

Reference Number: FOI-101004730299

Response provided under: Freedom of Information Act 2000

Request and response:

- 1. Do business support officers/administrators/minute takers attend Child Protection and Review Conferences to type up the minutes?**

Yes

- 2. Do they post paper copies of Child Protection and Review Child Protection Conferences Minutes to the relevant parties?**

Yes

- 3. Do they send electronic copies of Child Protection and Review Conference Minutes to the relevant parties?**

Yes

- 4. If you do not use a minute taker to type the minutes of Child Protection and Review Conferences, how do you record the minute of the Child Protection and Review conferences?**

Not applicable

If you use video/audio recordings of conferences instead of typed minutes:

- 5. What date did you stop producing and distributing typed minutes of Child Protection Conferences?**

Not applicable

- 6. How many conferences have you recorded in this manner since you stopped typed minutes?**

Not applicable



7. Where and how do you store audio/video recordings and how do you attach it to the child's records?

Not applicable

8. Since you stopped typed minutes, how many requests have you had for audio/video recordings to be transcribed for court, individual or other requests?

Not applicable

9. How many, if any, complaints have you had from service users/ professionals regarding the absence of typed minutes?

Not applicable

10. Have you asked feedback from service users/professionals/chairpersons following the introduction of audio/video-recording?

Not applicable

11. If so, are you able to share a brief summary of the feedback or a general conclusion?

Not applicable

12. Have you had any cancelled/postponed/delayed conferences due to attendee's reluctance/unwillingness to be video/audiotaped?

Not applicable

13. Have you consulted with chairpersons, social workers, professionals and service users prior to switching to audio/video recording instead of typed minutes?

Not applicable

14. If you have consulted with stake-holders prior to making the change from typed to audio/video recorded minutes, what was the majority response: In favour, Opposed or Indifferent?

Not applicable

15. How do you ensure that families have access/copies of the minutes as required in Working Together to Safeguard Children June 2018 and Local Child Protection Procedures?

Please see the answers to questions 2 and 3.

Information provided by: Together for Families

Date of response: 27th January 2020