

Important Information for the Attention of Headteachers and Designated Safeguarding Leads– 30.03.20 0930hrs

Dear Colleagues

All Child Protection conferences will be virtual from 27.03.2020.

Previously all agency reports to child protection conferences have been shared during the meeting with all participants. The process below has been put in place to ensure that the professional network have sight of conference reports, so they are able to make an informed contribution to the sharing of information to determine threshold decision making.

- Reports sent to CP unit duty desk as per the current process cpunit.duty@surreycc.gov.uk
- These reports will be forwarded to professional network, via email and to the email address that is used for the invite process, the heading of email will be CONFERENCE REPORTS, family name and date of conference.
- Reports will be sent to generic email addresses if we have been asked to use them, or to DSL/Head Teacher as specified by individual schools in previous communication with the unit. Please let us know ASAP, by replying to the duty email, if there is an alternative email address that needs to be used during this time.
- Please could you ensure that throughout school closures that this email box is observed daily and that reports are forwarded to the individual who will be attending for the virtual conference.

Thank you for all the work you are undertaking in these extraordinary times to safeguard children.

Kind Regards

Senay Nidai

Service Manager - Quality Assurance

#stayathomesavelives

