

Preparing for a child protection conference

Checklist

- Describe the nature of your involvement with the child, e.g. as a worker in the child's playgroup, including how long you have known her/him and how frequently you have contact.
- Detail any specific role or work you have undertaken, e.g. monitoring her/his physical health.
- Give any details you can about past or present causes for concern, including dates, what you were worried about and any further details.
- Offer relevant information about the child and family circumstances, including any information about other family members.
- Detail any changes you may have noticed in the child's behaviour or appearance or any other relevant information.
- Describe any attempts you have made to discuss your concerns with the child's carer(s) and their reactions.
- Make it clear when you are speaking from your own knowledge or observations, and when you are passing information from a third party.

Source: (Kay 1999: 87)

For up-to-date information on child protection procedures, please see the Safeguarding Children Board website in your local area