



Child Protection Conference Minute Takers Workshops

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| Time | 9.30am to 4.30pm (registration 9am) |
| Duration | 1-day |
| Who for | C & F admin staff who regularly minute CP Conferences or are planning to do so |
| Aims and Objectives | <p>To encourage confidence in the minute taking process.</p> <p>To ensure all participants are aware of the process / procedures and expectations of CP Conferences.</p> <p>To try to achieve consistency in CP Conference Minutes across the County.</p> |
| Learning Outcomes | <p>By the end of the workshop it is hoped that participants will:</p> <ul style="list-style-type: none">• Be clear about the role of the Conference Chair• Understand the role of the Minute taker• Be familiar with the process of the Conference – its purpose and intent• Be familiar with the expected format of Minutes – what must be included and what can be omitted• Feel confident about the preparation expected of minute takers and the terminology they will need to use• Be aware of the tight timescales that are essential in terms of accurate recording. |
| Content | <p>Workshops will be held in each of the three areas for those who are already regularly minuting Child Protection Conferences or are being asked to do so. The workshops will be for a whole day and refreshments/light lunch will be provided.</p> <ul style="list-style-type: none">• Group discussions/sharing of experiences• Presentations by facilitators and examples given of formats and acceptable minutes• 'Do's and Don'ts' and hints and tips. |



Facilitators

Mid Kent: Ann Baines & Susan Hume
West Kent: Dawn Morris & Andrew Stevenson
East Kent: Mike Fenton, Nigel Honan & Hugh Connolly

To apply

Please send a completed application form to Professional Development Unit (CSS), 1st floor, Kroner House, Eurogate Business Park, Ashford, TN24 8XU. Telephone bookings are **not** accepted.