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# **Requests for audio files of recorded Child Protection Conferences**

A brief written summary of the Conference and the agreed outline Plan is developed by the CP Chair during each Child Protection Conference and shared electronically with conference participants, within 2 working days of the meeting1.

These should provide clear and concise information to support the Core Group, (which includes parents and young people) to focus them on working together to reduce specific risks and achieve timely outcomes for the child.

A back-up audio recording of the conference is also made and stored securely by Oxfordshire County Council. Its purpose is primarily for internal confidential quality assurance audit and training purposes.

If any of the parties named below are concerned information is missing from the conference documents they receive or that they do not accurately reflect the content of the meeting, requests for MP3 audio files of the conference can be made by:

* Children aged 13 and over who have been the subject of the conference1;
* Those who hold Parental Responsibility for those children;
* Courts of Law
* Oxfordshire County Council Complaints and Information Service (including access to records team)
* Oxfordshire County Council CEF Quality Assurance Service for quality control, audit and complex complaint investigation.
* By other Local Authorities for the purposes of transfer in CP Conferences.

The law

Data protection law gives individuals the right to ask for the personal information an organisation holds about them and unless an exemption applies, to receive a copy of that information. This therefore includes an audio recording of a meeting held about them or a child for whom they hold Parental Responsibility.

The Child Protection Chair must base their information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions, particularly with special category personal data.

Key points:

* Those with legal parental responsibility may request an audio recording by directly contacting the Child Protection Chair who will discuss with them their concerns and their specific reasons for the request.
* 2Independent requests made by children over 13, should be considered jointly with the child, their Social Worker and the Child Protection Chair to ensure the information is conveyed sensitively. For example, arrangements to do this face to face might be needed.
* The audio recording will be provided electronically, via Egress secure email as an MP3 file, within one calendar month of the parent (or child’s) request.
* It is important to Oxfordshire County Council that conference documents are accessible to parents and young people. Verbatim typed transcripts or summaries of the recordings will not be provided as these can be limited in usefulness and can create accessibility barriers. The Child Protection Chair will consider if there are any barriers for the parent, for example, a disability, learning need or language issue. In these situations, the Child Protection Chair will discuss this with the parent and if necessary, the Service Manager for Quality Assurance, to offer available and suitable adjustments.

The process:

When someone with Parental Responsibility for the child discussed or a child over 132, asks or writes to a Child Protection Chair requesting a copy of the recording of child protection conference, the Child Protection Chair will send an email on the day of the request to the Conference Business Support Service, copying in the allocated Social Worker and the Service Manager for Quality Assurance.

The email will include the following information:

* Name of child/ren considered at the conference
* Date of conference that this request relates to
* Name of the child and parent requesting the audio recording and their email address, verified with the parent.
* Any children discussed in the conference that this parent does not have Parental Responsibility for
* Any information shared in the conference that this parent or child should not be privy to (eg where there is a probability of serious harm to an adult by sharing the information, including MARAC and Police information, and information confidential to one parent)
* The name of the audio recording file and if this was a split conference, which of the recordings captured this parent’s information
* CP Chairs and QA Service Managers may request data sharing advice and guidance on complex cases, as necessary, from Information Management Team (Law and Governance) [IndividualRights@Oxfordshire.gov.uk](mailto:IndividualRights@Oxfordshire.gov.uk)

The Conferencing Service Business Support Officer will:

* Confirm with the Child Protection Chair any queries over the information provided
* Locate the audio recording and listen to sections of this to ensure it is the correct recording
* Send an email to the parent’s email address to ask them to confirm that the email address is correct *- see appendix one*
* Share the MP3 file of the audio recording with the requestor by attachment via an egress switch email *- see appendix two –* within one month of initial request
* Notify the Child Protection Chair, Social Worker and Service Manager for Quality Assurance by email when the MP3 has been sent to the parent and record this as a case note on child’s LCS file.

2 <https://www.proceduresonline.com/oxfordshire/childcare/p_access_to_recs.html>

**Appendix One - Email to parent to confirm email address**

Email subject:

[Official sensitive] Your request for an MP3 containing the audio recording of a Child Protection Conference - action required

Dear *(insert parents name)*,

I have been advised by *(insert conference chairs name)*, conference chair that you would like to request a copy of the audio recording of the Child Protection conference for your child/ren on *(insert date of conference)*.

**To enable me to do this, please reply to this email to confirm that your email address is secure, and to include the full name of your child(ren) and their date(s) of birth.**

When I have received your reply, I will send you an MP3 file to you using a secure email service. You will receive an email advising that someone has sent you a secure message via egress. You must click on the link to complete the registration process.

Please may I ask you to be mindful of other people who may be able to access your emails, such as your child/ren, another adult or an employer and that the information it contains is personal to the child discussed and should not be circulated any further.

Please also be mindful that I cannot send you any documentation until you have responded to this email.

If you have any concerns, please contact me on the telephone number below.

Yours Sincerely,

**Appendix Two - Egress email to parent sharing the audio recording**

Email subject:

[Official sensitive] Audio recording of a meeting.

Dear *(insert parents name)*,

Please find attached the audio recording made at the Child Protection conference for your child/ren on *(insert date of conference)*.

Please note that this document is strictly confidential and is not to be shared any further.

If you have any concerns, please contact me on the telephone number below.

Yours Sincerely,

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