

## Conference Reports and Review Reports

When providing reports for Initial Child Protection Case Conferences or Review Conferences in Sunderland, professionals should always:

- Provide a report, or contribute to their agency's written report in advance of the Conference, 24 hours (initial) 7 days (review), which sets out the nature of their agency's involvement with the family. All reports (except confidential police reports) should be shared with parents/families 48 hours prior to the Conference
- When providing a report for the Review Conference, outline the previous plan and the progress made and evaluate the impact on the child's welfare against the objectives set out in the Child Protection Plan
- Attend the Conference on time
- When it is a pre-birth Conference the Birth Arrangements Form must be completed as far as possible by the Social Worker and brought to the Initial Child Protection Case Conference and then fully completed as part of the meeting. It is the responsibility of the Conference Chair to ensure that the Birth Arrangements Form has been completed at the end of the Initial Child Protection Case Conference with the agreement of all involved. Any amendments can be made at the first Core Group meeting and then updated as necessary. The Birth Arrangements Form must be distributed with the completed Child Protection Plan within 10 working days of the First Core Group meeting

The postal address for referrals and reports is:

CHILDREN SAFEGUARDING  
People Services  
Sunderland City Council  
Room 2.4  
Civic Centre  
Sunderland  
SR2 7DN

Reports can also be e-mailed:

[www.safeguarding.children@sunderland.gcsx.gov.uk](mailto:www.safeguarding.children@sunderland.gcsx.gov.uk) (secure e-mail only)

[www.childrens.services@sunderland.gov.uk](mailto:www.childrens.services@sunderland.gov.uk) (internal e-mail only)

For more information on safeguarding children and young people in Sunderland go to [www.sunderlandscb.com](http://www.sunderlandscb.com)