

## **Case Conference Notes**

Date of conference:

Name & DoB of the Child:

Names of the Parent(s):

Name and address of setting:

Name of author of the report and role at the Provision (record clearly if this is different from the name of the Key person for the child)

Name of designated person in provision:

Name of child's Key person:

**History of involvement with the family:**



**Agreed timetable for attendance:**

**Current attendance record at the Provision:**

**Progress and observations of the child at Provision:**

**Concerns / risks or incidents of a safeguarding nature observed at the setting or in the community:**



**Parental involvement and engagement with provision:**

**Summary: Strengths and Concerns:**

**Plan:**



Signed by.....(author and role at Provision)

Date report was written...

Manager's signature...