

London Borough of Ealing – Virtual Conference Guidance (Partner Agencies)

Effective from the 4th of May 2020, in response to Governmental guidance in relation to Covid-19, Child Protection Conferences will convene virtually through Microsoft Teams.

The key timescales for our conferences are as follows:

10 working days before the Conference

You will receive correspondence from the allocated social work team requesting key details such as your email address and telephone number (if you are unable to attend a virtual conference via Microsoft Teams), to ensure that you are added to the conference invite list.

Within this same timeframe you will receive an electronic Microsoft Teams invitation from the Child Protection Advisor (CPA) who will be chairing the meeting – sent to the address that you have provided as above.

If you are unable to attend the conference via Microsoft Teams, please contact the CPA who will be chairing the meeting (their contact details will be reflected in the electronic invitation) and provide them with the telephone number that they will be best placed to be reached on – on the day.

As Microsoft Teams allows for meeting initiators to contact mobile and landline telephones as well – professionals who do not have access to the application can be dialled into the meeting by CPAs.

5 working days before the Conference

You will be expected to provide a copy of your report for conference to the allocated social worker for dissemination to the family and wider professional network.

There is also an expectation that professional contributors to the conference arrange to speak to the contents of their reports with family members 5 days before the meeting as well (where feasible and appropriate).

Day of the Conference

On the day of the conference a virtual meeting will convene through Microsoft Teams. You will access the meeting by clicking on the Join Microsoft Teams notification within the electronic invite.

Although Microsoft Teams allows for video conferencing, it will not be an expectation that meeting attendees use this function whilst participating in conference discussions.

As mentioned, professional attendees who cannot access the Microsoft Teams application will be dialled into the meeting, providing that they have informed the CPA of the number they are best placed to be contacted on – in advance of the meeting.

After the Conference

The decisions and minutes of the meeting will be disseminated to you via secure email or an alternative method – as specified by yourself or your agency.