

ConfidentialTel:
Fax:
Email:

Our ref:

Your ref:

Date:

**INVITATION TO INITIAL CHILD PROTECTION CONFERENCE
HELD UNDER
STAFFORDSHIRE SAFEGUARDING CHILDREN BOARD PROCEDURES**

Regarding:
Address:**Date of Birth:****Family Composition:****Significant Others:**

With reference to the above named child(ren), an Initial Child Protection Conference has been arranged as follows:

Date:**Time:** for Report reading**Conference Start Time:****Place:**

The Initial Conference is being convened to decide whether or not should be the subject(s) of a Child Protection Plan.

It is anticipated that the conference will last approximately 1½ hours and your attendance would be very much appreciated.

For the Conference we will be using a model which focuses on three areas as follows:

- **What are people worried about?**
- **What are the positives for the child (ren) / family?**
- **What changes are required?**



The model is based on the principals of the Three Houses Model which is an information gathering tool that supports risk assessment. I will explain more about this at the beginning of the conference.

Can you please ensure your report to conference includes your views in respect of the above areas? You are required to share your report with parents at least two working days before the initial conference and five working days before the review conference.

Will you please contact _____, Social Worker, to confirm your attendance. If you are unable to attend you should provide in writing any relevant information to be considered by the conference, including details of others (not included on the attached list) who should be invited to attend.

Can you please contact me two working days before the conference if are you requesting exclusion time?

Anyone not on the invitation list whom you would additionally wish to bring to the conference must have the prior approval of the Chairperson.

Yours sincerely

Independent Chairperson