

## **London Borough of Ealing – Virtual Conference Guidance (Social Workers and Child Protection Advisors)**

Effective from the 4<sup>th</sup> 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**

The Child Protection Admin Team will request a conference invite list from the allocated social work team.

As these meetings will be convening virtually, when social workers are completing invite lists, it is **essential** that the email addresses of conference attendees are reflected in the invites to assist with organising the meeting – as well as disseminating conference decisions and minutes electronically.

Child Protection Advisors, upon receiving the invite list, will send an electronic Microsoft Teams invite to the family (where feasible and appropriate) and professional network – via their email addresses.

On occasions where family members cannot or choose not to attend the virtual conference, Child Protection Advisors will arrange a separate Parental Consultation Meeting with them (where feasible and appropriate).

### **7 working days before the Conference**

The allocated social worker will contact the family 7 working days before the conference date to confirm how reports will be shared with the family, either through secure email, posted or hand delivered.

During this discussion, the allocated social worker will also ascertain if there are any special considerations that need to be made to accommodate the family – such as interpreting services etc.

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

If family members or professionals are not able to attend the conference via Microsoft Teams, they will need to contact the CPA who will be chairing the meeting and provide them with the telephone number that they will be best reached on – on the day.

### **5 working days before the Conference**

The allocated social worker will go through their conference report with the family 5 working days before the conference.

Members of the family's multiagency professional network will be asked to ensure that their reports are with the allocated social worker 5 days before the conference date, as well. Upon receipt, the allocated social worker will be responsible for disseminating reports to the family and professional network (including the allocated CPA).

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.

### **Day of the Conference**

On the day of the conference a virtual meeting will convene through Microsoft Teams. Professionals and family members 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 previously mentioned, family members and professionals 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 the family and professional network via secure email or an alternative method – as specified by the family or professional agency.