

APPENDIX 9

Case Conference Report Guidelines

Comment on the issues appropriate to your agency under the following headings:

9.1 Investigation

- Reason for conference
- The incident/concerns
- The nature/extent of injury/concerns
- Causes and explanations (including corroboration)
- Views and attitudes of the parties
- Actions taken to protect the child

9.2 Background Information

- Previous involvement (including family response)
- Results of CPR2 checks
- Court proceedings or orders

9.3 SECTION 1: The Child

9.3.1 Health

- Child's development (including milestones)
- Immunisations
- Any health needs
- Parental understanding of health needs
- Daily routines (including eating and sleep patterns)
- Assessment of child's health (positive and negative factors)

9.3.2 Education

- Playgroup, nursery, school
- History of attendance
- Educational needs
- Parental views and attitude
- Assessment of child's education (positive and negative factors)

9.3.3 Identity and Social Presentation

- Child's self image
- Parental self image
- Ethnic and cultural needs
- Any issues regarding race, age, gender, sexuality, disability

- Presentation of the child
- Child's and parental views on presentation
- Assessment of child's identity and social presentation

9.3.4 Family and Social Relationships

- Child's response to parents, extended family and significant others
- Child's response to siblings and peers
- Assessment of family and social relationships

9.3.5 Emotional and Behavioural Development: Self Care Skills

- Quality of child's attachment to parents/carers
- Level of interaction (physical and emotional)
- Any concerns regarding attachment
- Any issues regarding child's behaviour (positive and negative) . Child's self care skills
- Assessment of emotional and behavioural development

9.4 SECTION 2: The Parents/Carers

9.4.1 Basic Care

- Parental awareness of child's basic needs
- Parental ability to provide for basic needs
- Issues regarding diet, hygiene, personal care, equipment
- Assessment of basic care

9.4.2 Ensuring Safety

- Level of parental supervision
- Parental ability regarding basic safety (fire guards, safety gates, cupboard locks, plug covers)
- Parental ability to identify dangerous situations
- Child care arrangements
- Substance misuse effecting parenting
- Contact with inappropriate person (e.g. Schedule 1 offender)
- Assessment of safety issues

9.4.3 Emotional Warmth

- Attachment to child
- Appropriate physical contact (comfort and cuddling)
- Praise and encouragement
- Exposure to criticism/hostility
- Parental exhibition of emotional distress in front of child
- Assessment of emotional warmth

9.4.4 Stimulation

- Evidence of stimulation now and in the past
- Is the level of stimulation appropriate
- Parental play with the child
- Assessment of stimulation

9.4.5 Guidance and Boundaries

- Current boundaries (mealtimes, playtimes, bedtimes etc.) and their appropriateness
- Child's adherence to boundaries
- Parental response to non-compliance to boundaries
- Parental views and methods of discipline (including effectiveness of methods)
- Assessment of guidance and boundaries

9.4.6 Stability

- Current family situation
- Household composition (impact on stability)
- Contact with other family members
- Issues regarding stability (positive and negative)
- Assessment of stability

9.5 SECTION 3: Family and Environmental Factors

9.5.1 Family History and Functioning

- Chronology of significant family events (including any previous history of abuse)
- Parental relationship (with each other and child)
- Sibling relationship (with child)
- Issues that influence parental ability to provide care (substance misuse, domestic violence)
- Any health difficulties that influence level of care
- Wider family support (e.g. practical, emotional, financial)
- Parental experiences of own childhood (positive and negative)
- Assessment of family history and functioning

9.5.2 Wider Family

- Who are considered members of the wider family
- Their role within the child's life
- Assessment of wider family

9.5.3 Family and Social Integration

- Family functioning within the community
- Local support networks

- Involvement in local activities/organisations
- Social isolation
- Assessment of family social integration

9.5.4 Housing

- Description of accommodation
- Its appropriateness for the family
- Cleanliness and safety
- Other issues (positive and negative)
- Assessment of housing

9.5.5 Employment and Income

- Employment/unemployment history of parents
- Child care issues (e.g. if parents work)
- Family income
- Budgetary issues
- Any financial difficulties which affect the child
- Assessment of employment and income

9.5.6 Community Resources

- Are there accessible community resources
- Does the family take advantage of community resources
- Other issues regarding resources

9.6 SECTION 4: Assessment and Analysis Summary

- Positive factors of risk (including level of family co-operation)
- Negative factors of risk (including level of family co-operation)
- Parental potential for change
- Overall view of level of risk
- Overall view of child's needs
- Recommendations for further work and/or service provision