



**CLACKMANNANSHIRE CHILD PROTECTION COMMITTEE
TERMS OF REFERENCE**

1.	The Committee will be known as the Clackmannanshire Child Protection Committee
1.1	<p>Membership is drawn from the main statutory agencies which have responsibilities for protecting children, namely Social Work, Education, Housing, Police, Health, Scottish Fire and Rescue Service, Reporter to the Children's Hearing (SCRA) and also representatives from the voluntary sector.</p> <p>Other agencies that may take a place on the Committee are the Crown Office and Procurators Fiscal Service.</p> <p>Membership will be by nomination of the Chief Officers of the agencies listed: Clackmannanshire Child Protection Lead Officer Clackmannanshire Council Social Work Services Clackmannanshire Council Education Service Clackmannanshire Violence Against Woman and Girls Clackmannanshire Council Housing Department Public Protection Learning and Development Advisor NHS Forth Valley Clackmannanshire and Stirling Alcohol and Drug Partnership Police Scotland Scottish Children's Reporter Administration Voluntary/Independent Sector</p> <p>Attendees – Non-voting members Care Inspectorate, (is not a standing member of the child protection committee but attends as a critical friend).</p>
1.2	The Child Protection Committee may invite other agencies or persons with a contribution to make to join the Committee as a co-opted member for a specified period, which will be renewable by agreement of the committee. Voting rights will not be afforded to co-opted members.
1.3	The Chair will be Independent of the bodies represented on the Child Protection Committee and a nominated vice chair will be identified from the membership.



1.4	Clackmannanshire Council will be responsible for administering the appointment of the Independent Chair.
1.5	Terms of Reference for the Child Protection Committee will be agreed by the Child Protection Committee presented to the Chief Officers Group for ratification and will be made publicly available on Clackmannanshire Council’s website.
1.6	For a meeting to commence a quorum of 3 agencies, i.e. Social Work Services, Police Scotland, NHS Forth Valley, plus the Chair or vice chair, must be present. If there is no quorum, the meeting should be rescheduled within 4 weeks.
1.7	In the absence of the Independent Chair from a planned Committee meeting the Committee Vice chair, will chair.
1.8	Agencies should ensure that their representative is accorded delegated authority to make decisions on behalf of their agency, including achieving the objectives of the agreed improvement action plan and the strategic plan for child protection.
1.9	In the event of a member being unable to attend a Committee meeting, a substitute should attend with the delegated authority of the member they are representing.
1.10	Business support will be provided by Clackmannanshire Council for the minuting and administration of the Child Protection Committee business.
2	The Purpose of the Committee – Roles and Responsibilities
2.1	<p>The Child Protection Committee is the key local body for delivering the strategic leadership agenda for child protection policy, practice and performance. This includes developing, implementing and improving child protection strategy across and between agencies, bodies and the local community as set out in ‘Protecting children and young people: Child Protection Committee and Chief Officer responsibilities’ (Feb 2019).</p> <p>The purpose of the Committee is to be the inter-agency strategic partnership responsible for the design, development, publication, distribution, dissemination, implementation and evaluation of child protection policy and practice across the public, private and wider third sectors in Clackmannanshire as specified in the National Guidance for Child Protection in Scotland, 2021 – updated 2023.</p>



	<p>In order to do this it will:</p> <ul style="list-style-type: none"> • promote the safety of children and young people; • identify the role, responsibility, authority and accountability of each agency or group to protect children and young people; • facilitate cooperation and communication between agencies in relation to child protection; • oversee the development of policies and procedures to support child protection processes and support the implementation of these; • oversee the learning and practice development of staff in all partner agencies to ensure that they have the skills to protect children and young people; • agree performance reporting frameworks for child protection and oversee the development of quality indicators; • oversee the Child Protection Risk Register and Performance Management Framework • establish and support quality assurance activity to drive service improvement. • oversee the development and implementation of recommendations or actions from inspection reports. • monitor performance, including trends and benchmarking, and take appropriate action for improvement; • engage with service users and carers to assure the positive contribution of a user perspective to the work of the Committee.
2.2	<p>The Committee will:</p> <ul style="list-style-type: none"> • establish mechanisms to develop and review policies and strategies; • develop systems and procedures that identify child protection concerns and appropriate responses; • commission and participate in Learning Reviews and oversee the



	<p>implementation of the learning outcomes;</p> <ul style="list-style-type: none"> • oversee public protection learning and professional development; • monitor, audit and review the implementation of policy; • monitor performance and report to the Scottish Government as required • oversee the publication of public information and engage in awareness raising activity; • establish mechanisms for engaging service users and carers in the work of the Committee.
3.	Committee Procedures
3.1	Child Protection Committee reports on performance and key activities to the Chief Officers Group.
3.2	The Chair will report to the Chief Officers Group on behalf of the Child Protection Committee for agreement and authorisation of the decisions made.
3.3	The Committee will meet no fewer than 4 times each year.
3.4	Decisions of the Committee will be by consensus. Where a consensus is not achievable, the decision will be by majority vote. Where necessary, the Chair will have the deciding vote.
3.5	The Chair and the Child Protection Lead Officer will provide an annual report, supported by the Child protection Committee, which will be shared with members of the Child Protection Committee, Chief Officers Group and will be made available on Clackmannanshire Council's website.
3.6	A Strategic Plan for the work of the Committee for the following year will be published with the annual report, shared with members of the Child Protection Committee, Chief Officers Group and made available on Clackmannanshire Council's website.
3.7	The chair of the committee will liaise with the chairs of both Falkirk and Stirling's Child Protection Committee's to facilitate collaboration across Forth Valley when appropriate.



4.	Sub-groups
4.1	Sub-groups will be established to support the work of the Child Protection Committee.
4.2	The Terms of Reference of sub-groups will be agreed by the Child Protection Committee.
4.3	Membership of sub groups will be identified by agencies represented on the Child Protection Committee
4.4	Sub-groups may agree to invite other persons with a contribution to make to join the sub group for a specified period to assist in specific issues.
4.5	Frequency of meetings is to be determined by the work to be undertaken at any given time but to be quarterly as a minimum
4.6	Minutes of each sub group will be circulated to the Child Protection Committee
4.7	Sub groups may be integrated with other public protection partnerships/bodies, e.g. Adult Support and Protection Committee, on areas of common interest
4.8	Service user and Carer representation will be sought to attend and participate as appropriate.
5.	Short Life Working Groups
5.1	Short life working groups may be convened to take forward specific pieces of work on behalf of the Committee to an agreed terms of reference.
5.2	Membership will reflect but not be restricted to the agencies represented on the Committee, with members invited for their expertise in the area of work.
5.3	Working groups will meet at a frequency necessary for the completion of the work within an agreed timescale and to the remit agreed with the Committee.
5.4	Working groups may be established across Forth Valley for areas of common interest.
6.	Governance arrangements



6.1	The Chair of the Child Protection Committee will report on the work of the Committee to the Chief Officers Group, no less than four full COG meetings per annum..
6.2	Chairs of sub-groups and short life working groups will report on the work of the group to the Child Protection Committee no less than four full CPC meetings per annum.
7.	Relationships with other public protection bodies
7.1	The Child Protection Committee will liaise with both Falkirk and Stirling's respective Child Protection Committee's to promote a consistent approach to policy, practice and training across Forth Valley, where appropriate.
7.2	The Child Protection Committee will liaise with the other public protection partnerships in Clackmannanshire to identify cross cutting issues and undertake joint work including: Forth Valley MAPPA, Adult Support and Protection Committee and Community Justice Boards.