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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) 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).  |  |  |
| 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.  |  |  |