

CHILD PROTECTION CASE CONFERENCE REPORTS**GUIDANCE FOR GENERAL PRACTITIONERS (GPs)**

The purpose of a child protection case conference is to bring together and analyse all relevant information so that a plan can be made about the child's future safety, health and development. Information which is likely only to be held by the child's GP is essential to this process and the General Medical Council states that all GPs must cooperate fully with it. (Ref. GMC protecting children and young people; responsibilities of all Doctors page 20 point 26.)

The report must be submitted at least two working days prior to the case conference. Whilst there is often little notice for an initial case conference, this is not the case for reviews and simple steps such as taking note of the date for any subsequent review case conferences from the minutes can help to plan this important area of work. On occasions where there is no time to produce an initial case conference report, attempts should be made to contact the Social Worker so that a verbal account of any key medical factors can be shared.

The report submitted needs to be understood by non-medical people including the parents and children (if appropriate) therefore any complex medical terminology or abbreviations should not be used.

Sections of the report where you have no information or are unable to comment must have an explanation as to why this is the case.

It is always seen as best practice to seek consent to share information however there may be times when sharing without consent is in the best interests of the child. Guidance on information sharing is available from the GMC and DH but whether or not you share - you must be able to justify your decision.

You will be sending reports direct to social services.

You should not send **ANY** part of a patient's health record with the report including letters and printouts as any extraneous information contained in these could breach patient confidentiality and data protection regulations. Any records that do get sent to social services may be shared with all agencies, parents and their solicitor if they have one.

An immunisation printout is acceptable.

The report should be typed and returned via secure (nhs.net) e-mail to: child.protection@brent.gcsx.gov.uk and for quality assurance purposes they must also be copied to the CCG safeguarding Children Team at BRECCG.SCT@nhs.net

Further advice and guidance is available by contacting Brent CCG Safeguarding Children Team on 0208 795 6268.