

**Record of Escalation, Challenge and Conflict Resolution between Practitioners or Agencies**

**At all stages of escalation records of discussions and any decisions made should be recorded in writing and shared with any relevant personnel.**

**BSCB does not prescribe a specific reporting format, but this form can be used where helpful. The Escalation, Challenge and Conflict Resolution Procedure can be accessed at:** [**www.bucks-lscb.org.uk/bscb-procedures/**](http://www.bucks-lscb.org.uk/bscb-procedures/)

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| --- | --- |
| **Child/Family name:** |  |

|  |  |
| --- | --- |
| **Summary of reason for dispute – include views of all agencies concerned** |  |
| **Agreed outcomes or actions if satisfactorily resolved/agreed next steps, including escalation to next stage if unresolved** |  |
| **Please indicate who this information is being copied to** |  |

|  |  |  |
| --- | --- | --- |
| **Stage at which resolution achieved:** | **Time taken to reach resolution:** | **Additional notes:** |
|  |  |

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| --- | --- | --- |
| **Signature of challenger manager** | **Name:** |  |
| **Job title:** |  |
| **Agency:** |  |
| **Date:** |  |
| **Signature of challenged manager** | **Name:** |  |
| **Job title:** |  |
| **Agency:** |  |
| **Date:** |  |

**Action Note: A copy of this form is to be held on child/family file in all agencies involved in the resolution of professional difference. If escalating to the next stage, use it as the basis of the report to the manager at the next stage.**