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| --- | --- | --- |
| Review Child Protection Conference during the school holidays checklist | Child’s setting | BCC SET |
| Setting to complete and share report with the parent/carer. |  |  |
| Setting to submit report to CPC Admin Team. |  |  |
| Exhaust and scope someone from the setting attending if invitee cannot attend and represent the setting. |  |  |
| If no one can attend, inform case coordinator and Safeguarding Children Admin Team ([safeguardingchildrenadmin@bristol.gov.uk](mailto:safeguardingchildrenadmin@bristol.gov.uk)) and clarify whether can be rearranged depending on setting and professional’s availability and the conference timescales. |  |  |
| If conference cannot be rearranged, **head teacher/principal** makes a request to SET ([safeguardingineducationteam@bristol.gov.uk](mailto:safeguardingineducationteam@bristol.gov.uk)). |  |  |
| An Advisor to pick up if available. Once SET have confirmed attendance of behalf of setting, school to action the following: | | |
| Setting informs Case coordinator/CPC Admin Team that SET will be attending. |  |  |
| Inform parent/carers that setting will not be attending and a request has been made SET attends - inform SET when actioned. |  |  |
| Case coordinator/setting to agree who will facilitate introductions with SET and the family ahead of the conference. |  |  |
| Send report to SET with parent/carers contact details. |  |  |
| Following conference | | |
| SET Advisor to summarise key outcomes by email to setting, highlighting any actions for school in plan and any key dates for future meetings. |  |  |
| CPC Admin Team to send minutes to setting. |  |  |