

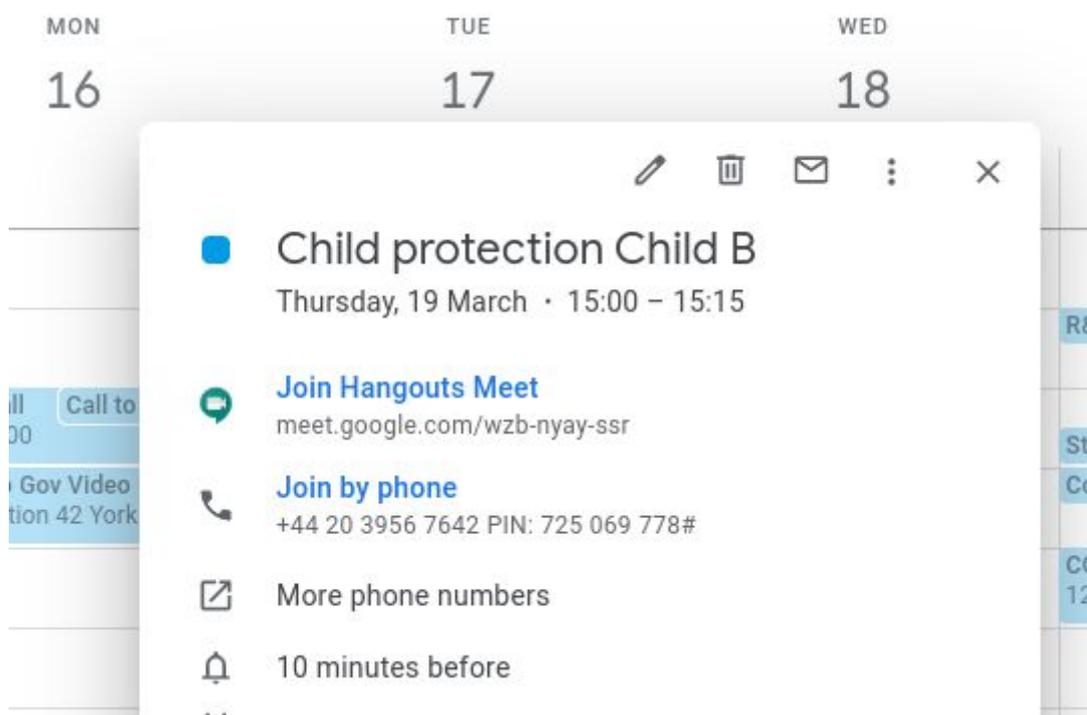


Guidance statement for professionals invited to attend a child protection conference

Achieving for Children is working closely with Public Health to ensure the safety and wellbeing of our staff and the local community who use our services. All child protection conferences will continue to take place but arrangements have been made for professionals and family members to join the conference remotely using Google Hangouts Meet. This enables attendees to securely join the conference via video call or telephone call.

Prior to the conference

Professionals invited to a child protection conference will have all the details that they need to remotely join the conference within their calendar invite. This will be sent electronically by the conferencing service to the email address that has been provided. **The contact links and phone / pin number are unique for every conference.**



It is advised that professionals test their ability to use the link in advance of the meeting to ensure they are able to connect. You can join by phone but we would prefer you to join via video. Please may we ask each organisation to ensure that their staff have the equipment to join conferences remotely.

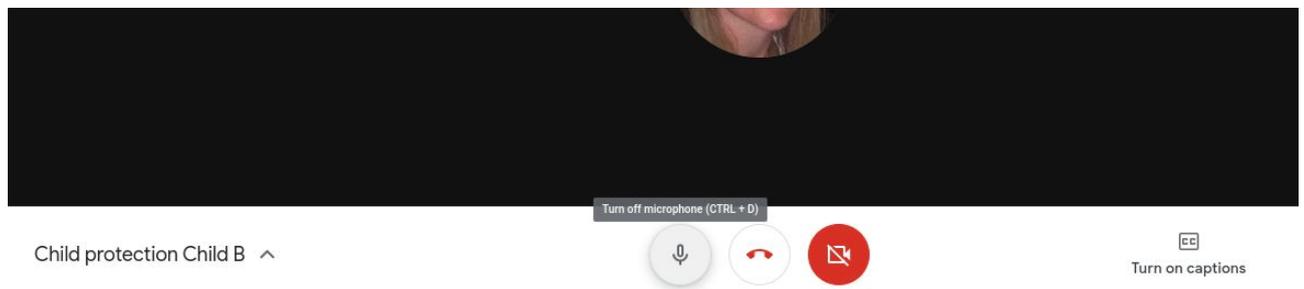
Professionals are asked to ensure that they electronically send a copy of their report for conference to the chair no less than **two working days** before the conference to childprotectionconferences@achievingforchildren.org.uk. We would also ask that professionals do their best to share a copy of their report with parents (a minimum of two working days before an initial conference and five working days before a review conference).

Before joining the conference professionals must:

- Ensure that they have battery on their device to last the duration of the conference
- Ensure that they are in a confidential space for the duration of the conference
- Ensure that the background behind them is appropriate (when joining via video)

During the meeting, it is advisable:

- to mute your microphone to avoid disruption/background noise for other attendees, unless speaking



These arrangements will be reviewed daily in line with the up to date guidance from Public Health.

Please note that AfC uses a corporate version of Google G-Suite which has additional security measures to secure information meeting all relevant ISO and SOC accreditation. The audio and video transmitted by Google Meet is encrypted.

This guidance was last updated on 19 March 2020.