming work folder of the MSA's workview. As this workstep is group enabled, there will be one workstep for all the siblings.

The workstep can be opened by clicking on the title **SC CP Conference Record of Meeting hyperlink** and selecting **Start** from the menu that appears in the **Workstep Summary** screen.

Once started the **CP Conference Record of Meeting C0371** form will display.

Upon starting the CP Conference Record of Meeting workstep, the first task the MSA must carry out is sending the **REQUIRED CS Conference Chair: Please complete Monitoring Information** request to the chair. This will allow the chair access to the **CP Conference Chairs Monitoring Information C0583** form located within this step.

To send this request, the MSA must **click** the Requests button and click the **radio button** next to the **REQUIRED CS Conference Chair: Please complete Monitoring Information** request. Once selected, the MSA must click the **Find** button and **search** for the Chair.


Once the Chair's name has been searched for and selected, the MSA must click **OK** to close the **New Request window**. The MSA must **Save** the workstep to send the request to the chair. The MSA can then continue to complete the workstep.

The CP Conference Record of Meeting form contains two sections. **Section 1. Child Protection Conference Record of Meeting** is used to record the details of the Conference.

Currently on Mosaic, the **Record of Meeting** must be attached to the workstep. To attach the record of meeting, and any other relating reports, the MSA must click the 📎 view documents button. This will expand a **drop down menu** from which the MSA must select **Attach a document**. This will open the **Attach Document** window.
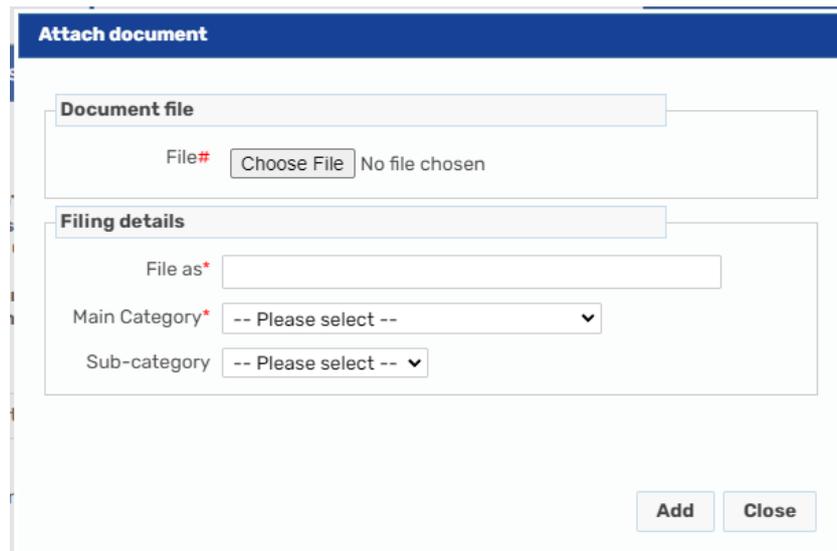
Clicking the **Choose file** button will allow the MSA to **search** and **select the file** they wish to attach. Once chosen, the **File As name** will populate with the title that the document was saved as.

This can be changed and should contain the **workflow prefix** (in the case of child protection, this would be CP), the **title of the document, the initials of the worker who completed the document** and the **date (backwards)**.

The MSA must then select the **Main Category** and **Sub-category** from the drop down menus. The MSA must select the options that most accurately reflect the document being attached.

Next, the MSA must navigate to **Section 2. Next actions**. Clicking **Add** will allow the MSA to select the only option in the drop-down menu, **SC Record of Meeting Completed (NFA).**

Next actions

Select action   SC Record of Meeting Completed (NFA) ⌄

Note

The MSA must then **tick the boxes** to apply the action to all children if a grouped step and press **Add and Close**.

The last task the MSA must complete is to send the **REQUIRED CS Conference Chair: Please authorise record of meeting and finish step** to the chair. This informs the chair that the record of meeting is complete and ready for them to check.

To send the request, the MSA must **click** the 🗒 Requests button, select the request and assign it to the chair (see full guidance on sending requests above).

The MSA must now **save and close** the workstep.

## CP Conference Chairs Monitoring Information – completed by the conference chair

Once the MSA has sent the request **REQUIRED CS Conference Chair: Please complete Monitoring Information**, the chair can resume the workstep by clicking on the title **CS Conference Chair: Please complete Monitoring Information** hyperlink in the incoming requests folder in their workview.

📂	Incoming requests (4)			
📑	👤 Thomas Turner (3549728)	CS Conference Chair: Please complete Monitoring Information:SC CP Conference Record of Meeting	📄	25 Jul 2023

The Chair must then click **Resume** from the menu that appears in the **Workstep Summary screen**.
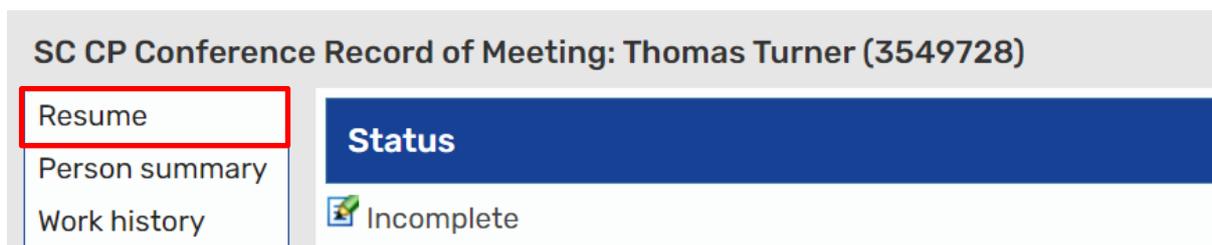
SC CP Conference Record of Meeting: Thomas Turner (3549728)

Resume
Person summary
Work history

Status

🖼 Incomplete

Once opened, the chair must navigate to the **CP Conference Chairs Monitoring Information C0583** tab.

This form contains one section, **Monitoring Form**. Once the Chair has completed this section with all the information about the conference, they must navigate back to the **CP Conference Record of Meeting C0371** form and read over the content of the form and any attachments.

Once the Chair has reviewed all the information in the record of meeting workstep, they must navigate to the Requests button and mark both of the highlighted requests as **completed** (see full guidance on completing requests above).

The Chair can then click the finish button to **finish** the workstep.