



CONFERENCE DISTRIBUTION LIST & ESCALATION GUIDANCE

POST CONFERENCE ESCALATION

Following a conference or meeting there may be a need to escalate concern to multi-agency partners due issues or concerns with professionals attending that may have impacted on the effectiveness of the meeting or conference. Escalation raised to the relevant Senior Liaison Officer for the agency the professional works for.

AREAS AND REASONS FOR ESCALATION

There may be a need to escalate concern where professional(s)

- Failed to send apologies,
- Did not provide a report for conference (both if they attended or did not attend)

There may also be a need to escalate concern where:

- The report was not provided in timescales
- The report was not of a satisfactory quality
- The report was not shared with parents in timescales
- The report was not redacted, translated or contained confidential information which couldn't be shared

There is also a level of discretion for chairs to escalate other issues to multi-agency partners as required should the concern have impacted the effectiveness of the conference.

ESCALATION PROCESS

Once the distribution list has been completed the chair should return the authorised copy to the Meeting Support Assistant supporting the conference. Where an escalation is required this will be processed by Safeguarding & Review team and the Meeting Support Assistant should notify Safeguarding & Review team by email of the need to process any escalations.

As part of Mosaic the distribution list should be attached to the 'chairs report' section as part of the official record.

Once the Safeguarding & Review team receive a notification to process an escalation the detail will be recorded on the escalation spreadsheet and an email sent to the relevant SLO to request a response/confirmation of outcome within 5 working days.

