

Case Conferences

Early Years: your role, attending meetings and report writing

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Staffordshire County Council



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- Professionals should make every effort to attend case conference/ core group meetings, especially if you have direct contact and knowledge of the child and family.
- Be fully prepared for attendance at a range of meetings, including the following:
 - Strategy meetings
 - Case conference meetings
 - Core group meetings
 - Child in need meetings
- Consider any barriers to attendance and speak to the social worker and independent Chair to overcome these barriers. For example:
 - Ask if it is possible to attend via a Teams meeting, if unable to leave the setting
 - If the timing of the meeting impacts on lunch time cover, ask if this can be factored in when the next meeting is arranged
 - If, after making every effort to attend, this is still not possible, you should provide a comprehensive report.

Writing reports for attendance at meetings

- Present the information using a professional template, which must be clear, concise, factual and backed up with evidence i.e. number of attendance opportunities against number of absences, how many existing injuries and any patterns noted.
- Do not use jargon or acronyms.
- Provide as much detail as possible, including all the significant adults who drop off and pick up from the early years setting.
- Share the report with parents prior to any meeting, there should be no surprises.
- Exclude any sensitive information from the written report, for example any information from the police. Record sensitive information separately and discuss with the independent chair.
- If you have not seen the child/family since the last meeting still send in a report stating this.
- If unable to attend the meeting the report needs to be sent in plenty of time prior to the meeting.

Sending the report

- The report must be sent securely
- Check the email address of the person who needs the report (usually conference Chair/social worker)
- Request a delivery and read receipt
- Follow up by phone call to ensure receipt of the report

During the meeting

- Include your professional opinion/judgement
- Listen to your gut instinct
- Listen to feedback from others (it's ok if your gut is telling you something different to everyone else)
- Interpret the findings, ask more questions if needed
- Ensure you have a clear understanding of the concluding, closing summary of the meeting and understand your role and actions required moving forward

