

ICL Conference File Note

Name of children:	File no:	Date:
	Time in attendance:	Interpreter: Yes <input type="checkbox"/> No <input type="checkbox"/>
Attendance type: phone: <input type="checkbox"/> in-person: <input type="checkbox"/> zoom: <input type="checkbox"/> other: <input type="checkbox"/>		
Conference held: office: <input type="checkbox"/> school: <input type="checkbox"/> home: <input type="checkbox"/> other: <input type="checkbox"/>		
Practitioner in attendance:		
Also in attendance: mother: <input type="checkbox"/> father: <input type="checkbox"/> M/P grandparent: <input type="checkbox"/> carer: <input type="checkbox"/> family expert: <input type="checkbox"/> other: <input type="checkbox"/>		

(NB: as an ICL you must meet with all children, unless the child is preverbal or there are exceptional circumstances which must be clearly noted on your file)

Summary of discussion, court process or orders explained, children's wishes, any legal advice provided etc.: