

Clackmannanshire  
Child Protection  
Committee



*Clackmannanshire*  
**Child Protection**  
*Committee*

**Annual Report**  
*2008/09*



**CLACKMANNANSHIRE**  
**COUNCIL**

## **1.0 Preface from Chief Officers**

Clackmannanshire Child Protection Committee Annual Report and Business Plan reflects the work of key staff and the commitment of the Chief Officers to Continuous Improvement.

During the past year governance arrangements have been consolidated and the G5 Group of Chief Officers was established. The group comprises of the Chief Executives from Clackmannanshire, Falkirk and Stirling Councils, the Chief Constable of Central Scotland Police and the Chief Executive of NHS Forth Valley. The new constitution clearly sets out the accountability and monitoring frameworks and the inauguration of the G5 reporting group strengthens quality assurance mechanisms.

The Child Protection Committees remain independent. There has, however, been the development of three Forth Valley Sub-Groups to ensure consistency of delivery with key tasks.

The new arrangements ensure the strongest leadership model which reflects a shared vision across the G5, G5 reporting group and the three Child Protection Committee's.

The Chief Officers acknowledge the hard work and effort of the members of each Child Protection Committee and endorse the annual report.

## **2.0 Introduction**

The past year has been a very busy time for staff and key members of the Child Protection Committee. The publication of the positive HMIE Interim Follow Through Report in February 2009 was an acknowledgement of the excellent multi agency partnership working that exists in Clackmannanshire.

The reconfiguration of the Chief Officers Group (G5) and the setting up of the G5 Reporting Group has strengthened the leadership of, and accountability for, child protection practice. In the forthcoming year the themes of accountability and responsibility will extend to the Child Protection Committee as we evaluate our leadership.

HMIE revisit Clackmannanshire in January 2010 and this external evaluation of our continuous improvement agenda is welcomed. It is however, acknowledged, that inspection in a small local authority can have an impact on staff as preparation for inspection increases the workload.

Clackmannanshire Child Protection Committee is committed to the Forth Valley vision for its children and young people and will focus on improving outcomes for them.

## **Forth Valley Child Protection Vision Statement**

*"We want children and young people across the Forth Valley to be happy, active, nurtured, achieving, respected, responsible, included and safe, providing them with the necessary support to achieve their full potential"*

Angela Leitch  
Chief Executive  
Clackmannanshire Council

Kevin Smith  
Chief Constable  
Central Scotland Police

Fiona Mackenzie  
Chief Executive  
NHS Forth Valley

Deirdre Cilliers  
Chief Social Work Officer  
Clackmannanshire Council

### **3.0 Evaluation and Inspection**

- 3.1 During November 2008, Clackmannanshire was subject to a Joint Inspection of Services to Protect children - Interim Follow Through Inspection by HMIE. The report was published in February 2009 and noted that overall 'significant improvement' had been made.
- 3.2 The area still requiring focussed improvement was the involvement of Health staff at an earlier stage in the Child Protection process. The Child Protection Committee, Chief Officer's Group and staff dedicated to developing this procedure and practice prioritized this work. An Initial Referral Discussion procedure was fully implemented in Clackmannanshire by May 2009 and an initial evaluation took place in July 2009. This procedure is evaluated positively using case studies in terms of improving outcomes for children.
- 3.3 The Social Work Service in Clackmannanshire was subject to a SWIA follow up inspection during August and September, 2009. The report from this is still to be produced but any required areas for improvement will be incorporated in to existing single agency and, where relevant, joint action plans.
- 3.4 During 2009 the Care Commission have inspected the Woodside Residential Unit for young people and the Fostering and Adoption Service. Both reports are very positive.
- 3.5 The HMIE inspection has provided the basis for the improvement agenda. The Child Protection Committee and Multi Agency Continuous Improvement Group (CIG) regularly review progress in areas identified for improvement.
- 3.6 The NHS Forth Valley Child Protection Action Group, attended by the Lead Officer, monitors the progress of the NHS action plan. The group also identify required improvements and develop and implement appropriate procedures to address these. The NHS C.P Action Group reports to the C.P.C.
- 3.7 The CIG's focus is on self-evaluation using the HMIE Quality Indicators "How Well Do We Protect Children and Meet Their Needs". A multi agency group of staff are working on a rolling programme of evaluation in terms of improving outcomes for young people. The self evaluation involves procedural assessments and single and multi agency case audits. The aim for the group is to support staff at all levels to use self evaluation as part of their everyday work.
- 3.8 The Forth Valley Child Protection Committee's Management Information and Quality Assurance sub-group has been established. The key priorities for the sub-group can be observed at Appendix 4.

- 3.9 A Forth Valley Development Day was held on the 30th of September, 2009, and was facilitated by NHS Forth Valley. The day was attended by members of all three Child Protection Committees (Falkirk, Clackmannanshire and Stirling), the G5 Reporting Group and the G5. The focus for the day was on evaluating these groups and the CPC sub-groups. The HMIE link worker also attended and carried out a presentation on effective self-evaluation.

## **4.0 Fulfilling Functions**

### **4.1 Public Information**

- 4.1(i) During 2008/2009 the development of Public Information has focussed on a small number of key areas these include;
- 4.1(ii) The further development of the CPC information on the Clackmannanshire Council Website. This is to ensure that information is accessible, up to date and useful. A number of people using the website to obtain numbers has been reported by duty social workers.
- 4.1(iii) The continued development and dissemination of a CPC newsletter.
- 4.1(iv) The development of colourful bookmarks left in public areas with they key contact numbers to report concerns.
- 4.1(v) In February 2009 the new Forth Valley Sub-Groups were inaugurated and the Good Practice sub-group, chaired by the Stirling CPC Lead Officer, has the responsibility for Public Information. The focus of the group has been to review existing materials. At inter agency workshops recently the Lead Officer for Stirling used the groups of staff to feedback regarding examples of public information and how they could be used.

### **4.2 Policies, Procedures and Protocols**

- 4.2(i) The Policies, Procedures and Protocols Forth Valley sub-group has been running since February 2009. Some key policy initiatives have been, or are being developed as follows;
- Initial Referral Discussion Procedures. This was identified by HMIE (February 2009) as an area still requiring improvement. A new procedure was developed on an inter agency basis and fully implemented in Clackmannanshire in May 2009. A review of the procedure in July 2009 outlined how the procedure had led to better outcomes for you people. The procedure is now running in the Stirling area and may be implemented in Falkirk.

- Key members of the sub-group have joined the National Group reviewing the "1998" guidance prior to fully reviewing the Forth Valley Inter Agency Child Protection Procedures.
- Completing a review of co-located child protection resources as part of a project on Improving Processes for Better Outcomes.
- A Protocol for Victims of Human Trafficking is being developed and will be implemented during the next few months.

4.2(ii) The CPC has also been involved in consultations such as;

- Responding to Allegations Against Foster Carers.
- Proposals for the transfer of Child Protection Records Across Authorities.

4.2(iii) The Lead Officer was a member of the short life Scottish Government Review Group regarding Children Missing from Education.

4.2(iv) The Lead Officer attends the NHS Forth Valley Action Group (which is a standing item on the CPC agenda) which is proactive group in terms of procedural development for health staff.

4.3 Quality Assurance/Promotion of Good Practice.

4.3(i) The CPC Continuous Improvement sub-group (**see Appendix 2**) is currently overseeing the development of a continual programme of self evaluation. This programme is based on the HMIE quality indicators. The focus of self - evaluation is improving outcomes for children and young people.

4.3(ii) A major change to ensure improvement has been the structural changes regarding the Chief Officers Group, the G5 Reporting Group and the Forth Valley wide sub-groups. The G5 and G5 Reporting Groups support the accountability of the CPCs for delivering on required actions. The G5 Reporting Group members have implemented an effective reporting mechanism and work with the CPC Lead Officers to monitor progress (**see Appendix 4 for structure Chart & Constitution**).

4.3(iii) The use of management information at CPC meetings has focussed discussions on the quality of services. For example the increasing numbers on the Child Protection Register were analysed in terms of early intervention and thresholds to ensure that the child protection response to referrals was proportionate to risk. The Lead Officer in Clackmannanshire also chairs case conferences, and supervises the independent chair, ensuring a link between front line decision making and multi agency review.

4.3(iv) A social work student commissioned, as part of their studies, to review case conferences by interviewing a small group of parents. The chairs

of case conferences have both undertaken to take these findings in to account when chairing.

- 4.3(v) In Clackmannanshire the Children's Rights Officer regularly attends case conferences to ensure that the child remains the focus of meetings. The officer feeds back to the chairs and offers an independent quality assurance role.
- 4.3(vi) The CPC has been made aware of other local authority inspection reports and the Lead Officer presented information regarding Lord Laming's Report in to the death of baby Peter. The aim of this is to support agencies to work together to address any arising issues that may be pertinent to the local area.
- 4.3(vii) The Lead Officer delivers all Level 1 training on a multi agency basis. The recognition and response information is linked to the Children's Charter, the Framework for Standards and to up date national child protection case reviews.
- 4.3(viii) The Chair and Lead Officer for the CPC attend all National meetings to ensure that the local areas CPC members are kept up to date with good practice issues. The Lead Officer is involved in national steering groups, such as the Review of the '98 Guidance, to ensure that Clackmannanshire CPC is at the forefront of change.

#### **4.4 Communication and Cooperation (Listening to Young People)**

- 4.4(i) The CPC has a wide membership with excellent attendance from a core group of committed professionals. The membership is drawn from people with Clackmannanshire responsibilities and those with a Forth Valley wide remit which ensures that these perspectives are covered at meetings. CPC members reports that the group is committed to inter agency working.
- 4.4(ii) The Voluntary Organisation and Independent Sector sub-group for Stirling and Clackmannanshire has been running well. This now provides a forum for development and discussion. The Lead Officers attend the meetings to ensure that links are maintained with the CPC and key staff from the group are members of the CPCs.
- 4.4(iii) In Clackmannanshire The Chief Executive, Chair of the CPC and other key staff have been involved in the "Meet the Bosses" sessions with a group of Looked After and Accommodated children and young People. Some of these young people have recently been through child protection processes

- 4.4(iv) A GIRFEC Coordinator has been appointed in Clackmannanshire to support the inter-agency early intervention developments. Meeting with young people and taking account of their views is at the centre of this work.
- 4.4(v) The Chair of the case conferences continues to meet with all children and young people who attend case conferences prior to the meeting ensuring that they are able to express their views. For children old enough to attend meetings but who choose not to the chair person checks with family and staff that they have been given the opportunity to do so.

## **4.5 Planning and Connections**

- 4.5(i) Membership of the Child Protection Committee is drawn from senior staff in its constituent agencies and consequently there are links to other National and local strategic planning groups. These include:

- ADSW
- ACPOS
- Clackmannanshire Action for Change (Domestic Violence)
- Substance Action Team
- Integrated Children's Services Planning
- National Nurse Advisors Child Protection Forum
- National Child Protection Committee Chair's Forum
- Community Safety Partnership
- Community Planning Partnership

At a local level the Chair of the Child Protection Committee is a member of the following groups:

- ADSW
- Chair of the Drug and Alcohol Partnership
- Integrated Children's Services Planning Group

The Lead Officer regularly liaises with, or is a member of, the following:

- BASPCAN (Chair in Scotland)
- The Integrated Children's Services Planning Officer
- The NHS Forth Valley Child Protection Action Group
- Clackmannanshire's Violence Against Women Coordinator
- Police Staff at the Scottish Police College, Tulliallan in relation to case conferences
- Social Work Continuous Quality Assurance Group
- The Children's Right Officer for Clackmannanshire Council
- The National Child Protection Committee Lead Officer's Forum / Scottish Government

- 4.5(ii) The Lead Officer is working to ensure consistency in business planning so that the work of the CPC informs, and is informed by, the



Clackmannanshire Integrated Children's Service Plan and the Single Outcome Agreement.

- 4.5 (iii) All CPC members are encouraged to feedback information from the various fora they attend. Key outputs from several strategic groups are discussed at each CPC meeting.

## **5.0 Forth Valley Inter-Agency Child Protection Training**

### **5.1 Introduction**

- 5.1 This report provides information about the inter-agency child protection training delivered on behalf of the 3 Forth Valley Child Protection Committees during the period from 1 April 2008 to 31 March 2009.
- 5.1(i) Training is provided/co-ordinated by the Inter-Agency Child Protection Training Facilitator and relates to Levels 2-4 of the Scottish Government's training framework, published as part of the Child Protection Reform Programme. The Training Facilitator is supported by the Child Protection Training and Development Sub-group with administrative support being provided by a part-time/term time Administrative Assistant.
- 5.1(ii) The Training Facilitator and Administrative Assistant posts are jointly funded by the 3 Local Authorities, Central Scotland Police and NHS Forth Valley.

### **5.2 Structure**

- 5.2 (i) Following HMIE Inspections of Services for Children and Young People in Clackmannanshire and Stirling, a decision was taken to disband the Forth Valley Child Protection Strategy Group and develop a new structure. This new structure (**Appendix 2**) now has 4 Forth Valley Sub-Groups, which are monitored by the G5 Reporting Group and ultimately accountable to the G5 Chief Executives' Group.
- 5.2(ii) The existing Joint Child Protection Training Planning Group was renamed and is now referred to as the Training and Development Sub-Group in line with Scottish Government terminology.

### **5.3 Training and Development Sub-Group**

- 5.3(i) The members of the Sub-Group have continued to show strong support to inter-agency child protection training, both through attendance at Sub-Group meetings for the purposes of planning, evaluation and quality control, but also through regular direct contribution to inter-agency training.

At the first formal meeting of the G5 Reporting Group in February 2009 it was agreed that the existing membership of the group was appropriate and should remain the same to allow continuity.

A full list of members is provided in Appendix II.

## 5.4 HMIE Inspections

- 5.4(i) The HMIE report in relation to services to children and young people in Stirling was published in June 2008. Inter-agency training was assessed as good, although the need to assess long-term impact of training was highlighted.
- 5.4(ii) Falkirk area was inspected by HMIE in December 2008/January 2009. The Training Facilitator took part in a focus group interview in relation to inter-agency training. The report is due to be published later this year.

## 5.5 Training Courses

- 5.5(i) Several new courses were added to the training calendar during the financial year, resulting in a significant increase in the numbers of training days delivered and participants accessing courses (**Appendix XI**).

### 5.5(ii) Level II – Foundation Course

This 2-day course was attended by 307 participants during the financial year 2008/9 – an increase of 100% on the previous year. 14 courses were delivered, again representing a 100% increase on the previous financial year.

- 5.5(ii) There has been significantly higher uptake from staff in the early years sector, as well as from social work services (children and adult services). Appendix IV shows that some other services continue to be under-represented.

- 5.4(iii) There has been considerable demand for and uptake of this training from the voluntary/ independent sector. Staff from these agencies are also often able to fill places at very short notice and therefore benefit from cancellations.

- 5.5(iv) Co-operation from all agencies has ensured a good mix of disciplines on all courses. There has also been continued support from key staff of funding agencies as well as voluntary organisations who have contributed to the training with direct inputs and participation in panel discussions.

- 5.5(v) As a result of a half-day workshop, the pool of co-facilitators was increased to 14 from the following agencies:

NHS Forth Valley	4
Central Scotland Police	1
Falkirk Council	4
Stirling Council	3
Clackmannanshire Council	1

Of these, 10 were involved in co-facilitating courses during the report period (see appendix XII).

5.5(vi) In spite of delivering significantly more courses, waiting lists have continued to be a problem, with most courses being over-subscribed. A number of additional sessions were offered to waiting list applicants only and it is anticipated that there will be a high level of demand once the new training calendar is published.

5.5(vii) Feedback obtained through completion of evaluation forms and follow-up evaluation forms continues to be extremely positive.

## **5.6 Giving Evidence in Court Training**

5.6(i) Due to lengthy waiting lists for this training, a significant increase in the number of sessions offered was required. 9 courses took place during the financial year – a 350% increase on the previous year. 123 participants completed the course (32 in the previous year).

In spite of this, it has not been possible to eliminate waiting lists. The course is lead by the Authority Reporter from Falkirk, who has shown strong commitment to the course. However, it has become clear that, in order to meet demand, a pool of facilitators would be required from the 3 SCRA offices in Forth Valley.

This course continues to attract very positive feedback from participants.

5.6(ii) Appendices V and VI provide details of agencies and disciplines accessing this course.

## **5.7 Direct Work with Children in Child Protection**

5.7(i) This new, commissioned 2-day course was piloted in October 2008 and was designed to cover some of the areas previously included in the Level III – Joint Investigation Training.

5.7(ii) Sally Wassell and Amelia Wilson facilitated the course, which drew significantly on participants' experiences of working with children and young people involved in the child protection system.

5.7(iii) The course was attended by 23 participants and attracted particular interest from children and families social work staff. A small fee (£40) was charged to cover some of the cost of the facilitators.

5.7(iv) Feedback was extremely positive and indicated that participants had found the course helpful in exploring assessment and intervention, as well as the impact child protection work can have on professionals.

5.7(v) Appendix VII provides details of attendance at this course.

## **5.8 Child Protection and Children with Additional Support Needs**

5.8(i) This 2-day course was redesigned and re-launched in October 2009, lead by staff from Health and Social Work. 21 participants attended, with particularly high uptake from Clackmannanshire Council staff.

5.8(ii) Due to illness of one of the lead facilitators, it was not possible to deliver the training material as planned and this had a significant impact on the outcome of the course. Participants' evaluations were mixed and clearly indicated that some of the learning outcomes had not been achieved.

5.8(iii) Some of the feedback provided helpful information in relation to the course content and there will be a need to review the programme and materials fully before the course can be offered again in the new financial year.

5.8(iv) Appendix VIII provides details of attendance by agency and area of practice.

## **5.9 Joint Investigative Interview Training (JIIT)**

5.9(i) The full, 5-day JIIT course was offered once during the financial year and was attended by 5 police officers and 10 social work staff.

5.9(ii) The course was facilitated by JIIT trainers from Stirling Council Children's Services and Central Scotland Police and was evaluated very positively.

5.9 (iii) Details of attendance are provided in Appendix IX.

## **5.10 Joint Investigative Interview Training – Top-Up Course**

5.10(i) After considerable negotiation, agreement was reached with Scottish Police College Tulliallan on the format of a 3-day Top-Up course for experienced joint interview staff, who had not been trained in accordance with the National Curriculum for JIIT courses. 4 courses were delivered during the financial year.

5.10(ii) In total, 20 police officers and 37 social workers attended this course during the financial year (Appendix IX). The course covered those elements from the National Curriculum not included in the previous Joint Interview course through a modular approach. This included observed role play and feedback on participants' performance.

5.10(iii) Overall, the courses were evaluated positively by participants. However, feedback also highlighted that many experienced interview staff had not had any additional training after their initial attendance at joint interview training.

## **5.11 Child Protection Conference – “Sexual Abuse – has it gone away”**

5.11(i) This inter-agency conference took place on 9 March and was attended by 87 delegates. Guest speakers from a wide range of agencies contributed to the full-day event.

5.11(ii) A small fee of £30 was charged for participation, which resulted in the conference being self-financing.

5.11(iii) Appendix X provides a breakdown of attendance.

## **5.12 Funding**

5.12(i) Funding for inter-agency child protection training has continued to be provided as detailed below:

5.12(ii) Courses relating to Joint Investigative Interview Training:

- Charged at cost per participant and paid by the employing agency.

5.12(iii) All other training:

- |                           |     |
|---------------------------|-----|
| ➤ NHS Forth Valley        | 25% |
| ➤ Central Scotland Police | 25% |
| ➤ Falkirk Council         | 25% |
| ➤ Stirling Council        | 15% |
| ➤ Clackmannanshire        | 10% |

5.12(iv) To ensure that cost is not a barrier to staff accessing child protection training, most courses are provided free of charge to participants. There have been a few exceptions where a small fee has been applied to cover the cost of guest speakers.

- 5.12(v) To address the problem of non-attendance, a late cancellation/non-attendance fee of £20 per training day (pro rata) was introduced in October 2008. This has resulted in a higher level of attendance, particularly on Level II – Foundation and Giving Evidence in Court Courses.
- 5.12(vi) Appendix XIII provides a breakdown of expenditure during the financial year.

### **5.13 Planning for 2009/2010**

- 5.13(i) In February 2009, the G5 Reporting Group agreed to request a training needs audit, to project more accurately the numbers of staff across agencies requiring inter-agency child protection training. This audit should be completed by the end of April and will form the basis of the training calendar for August 2009-July 2010.
- 5.13(ii) The courses currently in the training programme will continue to be offered, however, the exact numbers of sessions for each course are yet to be established.
- 5.13(iii) A workshop for managers is due to be delivered in the autumn, focusing on messages from the 3 HMIE inspections in Forth Valley.
- 5.13(iv) Following on from the Inter-agency conference in March 2009, a further conference will be scheduled for early 2010.

## TRAINING APPENDIX III

### Level II – Foundation – by agency

	Falkirk, 22/23 April 2008	Clacks, 7/8 May 2008	Stirling, 9/10 June 2008	Falkirk, 27/28 August 2008	Clacks, 3/4 September 2008	Stirling, 9/10 September 2008	Falkirk, 25/26 September 2008	Stirling, 6/7 October 2008	Falkirk, 11/12 November 2008	Stirling, 25/26 November 2008	Clacks, 1/2 December 2008	Stirling, 13/14 January 2009	Falkirk, 3/4 February 2009	Clacks, 11/12 March 2009	TOTALS
<b>Falkirk Council</b>	17			8		1	13	2	12				12	12	78
<b>Stirling Council</b>			13		1	11		11		11		8			55
<b>Clackmannanshire Council</b>		8			6		1				15				30
<b>NHS Forth Valley</b>	1	1	3			1	1	2	3	2		2	4	7	27
<b>Central Scotland Police</b>	2	2	2	3			3	1	1	1	2	3	2	2	24
<b>Others (Vol./Ind. Sector)</b>	1	7	9	8	7	8	4	6	4	7	9	10	8	6	93
<b>Total</b>	<b>21</b>	<b>18</b>	<b>27</b>	<b>19</b>	<b>14</b>	<b>21</b>	<b>22</b>	<b>22</b>	<b>20</b>	<b>21</b>	<b>26</b>	<b>23</b>	<b>26</b>	<b>27</b>	<b>307</b>
<b>Non-Attendees</b>		4	1	8	4	3	6	5	5	3		3	3		45



### TRAINING APPENDIX IV Level II – Foundation – by area of practice

	Falkirk, 22/23 April 2008	Clacks, 7/8 May 2008	Stirling, 9/10 June 2008	Falkirk, 27/28 August 2008	Clacks, 3/4 September 2008	Stirling, 9/10 September 2008	Falkirk, 25/26 September 2008	Stirling, 6/7 October 2008	Falkirk, 11/12 November 2008	Stirling, 25/26 November 2008	Clacks, 1/2 December 2008	Stirling, 13/14 January 2009	Falkirk, 3/4 February 2009	Clacks, 11/12 March 2009	TOTALS
<b>Early Years</b>	5	7	9	3	6	9	4	13	4	9	11	11	7	5	103
<b>Primary School Education</b>	5	1	4	2		4	2				5		2	2	27
<b>Secondary School Education</b>				1							1	1	1		4
<b>Education Support</b>				2			1						1		4
<b>Social Work (C&amp;F)</b>	5		4	3		2	5	1	5	2			4	3	34
<b>Social Work (Adult Services)</b>			2			1	1			1	1			3	9
<b>Health</b>	1	1	3			1	1	2	3	2		2	4	9	29
<b>Police</b>	2	2	2	3			3	1	1	1	2	3	2	2	24
<b>Educational Psychology</b>	1	1			1			1							4
<b>Housing</b>					1		2		2		2				7
<b>Family Support</b>	2	3	1	1	2		2	1	2		1	3	1		19
<b>Counselling</b>		2		1	3	2	1	1			2	2	2	1	17
<b>Youth Justice</b>			1	1										1	3
<b>Other</b>		1	1	2	1	2		2	3	6	1	1	2	1	23
<b>Total</b>	<b>21</b>	<b>18</b>	<b>27</b>	<b>19</b>	<b>14</b>	<b>21</b>	<b>22</b>	<b>22</b>	<b>20</b>	<b>21</b>	<b>26</b>	<b>23</b>	<b>26</b>	<b>27</b>	<b>307</b>

## TRAINING APPENDIX V

### Level III – Giving Evidence in Court – by agency

	06/06/08	04/07/08	12/09/08	24/10/08	31/10/08	21/11/08	12/12/08	23/01/09	06/03/09	Totals
<b>Falkirk Council</b>	1	1	1	5	3	9	1	1	4	<b>26</b>
<b>Stirling Council</b>	1	3	5	2	2	1	2	1	1	<b>18</b>
<b>Clackmannanshire Council</b>	1			2	1	1	1	4	3	<b>13</b>
<b>NHS Forth Valley</b>	4	5	1		1	2	1	2	4	<b>20</b>
<b>Central Scotland Police</b>										
<b>Others</b>	1	8	6	2	7	1	8	10	3	<b>46</b>
<b>Total</b>	<b>8</b>	<b>17</b>	<b>13</b>	<b>11</b>	<b>14</b>	<b>14</b>	<b>13</b>	<b>18</b>	<b>15</b>	<b>123</b>
<b>Non-Attendees</b>	5	1	5	3	2	1	5	1	1	<b>24</b>

## TRAINING APPENDIX VI

### Level III – Giving Evidence in Court – by area of practice

	06/06/08	04/07/08	12/09/08	24/10/08	31/10/08	21/11/08	12/12/08	23/01/09	06/03/09	Totals
<b>Early Years</b>	2	3	2		3	2	5	3	2	<b>22</b>
<b>Primary School Education</b>				3		3	3	2	3	<b>14</b>
<b>Secondary School Education</b>	1			1		2			1	<b>5</b>
<b>Education Support</b>					1			1		<b>2</b>
<b>Social Work (C&amp;F)</b>	1	1	5	3	3	1			3	<b>17</b>
<b>Social Work (Adult)</b>						1		1		<b>2</b>
<b>Health</b>	4	5	1		1	2	1	2	4	<b>20</b>
<b>Police</b>										
<b>Educational Psychology</b>				1	1	1				<b>3</b>
<b>Housing</b>				1		2				<b>3</b>
<b>Family Support</b>		4	1	1	3		2	2	1	<b>14</b>
<b>Counselling</b>		3	4	1			1	5	1	<b>15</b>
<b>Other</b>		1			2		1	2		<b>6</b>
<b>Totals</b>	<b>8</b>	<b>17</b>	<b>13</b>	<b>11</b>	<b>14</b>	<b>14</b>	<b>13</b>	<b>18</b>	<b>15</b>	<b>123</b>

## TRAINING APPENDIX VII

### Level III – Direct Work with Children

#### By Agency

Falkirk Council	
Stirling Council	13
Clackmannanshire Council	
NHS Forth Valley	
Central Scotland Police	2
Others	8
<b>Total</b>	<b>23</b>
Non-Attendees	2

#### By Area of Practice

Early Years	5
Primary School Education	2
Secondary School Education	
Education Support	
Social Work (C&F)	8
Social Work (Adults)	
Health	
Police	2
Educational Psychology	
Housing	
Family Support	
Counselling	3
Youth Work	3
Other	
<b>Total</b>	<b>23</b>

## TRAINING APPENDIX VIII

### Level III – Children with Additional Support Needs

#### By Agency

Falkirk Council	1
Stirling Council	1
Clackmannanshire Council	13
NHS Forth Valley	1
Central Scotland Police	2
Others	3

**Total 21**

Non-Attendees

#### By Area of Practice

Early Years	5
Primary School Education	3
Secondary School Education	4
Education Support	2
Social Work (C&F)	
Social Work (Adults)	
Health	1
Police	2
Educational Psychology	1
Housing	
Family Support	
Counselling	
Youth Work	
Other	3
<b>Total</b>	<b>21</b>

## TRAINING APPENDIX IX

### Joint Investigative Interview Training (and related courses)

	JIIT (full course) September 2008	JIIT Top-Up April 2008	JIIT Top-Up May 2008	JIIT Top-Up October 2008	JIIT Top-Up November 2008	<u>Totals</u>
<b>Falkirk Council</b>	4	5	4	6	5	<b>24</b>
<b>Stirling Council</b>	6	3	4	2	3	<b>18</b>
<b>Clacks Council</b>		1				<b>1</b>
<b>EDT</b>			2	1	1	<b>4</b>
<b>Police</b>	5	5	5	5	5	<b>25</b>
<b>Totals</b>	<b>15</b>	<b>14</b>	<b>15</b>	<b>14</b>	<b>14</b>	<b>72</b>
<b>Non-attenders</b>		1		1	1	

### Inter-Agency Conference – Sexual Abuse – has it gone away?

#### By Agency

Falkirk Council	34
Stirling Council	17
Clackmannanshire Council	4
NHS Forth Valley	12
Central Scotland Police	6
Child Protection Committees	3
Others	12
<b>Total</b>	<b>88</b>
Non-attenders	4

#### By Area of Practice

Early Years	10
Primary School Education	6
Secondary School Education	4
Social Work	33
Health	12
Police Family Unit	5
Crime Management	1
Family Support	10
CPC Lead Officers	3
Others	4
<b>Total</b>	<b>88</b>

## TRAINING APPENDIX XI

**Number of Continuing Professional Development Days Provided** (number of participants x course duration)

Course Title	2007/2008	2008/2009
<b>Level II – Foundation</b>	308	614
<b>Giving Evidence in Court</b>	16	61.5
<b>Direct Work with Children</b>		46
<b>Additional Support Needs</b>		42
<b>Joint Investigative Interview Training</b>	160	75
<b>JIIIT for Managers</b>	39	
<b>JIIIT – Top Up</b>		171
<b>Conference</b>		87
<b>-Totals</b>	<b>523</b>	<b>1,096.5</b>



## Number of Continuing Professional Development Days Provided in 2008/2009 – by agency

Agency	CPD Days Provided (incl. JIIT)	% of Total Number of CPD Days	CPD Days Provided (excl. JIIT)	% of Total Number of CPD Days
Falkirk Council	273	25%	187	22%
Stirling Council	230	21%	160	19%
Clackmannanshire Council	99.5	9%	94.5	11%
NHS Forth Valley	78	7%	78	9%
Central Scotland Police	147	13%	62	7%
Others	269	24%	269	32%

### Notes

CPD days accessed by EDT have been divided across Councils 5:3:2 split.

JIIT related courses are charged per participant directly to agencies

## APPENDIX XII

### Course Co-facilitators – by agency

	Level II – Foundation	Giving Evidence in Court	Direct Work With Children	Children with Additional Support Needs	Joint Investigative Interviews	JIIT Top-Up Course	Totals
<b>Falkirk Council (Corp. Training)</b>	5 days						<b>5 days</b>
<b>Stirling Council (Children's Services SW)</b>	7 days				5 days	6 days	<b>18 days</b>
<b>Clacks Council (Criminal Justice SW)</b>	2 days						<b>2 days</b>
<b>NHS Forth Valley</b>	8 days			3 days			<b>11 days</b>
<b>Central Scotland Police</b>					7 days	16 days	<b>23 days</b>
<b>SCRA</b>		9 days			.5 days		<b>9.5 days</b>
<b>ChildLine</b>	6 days						<b>6 days</b>

## **TRAINING APPENDIX XIII**

Breakdown of Spending for the Financial Year 2008/2009

### **Staff Costs** **Amount**

Salaries, NI, Superannuation	£55,274.83
Mobile Phone	£53.25
Car Allowance/Subsistence	£946.79
Professional Development	£379.00
<b>Sub-Total</b>	<b>£56,653.87</b>

### **Miscellaneous Items**

Insurance	£0.00
Advertising	£0.00
IT Equipment	£0.00
Telecom Equipment	246.00
Photocopying	£232.72
Stationery	£213.08
Hospitality	£67.95
<b>Sub-Total</b>	<b>£759.75</b>

### **Specific Training Costs**

**(including venue hire, catering, guest speaker fees, excluding staff costs.)**

Joint Investigative Interview Training (full course)	£2,078.80
4 x Joint Investigative Interview Training (Top-Up)	£7,588.84
Materials (DVDs, Stationery, Photocopying)	548.04
<b>Sub-Total</b>	<b>10,215.68</b>

14 x Level II Training	£5,359.07
9 x Giving Evidence in Court	£584.80
Direct Work with Children	£2,078.80
Additional Support Needs	£593.26
Inter-Agency Conference	£2,193.32
<b>Sub-Total</b>	<b>£10,809.25</b>

### **Income**

Course Participants' Fees – Direct Work	(£1,000.00)
Conference Participants' Fees	(£3,000.00)
Cancellation/Non-attendance Fees	(£230.00)
<b>Sub-Total</b>	<b>(4,230.00)</b>

**TOTAL** **£74,208.55**

## **TRAINING APPENDIX II**

### **MEMBERSHIP OF FORTH VALLEY INTER-AGENCY CHILD PROTECTION TRAINING AND DEVELOPMENT SUB-GROUP**

#### **Falkirk**

Mary Mitchell	Child Protection Co-ordinator
Evelyn Kennedy	Social Work Training Manager (Children & Families)
Catriona Laird	Child Protection Lead Officer
Eileen Marr	Team Manager, Children & Families
(2 representatives attending each meeting)	

#### **Stirling**

Julie Main	Child Protection Co-ordinator
Joanne McMeeking	Professional Development Manager

#### **Clackmannanshire**

Linda Paterson	Training Services Manager
Sara Lovelock	Quality Improvement Manager – Child Protection

#### **NHS Forth Valley**

Dorothy Morgan	Senior Child Protection Nurse Advisor
Maureen Berry	Interim Lead Nurse, Child Protection

#### **Central Scotland Police**

Stuart Allan	Detective Sergeant, Family Unit
--------------	---------------------------------

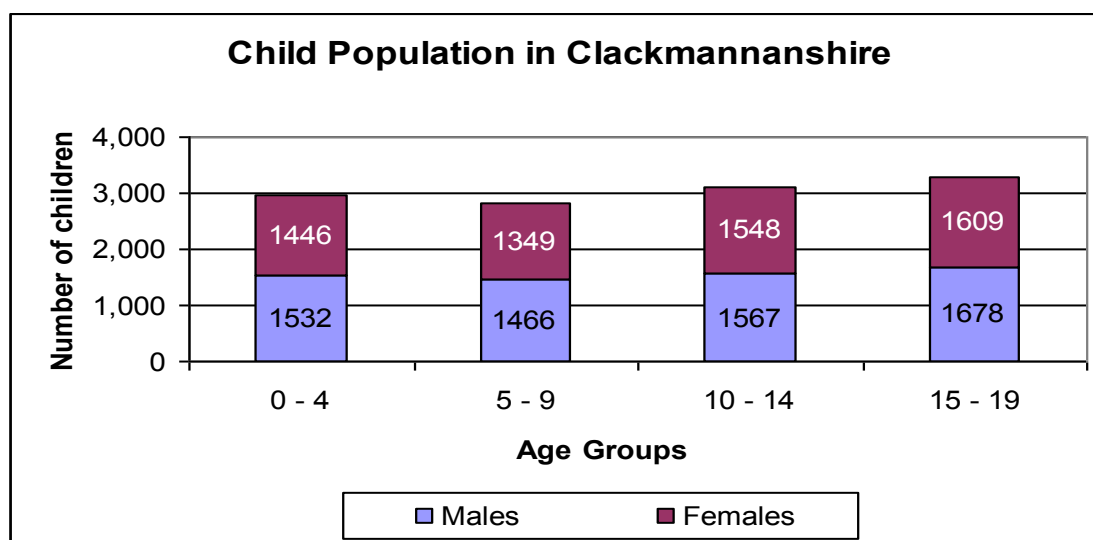
## 6.0 Management Information

### 6.1 Clackmannanshire child and young people profile

#### 6.1 (i) Youth population distribution

The youth population between the age of 0 and 19 contain 24.2% of the 50,480 people estimated to live in Clackmannanshire in 2008. The table below demonstrates the distribution of young people by four age categories and gender. The 12,195 young people are distributed with 2,978 in the 0-4 age group, 2,815 in 5-9 age group, 3,115 in 10-14 age group and 3,287 in 15-19 age group.

**Chart 1. Child Population Distribution in Clackmannanshire**



Source: General Register Office for Scotland © Crown Copyright, 2008 Mid Year Population Estimates

For Child Protection recording, the age bands are slightly different with children being listed in four bands being 0-4 (2,978), 5-10 (3,408), 11-15 (3,241) and 16+. The bracketed figures being the break down for the 2008 mid-year estimates.

#### 6.1 (ii) Deprivation of children in Clackmannanshire

Within the Clackmannanshire area approximately 40% of the school pupils live in the three most deprived levels of the ten levels of the Scottish Indices of Multiple Deprivation. This compares with an overall 40% of all school pupils in Scotland in these deprivation bands.

### **6.1 (iii) Pupils registered for free meals**

In February 2009, 20.1% of Clackmannanshire primary school pupils and 16.7% of secondary school pupils are entitled and registered for free school meals.

## **6.2 General Child Protection Statistics for 2008/09**

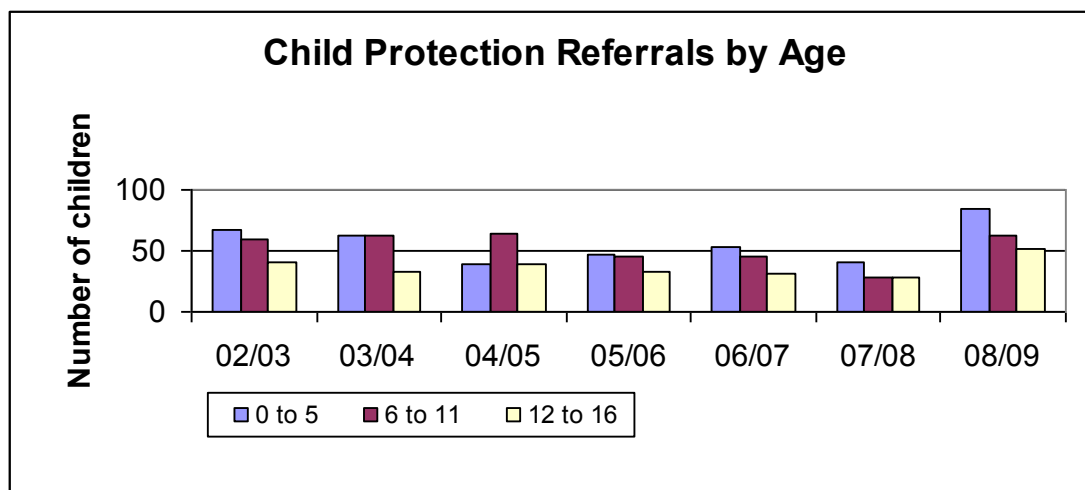
### **6.2 (i) Referrals**

In the year 1 April 2008 to 31 March 2009 there were 133 child protection referrals involving 200 children. The breakdown by gender was 101 males and 85 females (14 unborn). The age breakdown was 73 between 0-4 years, 59 between 5-10 years, 66 between 11-15 years and 2 aged 16+. The three main sources of referrals continue to be from Education, Social Work and Police sources; closely followed by referrals from parents/guardian and Health sources. The number of referrals per week has greatly increased from the previous year, this has led to an increase in numbers going to case conference.

Following on from the HMIE Joint Inspection of Services to Protect Children and the initial report (February 2009) a focus was placed on early intervention for social work staff receiving child protection referrals. The increase in numbers of children referred as being at risk means that a greater number are receiving assessments and relevant supports.

There has, however, been an increase in the number of Vulnerable Person's Reports received from the police all of which now receive an assessment. Regular evaluation of referrals takes place on an inter-agency basis to ensure the quality of referral and response. For example the Lead Officer and colleagues from education, health and police have undertaken brief exercises to follow-through referrals in terms of outcomes. Issues arising from these assessments are dealt with by relevant staff.

An audit of health referrals is under way to investigate the number of C.P referrals made and those recorded by social work staff. This is due to the fact that recorded statistics have health staff as the 4th highest referrer of concerns which may not be an accurate reflection of the actual figures.

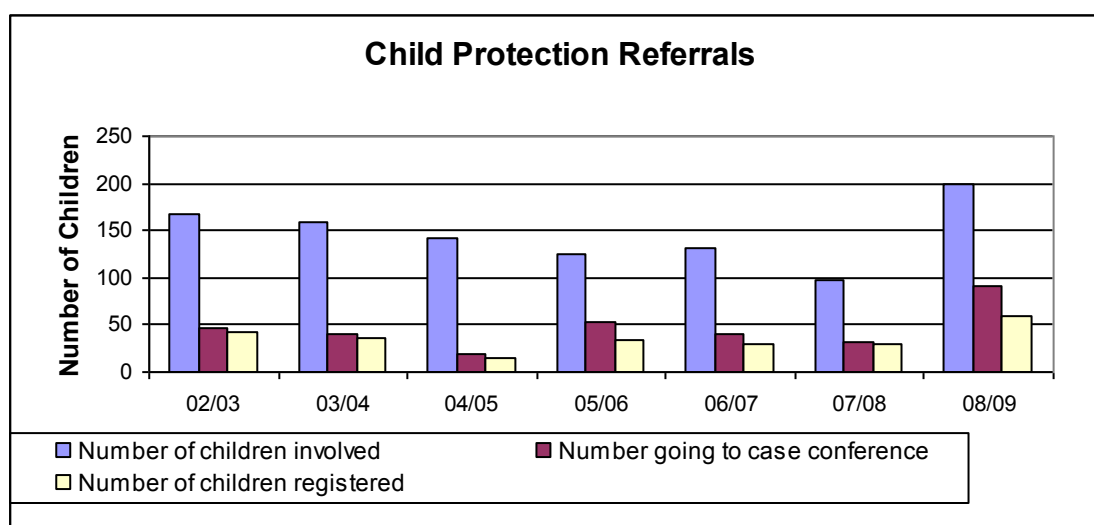


Source: Clackmannanshire Council, CFIS

The percentage of males referred in Clackmannanshire was 50% in 2008/2009, the same rate as the previous year (50%). This compares with the national average of 47% for males referred.

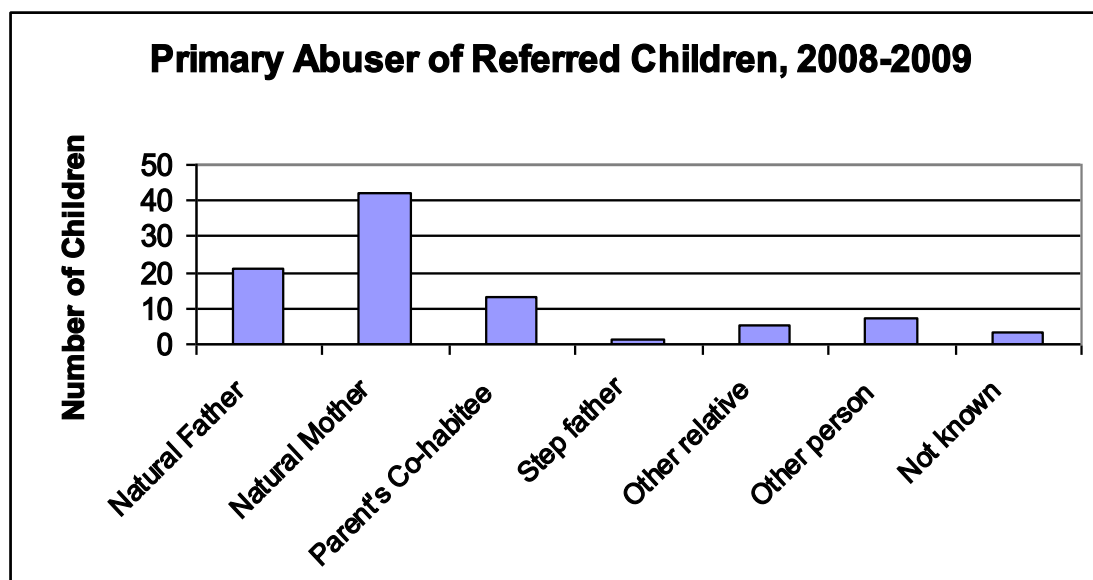
During the 2008/2009 period, 46% of referrals resulted in an inter- agency case conference. The rate for Scotland as a whole was 37% of referrals going to a case conference. In the previous year (2007/2008), Clackmannanshire had a rate of 32% and the national rate was 35%.

Clackmannanshire has a higher than national percentage of children referred being subject to a case conference. The Lead Officer, who also chairs CPCCs, has raised this issue with the CPC and with inter agency staff who regularly attend these meetings. The feedback received is that there are no concerns that thresholds for registration are too low in Clackmannanshire.



Source: Clackmannanshire Council, CFIS

The reported incidents of children needing protection shows that in 2008/2009, the major perpetrators of incidents leading to case conference were the immediate family. For those cases going to conference over 46% of the abusers are the natural mother.



Source: Clackmannanshire Council, CFIS

### 6.3(ii) Registrations

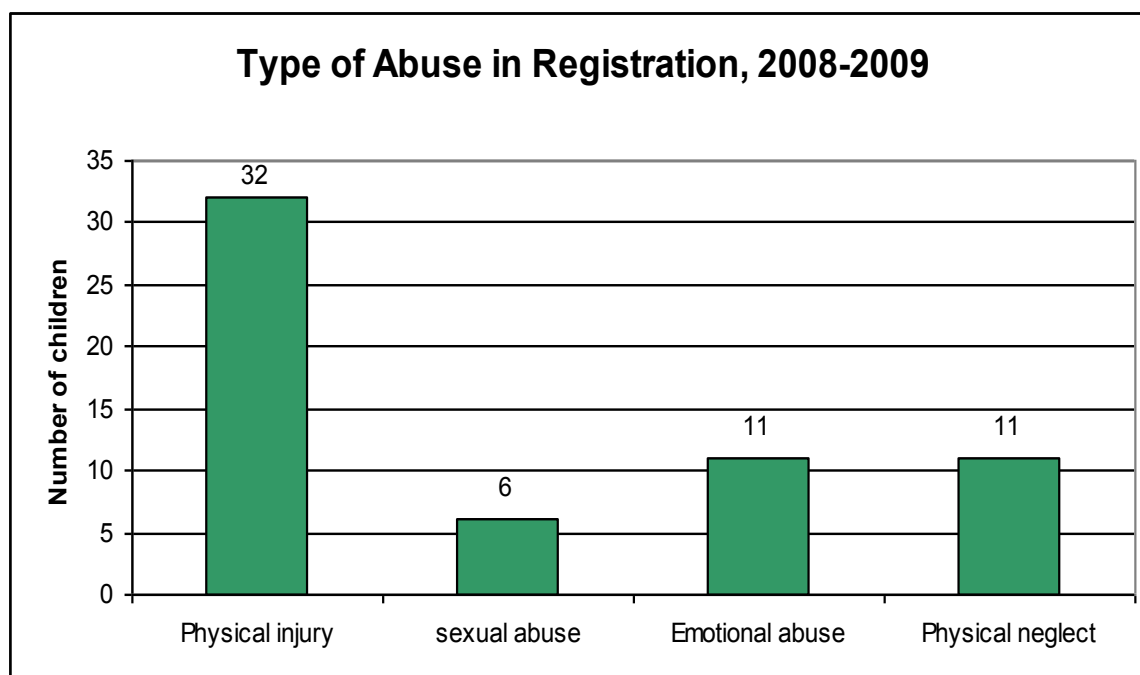
There were 92 case conferences in 2008/2009 with 60 children being registered. For this year, 46% of referrals resulted in inter-agency case conferences while the national rate was 37%. The children who ended up registered were 30% of all referrals and 65% of those going to a case conference. Two of these children were previously registered, 3%, or one in thirty. This percentage of previously registered children is substantially lower than the 14% nationally. Most children (90%) were living at home prior to the case conference, which is higher than the 79% national statistic.

Only two children registered had been subject to registration previously. These were children who transferred to Clackmannanshire from another local authority. It is a positive outcome for children if they have their names removed from the register and the risks do not increase to require their re-registration. It can be noted though, in a substantial number of cases, that the reason for de-registration is that the child has been accommodated. Audit and evaluation work during the forthcoming year will continue to focus on outcomes for children who are de-registered.

The table below demonstrates the distribution of types of abuse which required registration of the 60 children. While national statistics show that 45% of children suffer from physical neglect, 24% of physical injury and emotional abuse, in Clackmannanshire 54% of physical injury, emotional abuse and physical neglect were both 18%. Approximately 10% of children suffered sexual abuse.



Clackmannanshire has a higher than national average of children registered as being at risk due to physical injury. This is in part because of domestic abuse. In Clackmannanshire children can be registered subject to two categories and often the secondary category is neglect which nationally has the largest number of registrations. It is again the case that partner agencies have been asked their views regarding registration categories and professionals feel that this is appropriate.



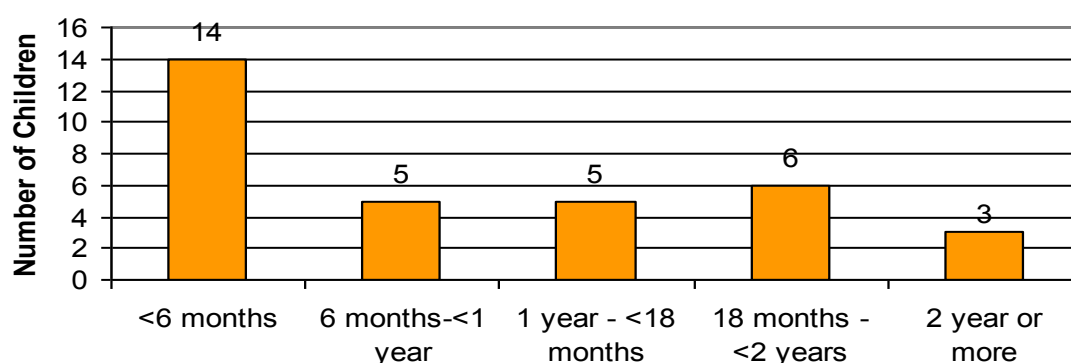
Source: Clackmannanshire Council, CFIS

### 6.3(iii) **Registrations List and De-registration**

During the reporting year the number of children registered went from 29 on 31 March 2008 to 58 on 31 March 2009. The highest number of children registered during the year was 58 in March 2009 and the lowest was 27 in May 2008.

While there were 62 children registered during the period, there were also 33 children de-registered. The children being de-registered were on the list for varying periods of time. The following charts shows that 13 were on for less than six months, while another 9 were on between six months and a year and only a few beyond a year. Nationally, only 75% of children were de-registered in less than a year, this compares to 76% of children in Clackmannanshire. The category of abuse which were responsible for the child being de-registered by occurrence were: Physical Neglect (12), Emotional Abuse (10), Physical Injury (9) and Sexual Abuse (2).

### Length of Registration of De-registered Children 2008-2009



Source: Clackmannanshire Council, CFIS

#### 6.3(iv) Registration List as at 31 March 2009

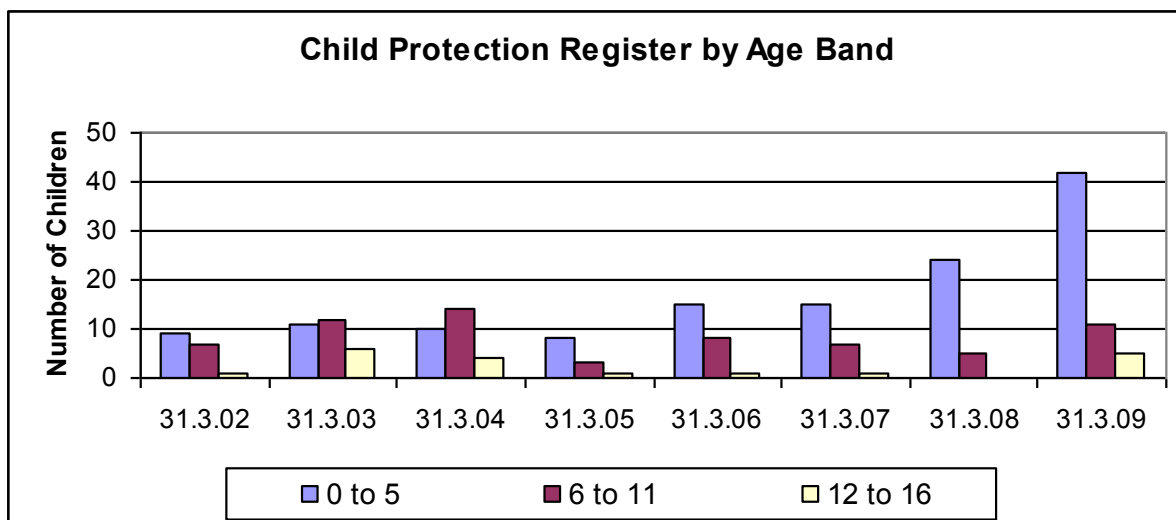
Each year there is a snapshot taken on 31 March of children on the registration list at that date. For Clackmannanshire, 58 children were on the list. Compared to similar authorities, Clackmannanshire had a higher proportion of children per 1,000 and is now well above the national rate.

#### Rate per 1,000 of aged 0-15 as at March 2009/Comparator Authorities

Clacks	6.0
East Ayrshire	3.5
Falkirk	3.3
North Lanarkshire	1.2
South Lanarkshire	2.1
West Lothian	3.1

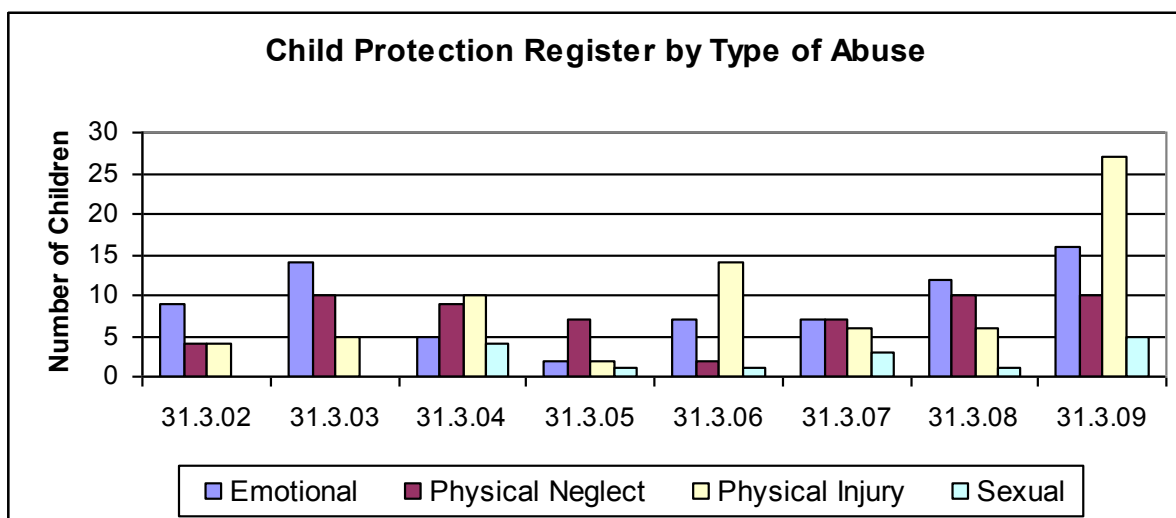
At 31 March 2009, the children on the list composed of 62% male, 36% female and 2% unknown. Male children on the list had increased from 59% the year before (2008). At 31 March 2009, only 10% of the children were over 10 years of age, compared with the national average of 17%. In total, 46% of children were registered because of physical injury, 28% emotional abuse, 17% physical neglect and 9% for sexual abuse. During this same period, the Scottish statistics showed 45% registered for physical neglect, physical injury and emotional abuse were both 24% and 6% for sexual abuse.

Below are a few characteristics or trends coming from historical data on the snapshot data of children registered on 31 March.



Source: Clackmannanshire Council, CFIS

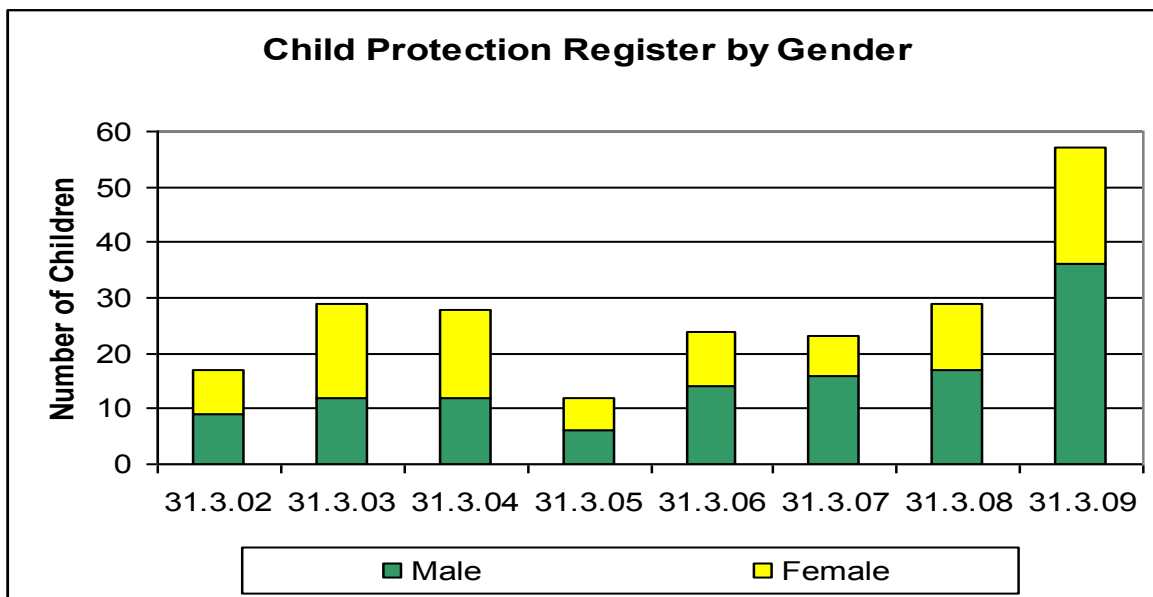
The chart shows an increase in the number of younger aged children being on the register and a reduction of older children. Within the chart, one can see a slight increase in the number of children between the ages of 12-16.



Source: Clackmannanshire Council, CFIS

In this chart about type of abuse, one observes a trend that incidents of physical injury have risen sharply, emotional abuse and sexual abuse also seem to have increased, while incidents of physical neglect remain unchanged.

A focus for the CPC in the forthcoming year will be to ensure that cases of neglect are being recognised, referred and responded to.

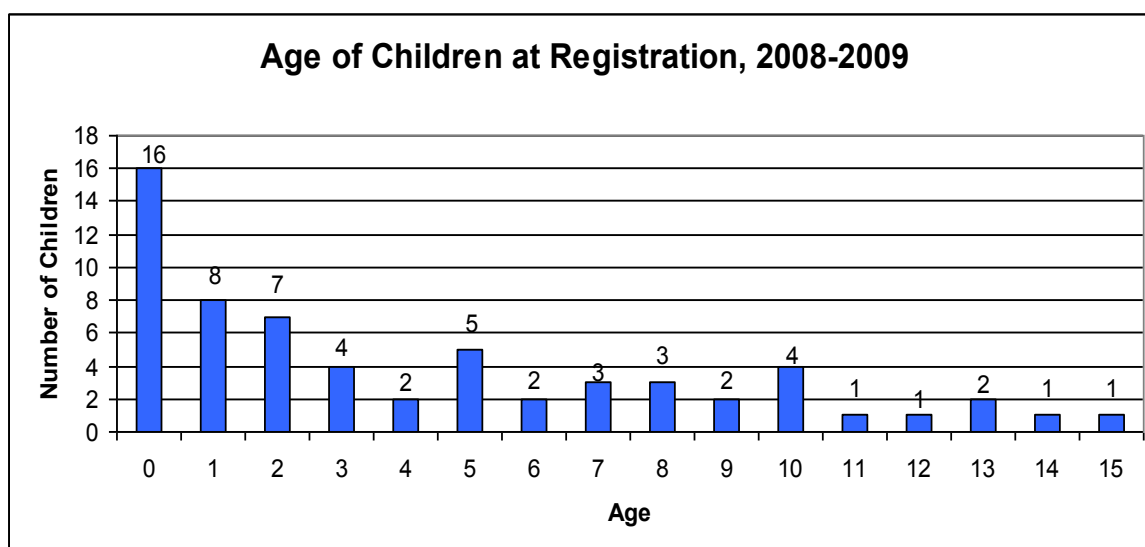


Source: Clackmannanshire Council, CFIS

Over the last few years there has been a shift in the proportion of children on the register from each gender. In the early period there was a majority of females on the register, but it has shifted to more males recently.

## 6.4 Special Statistics of Interest for 2008/2009

### 6.4 (i) Young Children Registered



One of the interesting statistics is the increase in the number of young people being placed on the register. Looking at the number of children being referred and registered during 2008/2009 we find that of the 200 children referred in the year 32 were under one year of age. Of those referred during the year 15 were later placed on the register.

We can also look at the number of children on the register at 31 March 2009. From the 58 children on the register at that date, 16 children who were on the list were referred before they turn one year of age. Four were registered before birth and another 7 within the first six months of birth.

## **6.5 Conclusion**

The amount of children subject to child protection procedures has increased substantially during the last reporting year.

The CPC has a commitment to use management information to evaluate outcomes for young people. The Forth Valley Management Information Sub-Group was tasked to draw up an effective template to support evaluation. The Chief Officers are now working to help develop this.

The Lead Officer is a member of the Scottish Government's "1998 Review Group" which is also reviewing the national Performance Indicators in terms of the quality of information these provide. A first draft of the revised guidance is due in March 2010.

## 7.0 Summary report of Child Protection Activity for NHS Forth Valley for the period March 2008 to March 2009

### 7.1 Health Professionals Referrals to Social Work for Child Care/Child Protection Concerns and Referrals to Midwifery for Pre-birth planning meetings

#### March 2008

CHP	Number of referrals to Social Work (CP1)	Number of requests for case discussion/ case conference (CP4)	Number of referrals requesting Pre birth Planning meeting (CP9)
Clacks	5	0	3
Stirling	8	0	8
Falkirk	21	3	9
<b>Total</b>	<b>34</b>	<b>3</b>	<b>20</b>

#### April 2008

CHP	Number of referrals to Social Work (CP1)	Number of requests for case discussion/ case conference (CP4)	Number of referrals requesting Pre birth Planning meeting (CP9)
Clacks	7	2	5
Stirling	13	1	9
Falkirk	18	0	16
<b>Total</b>	<b>38</b>	<b>3</b>	<b>30</b>

#### May 2008

CHP	Number of referrals to Social Work (CP1)	Number of requests for case discussion/ case conference (CP4)	Number of referrals requesting Pre birth Planning meeting (CP9)
Clacks	12	0	16
Stirling	7	0	7
Falkirk	11	2	15
<b>Total</b>	<b>30</b>	<b>2</b>	<b>38</b>

### June 2008

CHP	Number of referrals to Social Work (CP1)	Number of requests for case discussion/ case conference (CP4)	Number of referrals requesting Pre birth Planning meeting (CP9)
Clacks	4	0	12
Stirling	2	0	10
Falkirk	19	2	15
Total	25	2	37

### July 2008

CHP	Number of referrals to Social Work (CP1)	Number of requests for case discussion/ case conference (CP4)	Number of referrals requesting Pre birth Planning meeting (CP9)
Clacks	4	0	10
Stirling	10	0	10
Falkirk	13	2	14
Total	27	2	34

### August 2008

CHP	Number of referrals to Social Work (CP1)	Number of requests for case discussion/ case conference (CP4)	Number of referrals requesting Pre birth Planning meeting (CP9)
Clacks	8	0	10
Stirling	6	0	7
Falkirk	16	0	14
Total	30	0	31

### September 2008

CHP	Number of referrals to Social Work (CP1)	Number of requests for case discussion/ case conference (CP4)	Number of referrals requesting Pre birth Planning meeting (CP9)
Clacks	7	0	6
Stirling	8	0	12
Falkirk	14	0	18
Total	29	0	36

**October 2008**

CHP	Number of referrals to Social Work (CP1)	Number of requests for case discussion/ case conference (CP4)	Number of referrals requesting Pre birth Planning meeting (CP9)
Clacks	7	0	5
Stirling	7	0	6
Falkirk	22	1	20
<b>Total</b>	<b>36</b>	<b>1</b>	<b>31</b>

**November 2008**

CHP	Number of referrals to Social Work (CP1)	Number of requests for case discussion/ case conference (CP4)	Number of referrals requesting Pre birth Planning meeting (CP9)
Clacks	2	2	5
Stirling	6	2	10
Falkirk	13	2	14
<b>Total</b>	<b>21</b>	<b>6</b>	<b>29</b>

**December 2008**

CHP	Number of referrals to Social Work (CP1)	Number of requests for case discussion/ case conference (CP4)	Number of referrals requesting Pre birth Planning meeting (CP9)
Clacks	7	2	9
Stirling	6	0	7
Falkirk	12	2	17
<b>Total</b>	<b>25</b>	<b>4</b>	<b>33</b>

**January 2009**

CHP	Number of referrals to Social Work (CP1)	Number of requests for case discussion/ case conference (CP4)	Number of referrals requesting Pre birth Planning meeting (CP9)
Clacks	5	3	10
Stirling	8	1	14
Falkirk	18	5	19
<b>Total</b>	<b>31</b>	<b>9</b>	<b>43</b>



## February 2009

CHP	Number of referrals to Social Work (CP1)	Number of requests for case discussion/ case conference (CP4)	Number of referrals requesting Pre birth Planning meeting (CP9)
Clacks	5	1	12
Stirling	8	0	14
Falkirk	11	1	24
Total	24	2	50

## March 2009

CHP	Number of referrals to Social Work (CP1)	Number of requests for case discussion/ case conference (CP4)	Number of referrals requesting Pre birth Planning meeting (CP9)
Clacks	6	2	12
Stirling	7	0	12
Falkirk	17	2	25
Total	30	4	49

## 7.2 Requests for information from other agencies

### March 2008

CHP	Number of Invites to Case Conference			Number of health professional invited to attend	Number of reports submitted (CP2)	Brief Enquiry Reports from Reporters
	Initial	Review	Pre-birth			
Clacks	1	2	1	15	6	10
Stirling	3	1	0	12	5	14
Falkirk	5	13	2	34	15	8
<b>Total</b>	<b>9</b>	<b>16</b>	<b>3</b>	<b>61</b>	<b>26</b>	<b>32</b>

### April 2008

CHP	Number of Invites to Case Conference			Number of health professional invited to attend	Number of reports submitted (CP2)	Brief Enquiry Reports from Reporters
	Initial	Review	Pre-birth			
Clacks	2	4	0	17	8	13
Stirling	0	4	0	16	4	6
Falkirk	3	13	0	41	23	0
<b>Total</b>	<b>5</b>	<b>21</b>	<b>0</b>	<b>74</b>	<b>35</b>	<b>19</b>

### May 2008

CHP	Number of Invites to Case Conference			Number of health professional invited to attend	Number of reports submitted (CP2)	Brief Enquiry Reports from Reporters
	Initial	Review	Pre-birth			
Clacks	0	6	1	10	4	2
Stirling	2	6	1	23	4	8
Falkirk	3	13	1	40	20	1
<b>Total</b>	<b>5</b>	<b>25</b>	<b>3</b>	<b>73</b>	<b>28</b>	<b>11</b>

### June 2008

CHP	Number of Invites to Case Conference			Number of health professional invited to attend	Number of reports submitted (CP2)	Brief Enquiry Reports from Reporters
	Initial	Review	Pre-birth			
Clacks	4	4	0	12	7	11
Stirling	0	6	0	19	5	6
Falkirk	5	17	3	42	18	10
Total	9	27	3	73	30	27

### July 2008

CHP	Number of Invites to Case Conference			Number of health professional invited to attend	Number of reports submitted (CP2)	Brief Enquiry Reports from Reporters
	Initial	Review	Pre-birth			
Clacks	2	2	0	7	7	5
Stirling	1	0	0	8	6	3
Falkirk	1	4	0	18	7	9
Total	4	6	0	33	20	17

### August 2008

CHP	Number of Invites to Case Conference			Number of health professional invited to attend	Number of reports submitted (CP2)	Brief Enquiry Reports from Reporters
	Initial	Review	Pre-birth			
Clacks	0	1	0	7	5	10
Stirling	0	1	0	5	4	10
Falkirk	2	7	1	54	30	3
Total	2	9	1	66	39	23

### September 2008

CHP	Number of Invites to Case Conference			Number of health professional invited to attend	Number of reports submitted (CP2)	Brief Enquiry Reports from Reporters
	Initial	Review	Pre-birth			
Clacks	4	5	0	26	11	10
Stirling	1	7	0	19	7	10
Falkirk	1	15	0	52	32	1
Total	6	27	0	96	50	21

### October 2008

CHP	Number of Invites to Case Conference			Number of health professional invited to attend	Number of reports submitted (CP2)	Brief Enquiry Reports from Reporters
	Initial	Review	Pre-birth			
Clacks	3	2	0	20	14	7
Stirling	1	7	0	31	19	8
Falkirk	4	27	2	101	60	0
Total	8	36	2	152	93	15

### November 2008

CHP	Number of Invites to Case Conference			Number of health professional invited to attend	Number of reports submitted (CP2)	Brief Enquiry Reports from Reporters
	Initial	Review	Pre-birth			
Clacks	0	8	0	11	8	9
Stirling	2	6	0	14	9	11
Falkirk	4	10	2	43	26	7
Total	6	24	2	68	43	27

### December 2008

CHP	Number of Invites to Case Conference			Number of health professional invited to attend	Number of reports submitted (CP2)	Brief Enquiry Reports from Reporters
	Initial	Review	Pre-birth			
Clacks	2	8	0	16	9	9
Stirling	3	6	1	21	11	5
Falkirk	14	12	1	66	25	1
Total	19	26	2	103	45	15

### January 2009

CHP	Number of Invites to Case Conference			Number of health professional invited to attend	Number of reports submitted (CP2)	Brief Enquiry Reports from Reporters
	Initial	Review	Pre-birth			
Clacks	0	5	0	6	4	9
Stirling	1	2	0	9	2	9
Falkirk	3	7	3	36	20	6
Total	4	14	3	51	26	24

## February 2009

CHP	Number of Invites to Case Conference			Number of Health professional invited to attend	Number of reports submitted (CP2)	Brief Enquiry Reports from Reporters
	Initial	Review	Pre-birth			
Clacks	4	5	0	21	11	28
Stirling	4	6	1	23	7	7
Falkirk	7	11	2	50	23	5
<b>Total</b>	<b>15</b>	<b>22</b>	<b>3</b>	<b>94</b>	<b>41</b>	<b>40</b>

## March 2009

CHP	Number of Invites to Case Conference			Number of Health professional invited to attend	Number of reports submitted (CP2)	Brief Enquiry Reports from Reporters
	Initial	Review	Pre-birth			
Clacks	5	7	1	29	10	10
Stirling	4	5	0	16	6	4
Falkirk	8	11	3	76	31	6
<b>Total</b>	<b>17</b>	<b>23</b>	<b>4</b>	<b>121</b>	<b>47</b>	<b>20</b>

### 7.3 Forth Valley numbers on Child Protection Register and Public Health Nurses Health Plan Indicators

**March 2008**

Area	Child Protection Register						Health Plan Indicators					
							Intensive		Additional		Core	
	PI	S A	P N	EA	FTT	Total	PS	S	PS	S	PS	S
<b>Clacks</b>	6	1	10	12	0	<b>29</b>	95	27	994	275	1741	8956
<b>Stirling</b>	22	5	17	3	0	<b>47</b>	66	43	120 0	524	3430	13002
<b>Falkirk</b>	25	3	57	27	0	<b>112</b>	181	49	286 5	871	5442	19551
<b>Total</b>	<b>53</b>	<b>9</b>	<b>84</b>	<b>42</b>	<b>0</b>	<b>188</b>	<b>342</b>	<b>119</b>	<b>505 9</b>	<b>167 0</b>	<b>10613</b>	<b>41509</b>

**April 2008**

Area	Child Protection Register						Health Plan Indicators					
							Intensive		Additional		Core	
	PI	S A	P N	EA	FTT	Total	PS	S	PS	S	PS	S
<b>Clacks</b>	6	1	8	13	0	<b>28</b>	96	29	100 8	331	1746	10317
<b>Stirling</b>	23	5	18	3	0	<b>49</b>	66	38	120 5	521	3446	12461
<b>Falkirk</b>	27	2	54	31	0	<b>114</b>	182	43	287 9	760	5465	18580
<b>Total</b>	<b>56</b>	<b>8</b>	<b>80</b>	<b>47</b>	<b>0</b>	<b>191</b>	<b>344</b>	<b>110</b>	<b>509 2</b>	<b>161 2</b>	<b>10657</b>	<b>41358</b>

**May 2008**

Area	Child Protection Register						Health Plan Indicators					
							Intensive		Additional		Core	
	PI	S A	P N	EA	FTT	Total	PS	S	PS	S	PS	S
<b>Clacks</b>	4	1	9	13	0	<b>27</b>	96	29	105 5	331	1787	10317
<b>Stirling</b>	20	2	12	1	0	<b>35</b>	68	38	123 7	521	3511	12461
<b>Falkirk</b>	31	2	53	35	0	<b>121</b>	186	43	291 2	760	5609	18580
<b>Total</b>	<b>55</b>	<b>5</b>	<b>74</b>	<b>49</b>	<b>0</b>	<b>183</b>	<b>350</b>	<b>110</b>	<b>520 4</b>	<b>161 2</b>	<b>10907</b>	<b>41358</b>

## June 2008

Area	Child Protection Register						Health Plan Indicators					
							Intensive		Additional		Core	
	PI	S A	P N	EA	FTT	Total	PS	S	PS	S	PS	S
<b>Clacks</b>	8	1	14	7	0	<b>30</b>	99	27	106 3	314	1847	10327
<b>Stirling</b>	16	2	11	0	0	<b>29</b>	72	42	126 8	507	3592	12011
<b>Falkirk</b>	29	6	45	32	0	<b>112</b>	186	44	292 5	833	5818	17788
<b>Total</b>	<b>53</b>	<b>9</b>	<b>70</b>	<b>39</b>	<b>0</b>	<b>171</b>	<b>357</b>	<b>113</b>	<b>525 6</b>	<b>165 4</b>	<b>11257</b>	<b>40126</b>

## July 2008

Area	Child Protection Register						Health Plan Indicators					
							Intensive		Additional		Core	
	PI	S A	P N	EA	FTT	Total	PS	S	PS	S	PS	S
<b>Clacks</b>	12	1	17	6	0	<b>36</b>	80	27	100 6	314	1482	10327
<b>Stirling</b>	19	2	18	0	0	<b>39</b>	60	42	113 7	507	2847	12011
<b>Falkirk</b>	28	6	43	33	0	<b>110</b>	145	44	267 2	833	4714	17788
<b>Total</b>	<b>59</b>	<b>9</b>	<b>78</b>	<b>39</b>	<b>0</b>	<b>185</b>	<b>285</b>	<b>113</b>	<b>481 5</b>	<b>165 4</b>	<b>9043</b>	<b>40126</b>

## August 2008

Area	Child Protection Register						Health Plan Indicators					
							Intensive		Additional		Core	
	PI	S A	P N	EA	FTT	Total	PS	S	PS	S	PS	S
<b>Clacks</b>	12	6	16	6	0	<b>40</b>	81	28	101 5	313	1503	10322
<b>Stirling</b>	20	2	15	0	0	<b>37</b>	59	44	113 8	489	2898	11530
<b>Falkirk</b>	13	5	43	16	0	<b>77</b>	147	44	271 9	833	4791	18112
<b>Total</b>	<b>45</b>	<b>13</b>	<b>47</b>	<b>22</b>	<b>0</b>	<b>154</b>	<b>287</b>	<b>116</b>	<b>487 2</b>	<b>163 5</b>	<b>9192</b>	<b>39964</b>

## September 2008

Area	Child Protection Register						Health Plan Indicators					
							Intensive		Additional		Core	
	PI	S A	P N	EA	FTT	Total	PS	S	PS	S	PS	S
<b>Clacks</b>	15	6	17	8	0	<b>46</b>	81	22	104 7	256	1532	7009
<b>Stirling</b>	12	2	14	0	0	<b>28</b>	67	46	114 9	515	2962	11602
<b>Falkirk</b>	18	4	43	15	0	<b>80</b>	152	45	269 5	832	4936	17712
<b>Total</b>	<b>45</b>	<b>12</b>	<b>74</b>	<b>23</b>	<b>0</b>	<b>154</b>	<b>300</b>	<b>113</b>	<b>489 1</b>	<b>160 3</b>	<b>9430</b>	<b>36323</b>

## October 2008

Area	Child Protection Register						Health Plan Indicators					
							Intensive		Additional		Core	
	PI	S A	P N	EA	FTT	Total	PS	S	PS	S	PS	S
<b>Clacks</b>	18	6	15	10	0	<b>49</b>	84	22	107 5	242	1554	6858
<b>Stirling</b>	11	1	21	0	0	<b>33</b>	64	47	116 9	561	3010	11882
<b>Falkirk</b>	13	4	48	8	0	<b>73</b>	157	55	268 1	880	5002	17677
<b>Total</b>	<b>42</b>	<b>11</b>	<b>84</b>	<b>18</b>	<b>0</b>	<b>155</b>	<b>305</b>	<b>124</b>	<b>492 5</b>	<b>168 3</b>	<b>9566</b>	<b>36417</b>

## November 2008

Area	Child Protection Register						Health Plan Indicators					
							Intensive		Additional		Core	
	PI	S A	P N	EA	FTT	Total	PS	S	PS	S	PS	S
<b>Clacks</b>	18	5	13	10	0	<b>46</b>	84	41	107 5	308	1554	6786
<b>Stirling</b>	15	1	25	0	0	<b>41</b>	64	50	116 9	582	3010	11815
<b>Falkirk</b>	14	4	48	10	1	<b>77</b>	157	64	268 1	920	5002	16838
<b>Total</b>	<b>47</b>	<b>10</b>	<b>86</b>	<b>20</b>	<b>1</b>	<b>164</b>	<b>305</b>	<b>110</b>	<b>492 5</b>	<b>181 0</b>	<b>9566</b>	<b>35439</b>



## December 2008

Area	Child Protection Register						Health Plan Indicators					
							Intensive		Additional		Core	
	PI	S A	P N	EA	FTT	Total	PS	S	PS	S	PS	S
<b>Clacks</b>	20	5	13	10	0	<b>48</b>	92	41	112 4	308	1610	6786
<b>Stirling</b>	16	1	23	0	0	<b>40</b>	76	50	117 2	582	3147	11815
<b>Falkirk</b>	14	4	48	15	1	<b>82</b>	148	64	267 1	920	5357	16838
<b>Total</b>	<b>50</b>	<b>10</b>	<b>84</b>	<b>25</b>	<b>1</b>	<b>170</b>	<b>316</b>	<b>110</b>	<b>496 7</b>	<b>181 0</b>	<b>10114</b>	<b>35439</b>

## January 2009

Area	Child Protection Register						Health Plan Indicators					
							Intensive		Additional		Core	
	PI	S A	P N	EA	FTT	Total	PS	S	PS	S	PS	S
<b>Clacks</b>	20	5	13	10	0	<b>48</b>	86	42	113 7	304	1475	6680
<b>Stirling</b>	20	2	14	0	0	<b>36</b>	77	49	118 9	596	3206	11995
<b>Falkirk</b>	20	5	48	16	1	<b>90</b>	151	63	259 9	104 6	5624	18843
<b>Total</b>	<b>60</b>	<b>12</b>	<b>75</b>	<b>26</b>	<b>1</b>	<b>174</b>	<b>314</b>	<b>154</b>	<b>492 5</b>	<b>194 6</b>	<b>10305</b>	<b>37518</b>

## February 2009

Area	Child Protection Register						Health Plan Indicators					
							Intensive		Additional		Core	
	PI	S A	P N	EA	FTT	Total	PS	S	PS	S	PS	S
<b>Clacks</b>	30	5	10	12	0	<b>57</b>	91	42	114 9	304	1687	6680
<b>Stirling</b>	17	2	25	6	0	<b>50</b>	81	49	121 1	596	3267	11995
<b>Falkirk</b>	25	5	44	17	1	<b>92</b>	160	63	257 9	104 6	5748	18843
<b>Total</b>	<b>72</b>	<b>12</b>	<b>79</b>	<b>35</b>	<b>1</b>	<b>199</b>	<b>332</b>	<b>154</b>	<b>493 9</b>	<b>194 6</b>	<b>10702</b>	<b>37518</b>

**March 2009**

Area	Child Protection Register						Health Plan Indicators					
							Intensive		Additional		Core	
	PI	S A	P N	EA	FTT	Total	PS	S	PS	S	PS	S
<b>Clacks</b>	29	5	7	16	0	<b>57</b>	96	41	114 8	308	1723	6521
<b>Stirling</b>	13	2	23	12	0	<b>50</b>	80	45	121 6	593	3309	11994
<b>Falkirk</b>	22	4	48	19	0	<b>93</b>	165	65	257 3	104 5	5891	18553
<b>Total</b>	<b>64</b>	<b>11</b>	<b>78</b>	<b>47</b>	<b>0</b>	<b>200</b>	<b>341</b>	<b>151</b>	<b>493 7</b>	<b>194 6</b>	<b>10923</b>	<b>37068</b>

### Number of Medical Referral Discussions

IRD	Number of IRD's	Copies received in Child Protection Department
January 2009	26	21
February 2009	16	20
March 2009	20	25
<b>Total</b>	<b>62</b>	<b>66</b>

### Number of Joint Forensic Medical Examination

FME	Number of FME's	Copies received in Child Protection Department
January 2009	9	8
February 2009	9	10
March 2009	11	6
<b>Total</b>	<b>27</b>	<b>24</b>

### Number of Looked after Children Reviews

LAC	Mar 2008	Apr 2008	May 2008	Jun 2008	Jul 2008	Aug 2008	Sep 2008	Oct 2008	Nov 2008	Dec 2008	Jan 2009	Feb 2009	Mar 2009
Clacks	4	4	7	5	2	5	3	5	6	8	5	9	4
Stirling	0	0	2	0	0	0	2	1	0	0	0	0	0
Falkirk	37	41	41	47	16	36	41	26	33	21	23	33	28
<b>Total</b>	<b>41</b>	<b>45</b>	<b>50</b>	<b>52</b>	<b>18</b>	<b>41</b>	<b>46</b>	<b>32</b>	<b>39</b>	<b>29</b>	<b>28</b>	<b>42</b>	<b>32</b>

### Case Discussions Held with Child Protection Advisor's

CHP	Mar 2008	Apr 2008	May 2008	Jun 2008	Jul 2008	Aug 2008	Sep 2008	Oct 2008	Nov 2008	Dec 2008	Jan 2009	Feb 2009	Mar 2009
Clacks	5	5	18	7	10	3	4	4	2	3	6	8	17
Stirling	10	4	9	7	6	6	3	15	7	7	2	0	8
Falkirk	16	19	38	41	26	14	20	12	12	14	14	7	23
<b>Total</b>	<b>26</b>	<b>28</b>	<b>65</b>	<b>55</b>	<b>42</b>	<b>23</b>	<b>27</b>	<b>31</b>	<b>21</b>	<b>24</b>	<b>22</b>	<b>15</b>	<b>48</b>

### **Child Protection Training (number of staff trained)**

Key Indicators and Measures	2008								2009				Total	
	M	A	M	J	J	A	S	O	N	D	J	F		M
Basic awareness training in Child Protection	54	93	77	34	29	68	47	56	39	41	67	53	48	706
Report Writing Training (Quarterly)	0	7	0	0	0	20	0	0	17	0	0	25	0	69
CREATE	20	0	14	0	0	0	14	11	23	37	0	13	0	132
Workshops	54	29	65	24	12	41	35	42	0	0	0	0	0	302
Total	128	129	156	58	41	129	96	109	79	78	67	91	48	1209

Evaluation of training sessions is carried out routinely, a summary report is available on request.

**Interagency training is being offered on a quarterly basis to each of the council areas. A new programme has been developed in line with the National framework. Susanne Goetzold, Training Facilitator, is co-ordinating the development and delivery of the training.**

## **CENTRAL SCOTLAND POLICE VULNERABLE PERSONS REPORT (VPR) STATISTICS**

Vulnerable Person Reports are the mechanisms for all police officers within Central Scotland Police to gather and record any concerns in respect of vulnerable persons within the police area. All Vulnerable Persons Reports are thereafter screened by staff located within the Public Protection Desk in accordance with the Ministerial Framework for screening of non-offence based referrals and these reports are thereafter appropriately shared with the local Social Work Office and SCRA.

In comparison with the previous financial year there has been a 11% decrease in the total numbers of Vulnerable Persons reports being submitted with decreases of 24% for Child at Risk; 39% for Child Offender and 14% for Adult at Risk. There has been an increase of 18% in respect of Domestic Abuse – Children in the Relationship reports.

<b>Total No of VPRs</b>	<b>Child Offender – Formal Warning</b>	<b>Child at Risk</b>	<b>Child Offender</b>	<b>Combination Child Offender/ At Risk</b>	<b>Domestic Abuse – Children</b>	<b>Domestic Abuse – No Children</b>	<b>Adult at Risk</b>
2205	43	748	274	20	425	305	390

## Appendix 1

The following expenditure is the total costs incurred by the Quality Improvement Manager for Child Protection. This Manager is also the Lead Officer for the Child Protection Committee 2 days per week, so two fifths of the figures (approximately) are dedicated to the Child Protection Committee. All costs are met by the Local Authority and come out of the Child Care, Services to People, budget.

### **Child Protection Cost 2008/09**

Salaries	55,344.00
Superannuation	6,821.00
National Insurance	4,698.00
Staff Training	245.00
Conference Expenses	64.00
Staff Travelling Expenses	926.00
Catering	1,234.00
Professional Fees	8,500.00
Mobile Telephones	363.00
Subscriptions	240.00
Other Local Authorities	3,542.00
Payments to Individuals	450.00
Payments to Other Agencies	20.00
<b>Total Costs</b>	<b>£82,447.00</b>

## **Appendix 2**

### **Membership of Clackmannanshire Child Protection Committee**

Deirdre Cilliers (Chair)	Chief Social Work Officer, Clackmannanshire
Maureen Berry (Vice)	Nurse Consultant- CP, NHS Forth Valley
Ian Shovlin	Service Manager, Criminal Justice, Clackmannanshire
Jean Brodie	Project Manager, Action for Children - Tullibody Family Centre
Glynis Gordon	Lead Nurse - CHP, NHS Forth Valley
Dorothy Morgan	Senior Nurse Advisor - CP, NHS Forth Valley
Juliet Tucker	Consultant Paediatrician, NHS Forth Valley
Susanne Goetzold	Forth Valley Child Protection Training Co-ordinator
Lisa Simpson	Legal Services Manager, Clackmannanshire
John Gillespie	Head of Housing, Clackmannanshire
Jim Goodall	Head of Education, Clackmannanshire
Allison Russell	Acting Principal Psychologist, Clackmannanshire
Andrew Price	Area Commander, Central Scotland Police
Sara Lovelock	Lead Officer, Clackmannanshire
Pauline Proudfoot	Authority Report, SCRA
Jim Burke	Senior Manager - Child Care, Clackmannanshire
Andrew Grant	District Procurator Fiscal, Central Scotland
Brian Johnston	Detective Chief Inspector, Central Scotland Police
Marilyn Stenhouse	Clackmannanshire Children's Panel member

## **Appendix 2 - Sub Groups**

### **Multi Agency Continuous Improvement Group**

This group monitors the improvement agenda and commissions self evaluation work.

During 2008-2009 the group has mainly been monitoring the effectiveness of the single and inter-agency action plans resulting from the previous HMIE inspections.

#### **Membership Details**

Deirdre Cilliers (Chair)	Chief Social Work Officer, Clackmannanshire Council
Maureen Berry	Interim Lead Nurse - CP, NHS Forth Valley
Jean Brodie	Project Manager, Action for Children - Tullibody Family Centre
John Gillespie	Head of Housing, Clackmannanshire Council
Jim Goodall	Head of Education, Clackmannanshire Council
Sara Lovelock	Lead Officer, Clackmannanshire Council
Pauline Proudfoot	Authority Report, SCRA
Jim Burke	Senior Service Manager - Child Care, Clackmannanshire Council
Brian Johnston	Detective Chief Inspector, Central Scotland Police
Margaret Ure	Office Manger, Clackmannanshire Council
Yvonne Wright	Service Manager, Pupil Support- Clackmannanshire Council
Stuart Allan	Detective Sergeant, Central Scotland Police



## **Appendix 2 - Sub Groups**

### **Stirling & Clackmannanshire Voluntary & Independent Organisation's Sub Group**

#### **Membership Details**

Graham Carroll, Deputy Head Teacher	Queen Victoria School
Jeanette Myles, Youth Project Worker	Youth Project
Trisha Hall, Regional Director	Aberlour Trust
Sara Lovelock, Quality Improvement Manager Lead Officer Mary Boyd	Child Protection/ Clackmannanshire CPC Barnardos
Jackie Johnstone	Signpost
Janice Beaton	Stirling Family Support
Brenda Simm	Home Start Stirling
Heather Love/Hannah Tate	Stirling Women's Aid
Anne Salter, Lead Officer	Stirling CPC
Julie Ross, Children's Service Manager	Fregarroch Stirling, Barnardos
Gina Riddock, Project Worker	Signpost
Wilma Wilkie, Acting Co-ordinator	Homestart Clackmannanshire
Patricia Nunn	Asc me
Mary Bateman	Who Care's Scotland
Sharon Johnston	Women's Aid, Clackmannanshire

## **Appendix 3 - Forth Valley Sub Groups**

### **Forth Valley Management Information and Quality Assurance Sub Group**

Catriona Laird, Lead Officer	Falkirk CPC
Anne Salter, Lead Officer	Stirling CPC
Sara Lovelock, Lead Officer	Clackmannanshire CPC
Pat Scroggie, Detective Inspector	Central Scotland Police
Dorothy Morgan, Senior CP Nurse Advisor	NHS Forth Valley
Matthew Davies, Service Manager -Social Work	Falkirk Council
Mary Mitchell, CP Co-ordinator	Falkirk Council
Vacant, Education Services	Falkirk Council
Julie Main, CP Co-ordinator	Stirling Council
Mary Boyd	Barnardos Matrix
Lynn Nelson, Manager- Emergency Duty Team	

## **Forth Valley Policies, Procedures & Protocols Sub Group**

Catriona Laird, Lead Officer	Falkirk CPC
Anne Salter, Lead Officer	Stirling CPC
Sara Lovelock, Lead Officer	Clackmannanshire CPC
Pat Scroggie, Detective Inspector	Central Scotland Police
Dorothy Morgan, Senior CP Nurse Advisor	NHS Forth Valley
Matthew Davies, Service Manager -Social Work	Falkirk Council
Mary Mitchell , CP Co-ordinator	Falkirk Council
Julie Main, CP Co-ordinator	Stirling Council
Joan Lyle, Service Manager-Child Care SW	Clackmannanshire Council
Yvonne Wright, Service Manger-Pupil Support	Clackmannanshire Council
Trisha Hall, Regional Manager- Aberlour Child Care Trust	

## **Forth Valley Good Practice Sub Group**

Catriona Laird, Lead Officer	Falkirk CPC
Anne Salter, Lead Officer	Stirling CPC
Sara Lovelock, Lead Officer	Clackmannanshire CPC
Pat Scroggie, Detective Inspector	Central Scotland Police
Dorothy Morgan, Senior CP Nurse Advisor	NHS Forth Valley
Matthew Davies, Service Manager -Social Work	Falkirk Council
Julie Main, CP Co-ordinator	Stirling Council
Evelyn Kennedy, Training Manager SW	Falkirk Council
Andrea Priestly, Children's Rights Officer	Stirling Council
Zara Kitson, Youth Service Worker	Stirling Council
Alison Russell, Psychological Services	Clackmannanshire Council
Graham Carroll, Chair of Stirling & Clacks Voluntary & Independent Sector Child Protection Sub-Group	
Sandy Anderson, Service Manager	Stirling Council

## **Forth Valley Training and Development Sub-Group**

Susanne Goetzold Forth Valley Child Protection Training Facilitator (Chair)

Catriona Laird, Lead Officer

Falkirk CPC

Sara Lovelock, Lead Officer  
Quality Improvement Service Manager - Child Protection

Clackmannanshire CPC &

Mary Mitchell, CP Co-ordinator

Falkirk Council

Evelyn Kennedy, Training Manager SW

Falkirk Council

Eileen Marr, Team Manager, C & F SW

Falkirk Council

Julie Main, CP Co-ordinator

Stirling Council

Joanne McMeeking, Professional Development Manager

Stirling Council

Linda Paterson, Training Service Manager

Clackmannanshire Council

Dorothy Morgan, Senior CP Nurse Advisor

NHS Forth Valley

Maureen Berry, Nurse Consultant-CP

NHS Forth Valley

Stuart Allan, Detective Sergeant, Family Unit

Central Scotland Police

## **The Role and Remit of the CPC Sub Group** **Promotion of Good Practice**

### **1. Introduction**

The Promotion of Good Practice Sub-group has been established to ensure consistency and continuity of activity across Forth Valley. Clackmannanshire, Falkirk and Stirling CPCs will ensure that this sub-group has delegated authority to undertake the following key areas of work. The sub-group will be chaired by the Lead Officer, Stirling C.P.C..

#### **a) Promotion of good practice**

On behalf of the three CPCs this sub group will have a responsibility to identify and promote good practice, address issues of poor practice and encourage learning from practice. In order to do this it will:

- have in place mechanisms to identify and disseminate lessons from past and current practice, including systematic reviews of significant cases;
- ensure that these lessons directly inform training and staff development; and
- identify opportunities to share these lessons more widely.

#### **Standard 6.6**

#### **b) Public information**

On behalf of the three CPCs this sub group will be required to produce and disseminate public information about protecting children and young people and develop, implement and regularly review a communications strategy that includes the following elements:

- Raising awareness of child protection issues within the communities, including children and young people
- promoting the work of agencies in protecting children to the public at large
- providing information about where members of the public will go if they have concerns about a child and what could happen.

On behalf of the three CPCs this sub group will determine the level of public knowledge of and confidence in child protection systems within their area and address any issues as required within their business plans.

#### **Standards 7.2 and 7.3**

### **c) Communication and co-operation**

On behalf of the three CPCs this sub group will ensure effective communication and co-operation, both within and between professions and agencies, as essential to the protection of children. It will:

- demonstrate effective communication and co-operation at all levels
- actively promote effective communication and collaboration between agencies;
- identify and, wherever possible, resolve any issues between agencies in relation to the protection of children and young people;
- demonstrate effective communication with other inter-agency bodies;
- demonstrate effective communication about the work of the CPCs with staff in constituent agencies.
- identify opportunities to share knowledge, skills and learning across the CPCs

### **d) Planning and connections**

On behalf of the three CPCs this sub group will ensure there is clarity about where CPCs link into other multi-agency partnerships and structures. While this list is not exhaustive, these include:

- Children's Services planning structures;
- Community Planning structures;
- other CPCs;
- Community Safety Partnerships;
- Drug and Alcohol Action Teams (DAAT) or their equivalent;
- multi-agency partnerships on domestic abuse;
- Community Care planning structures;
- Child Care Partnerships;
- voluntary sector fora where they exist;
- Youth Justice structures; and
- developing fora on anti-social behaviour.

## **Standards 8.5**

### **e) Involving Children and Young People and their Families**

On behalf of the three CPCs this sub group will ensure the perspectives of children and young people and their families are clearly evidenced in the work of each of the CPCs. It will:

- be able to demonstrate that its work is informed by the perspective of children and young people, including the most vulnerable and those with direct experiences of child protection services;
- review and develop a strategy for doing so; and
- ensure that children and young people are involved in the development and

implementation of the public information and communication strategies.

There are a number of ways of doing this, and it is envisaged that this area will develop over time. It is not possible to be prescriptive about the methods to be employed. However, for illustration these could include:

- drawing on the experience of the voluntary sector in eliciting the views of children and young people;
- receiving regular reports from Children's Rights Officers on the views of children and young people;
- commissioning independent surveys, either individually or collectively with other CPCs, on the views of children and their families;
- improving decision-making and recording practices to ensure that the views of children and families are better able to be gathered together and reflected;
- promoting the establishment of community-based advocacy services for children and young people;.
- ensuring that the views of children and young people are accounted for through the application of inter-agency quality assurance mechanisms.

## **2. Structure**

The membership of the group will reflect adequate and proportionate representation from all 3 CPCs.

## **3. Core Membership**

- Chair
- Lead Officers for Child Protection Committees
- Child Protection Co-ordinator plus Service Manager, Social Work Services
- Senior Child Protection Nurse Advisor plus one other appropriate representative from NHS Forth Valley
- Detective Inspector from Police Family Unit
- Education representative – Service Manager
- Voluntary Sector representative
- Minute taker identified by Lead Officer
- Other experts may be co-opted as required on an ad hoc basis such as IT specialists

**All core members of the Committee should identify a suitable deputy to represent them in their absence. It is essential that core group members have delegated authority to make decisions on behalf of their organisation**



#### **4. Meetings**

- A minimum of four times a year. Small identified task groups will assist in progressing work between meetings.
- Timetable to be agreed well in advance.
- Draft Minutes to be sent out two weeks after the meeting. Agenda Items will be requested at this time.
- Agenda and supporting papers to be sent out one week before the meeting.

#### **5. Minutes**

- Formal minutes will be kept and approved by the Chair prior to wider distribution.
- The minutes will be circulated to members of the Child Protection Committees.

#### **6. Remit**

- In line with Scottish Executive guidance the Child Protection sub -group will have representation from key areas across Forth Valley. (Protecting Children and Young People: Child Protection Committees (2005).
- The Forth Valley Sub-Group will interface with the three Child Protection Committees through the Lead Officer Child Protection.
- The Communication Strategy of each C.P.C. should identify methods of engagement with services users.
- It is essential that the work of this sub-group links into and addresses the Business Plan and Community Planning Processes of the 3 CPCs.

#### **7. Reporting Mechanisms**

- The sub group will maintain standard recording on agreed G5 Reporting Group templates.
- Outcomes of meetings and a robust progress report of Sub-groups activity will be presented to the three CPCs and the G5 Reporting Group in the agreed format.

## **FORTH VALLEY CHILD PROTECTION COMMITTEES: POLICIES, PROCEDURES AND PROTOCOLS SUB GROUP ROLE & REMIT**

### **Introduction**

Core work of the CPC, identified in the Protecting Children and Young People: Child Protection Committees Guidance, 2005, includes the requirement to;

- *develop, monitor and review protocols and guidance for inter agency working.*

Clear and robust inter agency procedures are vital to the protection of children and young people.

### **Standard 8.1**

The needs and risks for the children come first in all professional decision making. Agencies must have in place:

- policies;
- procedures;
- systems;
- structures; and
- resources and personnel to support this.

### **Remit**

The sub-group will prioritise;

- developing, disseminating and reviewing inter agency policies, procedures and protocols.
- ensuring that constituent agencies have in place their own appropriate procedures and policies.
- ensuring that procedures and protocols are developed in response to Scottish Government guidance and research.
- supporting the implementation of all policies, procedures and protocols developed.
- responding to consultations regarding proposed legislation and national guidance.
- measuring the impact in terms of outcomes with regard to the policies, procedures and protocols.

The sub-group will also;

- consider the implications for Child Protection Procedures with regard to new legislation and guidance relating to adults.
- supporting non-constituent agencies to develop procedures and policies when requested to do so.
- link with other planning fora to ensure the consistency of procedures and policy development.

## **Core Membership**

Membership will be derived from/by the following agencies/personnel;

- Lead Officers - Clackmannanshire, Stirling and Falkirk Child Protection Committees.
- Service Managers - Children's Services, Clackmannanshire and Falkirk Councils.
- Detective Inspector - Central Scotland Police.
- Child Protection Nurse Advisor - NHS Forth Valley.
- Child Protection Co-ordinators - Stirling and Falkirk Councils.
- Service Manager - Aberlour Trust.

The minute taker will be identified by the Chair Person.

All core members should identify a suitable deputy to represent them in their absence.

## **Co-opted Membership**

The Policies, Procedures and Protocols sub group will co-opt appropriate members on a short life basis when required to provide particular skills/knowledge.

## **Meetings**

- Meetings will take place on a quarterly basis with the time table scheduled well in advance. To meet externally required timescales the sub-group will be convened at short notice to provide appropriate responses.
- Draft minutes will be disseminated within two weeks from the date of the meeting.
- Agenda items for forthcoming meetings will be required two weeks in advance of meetings.
- Agenda and supporting papers will be sent out one week prior to the sub group meeting.

- The G5 reporting group will identify and agree core business items for each sub-group.

The sub-group will co-ordinate responses to consultation requests from the Scottish Government, the National Chairs and Lead Officers Group and any other relevant agency.

### **Reporting Mechanisms**

- The sub group will report to all three CPCs as a standing agenda item. Each Lead Officer will be responsible for this feedback.
- The sub group will report to the G5 Reporting Group using standard templates
- The sub group will be responsible for completing the relevant section of the Annual Report and Business Plan.

### **Further Considerations**

- the sub group will ensure that its work is informed by the perspectives of children and young people.
- the sub group will ensure that it links effectively with other planning fora to maximise effectiveness and information dissemination.

## **Forth Valley Child Protection Training and Development Sub-Group – Work Programme**

**Chair:** Susanne Goetzold, Forth Valley Inter-Agency Child Protection Training Facilitator

### **Remit**

- Develop an inter-agency child protection training strategy for approval by G5 Executive Group;
- Develop training courses as approved/identified by the G5 Executive Group via the G5 Reporting Group;
- Promote and commission the delivery of inter-agency training on behalf of the G5 Executive Group;
- Ensure consistent practice in the delivery of inter-agency child protection training, Levels 2-4 (Scottish Executive Framework for Inter-Agency Child Protection Training) across Forth Valley;
- Ensure that relevant staff have access to high quality training at a level appropriate to their remit;
- Approve and monitor courses delivered by the Inter-Agency Training Facilitator;
- Support the Inter-Agency Training Facilitator in the delivery of courses by identification of suitably qualified co-facilitators;
- Undertake/commission training needs analyses within individual agencies;
- Ensure that training delivery meets the needs of agencies across Forth Valley;
- Highlight any gaps in training provision;
- Ensure appropriate communication with Child Protection Committees and local training sub-groups.

## **Reporting To**

G5 Executive Group via G5 Reporting Group

## **Chair**

Susanne Goetzold, Forth Valley Inter-Agency Child Protection Training Facilitator

## **Members**

Membership consists of 2 representatives from each Child Protection Committee area, plus one representative each from Central Scotland Police and NHS Forth Valley. Appropriate members will be nominated by the 3 Forth Valley Child Protection Committees. The Child Protection Committees should ensure that their representatives can link effectively with their local Child Protection Committee and any local child protection training sub-groups. All members of the sub-group should identify a suitable substitute who can attend on their behalf if necessary. A list of current members is attached.

## **Purpose**

It is the purpose of the Forth Valley Inter-Agency Child Protection Training and Development Sub-Group to:-

- Deliver high quality, consistent inter-agency child protection across Forth Valley;
- Identify gaps in the provision of inter-agency training;
- To develop and revise an inter-agency child protection training strategy at agreed intervals.

## **Forth Valley Child Protection Training and Development Sub-Group** **– Sub-Group Priorities**

### **High Priority**

- To undertake a training needs audit across the 3 Child Protection Committee areas;
- To identify gaps in current provision of training;
- To highlight resource implications to G5 Executive Group;
- To revise current training strategy, taking account of available resources;
- To draw up training programme for financial year 2009/10.

### **Medium Priority**

- To develop refresher courses for existing training;
- To develop systems for impact analyses in relation to training delivered;
- To develop systems for tracking applications and managing waiting lists;
- To reduce waiting lists for Level II - Foundation and Level III – Giving Evidence in Court Training;
- To review and update existing training materials.

### **Low Priority**

# **Forth Valley Child Protection Management Information & Quality Assurance Sub Group - Role & Remit**

## **1. Introduction**

The Management Information and Quality Assurance Sub-Group has been established to ensure consistency and continuity of activity across Forth Valley. Clackmannanshire, Falkirk and Stirling CPCs will ensure that this sub-group has delegated authority to undertake the following key areas of work. The sub-group will be chaired by Falkirk CPCs Lead Officer.

### **1a. Management Information**

On behalf of the three CPCs this sub group will:

- have an overview of management information from all key agencies about their work to protect children and young people
- all agencies will be expected to take a pro-active approach in identifying and presenting relevant management information
- have an overview of information relating to children and young people on the Child Protection Register
- have an overview of any current issues of concern, or issues identified in a national context for consideration by CPCs
- receive regular management information reports, which include analysis of trends
- identify and address the implications of these reports for services
- ensure that these reports inform the inter-agency child protection strategy and the Business Plan of the 3 CPCs
- develop a data set of Management Information to be submitted to the 3 CPCs and the above Forth Valley Management Information and Quality Assurance Sub-Group

### **Standard 8.9**

### **1b. Quality Assurance**

Whilst individual agencies have responsibility for quality assurance within their own agencies, On behalf of the three CPCs this sub group:

- will have responsibility for the development and implementation of inter-agency quality assurance mechanisms, which will provide an objective quality assurance process
- agree, implement and review multi-agency quality assurance mechanisms for inter-agency work, including auditing against the Framework for Standards



- ensure that these quality assurance mechanisms directly contribute to the continuous improvement of services to protect children and young people
- implement agreed action plans through the individuals CPCs
- contribute to the preparation for the integrated system of inspection of child protection services
- consider the findings and lessons from the inspection process nationally and in relation to the inspection of their area and ensure recommendations are addressed by the 3 CPCs
- report on the outcome of these activities, and make recommendations, to the Chief Officer Group (G5), who are accountable overall for the quality of services including child protection systems

### **Standard 8.10**

## **2. Structure**

The membership of the group will reflect adequate and proportionate representation from all 3 CPCs.

## **3. Core Membership**

- Chair
- Lead Officers for Child Protection Committee
- Child Protection Co-ordinator plus Service Manager, Social Work Services
- Senior Child Protection Nurse Advisor plus one other appropriate representative from NHS Forth Valley
- Detective Inspector from Police Family Unit
- Education representative – service manager
- Voluntary Sector representative
- Minute taker identified by Lead Officer
  
- Other experts may be co-opted as required on an ad hoc basis such as IT specialists

**All core members of the Committee should identify a suitable deputy to represent them in their absence. It is essential that core group members have delegated authority to make decisions on behalf of their organisation**

## **4. Meetings**

- A minimum of four times a year. Small identified task groups will assist in progressing work between meetings.
- Timetable to be agreed well in advance.
- Draft Minutes to be sent out two weeks after the meeting. Agenda Items will be requested at this time.

- Agenda and supporting papers to be sent out one week before the meeting.

## **7. Minutes**

- Formal minutes will be kept and approved by the Chair prior to wider distribution.
- The minutes will be circulated to members of the Child Protection Committees.

## **8. Remit**

- In line with Scottish Executive guidance the Child Protection sub -group will have representation from key areas across Forth Valley. (Protecting children and young people: Child protection Committees (2005).
- The Forth Valley Sub-Group will interface with the three Child Protection Committees through the Lead Officer Child Protection.
- The Communication Strategy of each CPC should identify methods of engagement with services users and the Forth Valley Management Information and Quality Assurance will link with these strategies.
- It is essential that the work of this sub-group links into and addresses the Business Plan and Community Planning Processes of the 3 CPCs

## **7. Reporting Mechanisms**

- The sub group will maintain standard recording on agreed G5 Reporting Group templates.
- Outcomes of meetings and a robust progress report of Sub groups activity will be presented to the three CPCs and the G5 Reporting Group in the agreed format.

## **Appendix 4**

### **Constitution and Structure of the G5 Chief Officers Group**

#### ***Forth Valley G5, G5 Reporting Group & CPC Committees***

#### ***Role and Remit in regard to Governance and Working Arrangements for Child Protection***

##### ***Partnership Working Agreement***

##### **Title**

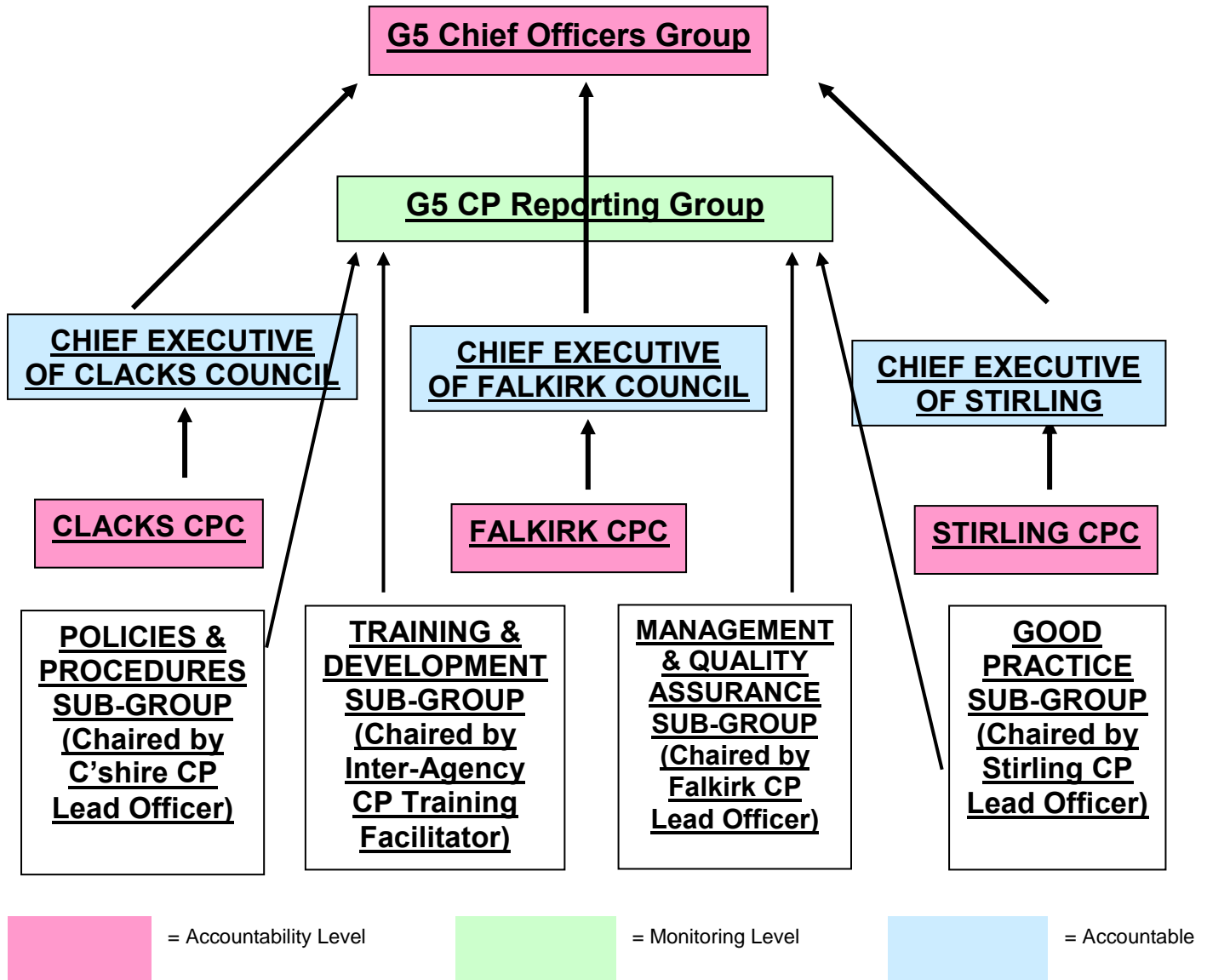
The Forth Valley Chief Officers Group, comprising of Chief Executives from the three local authorities within Clackmannanshire, Falkirk and Stirling, Chief Executive Forth Valley NHS Health and Chief Constable Central Scotland Police will hereafter be referred to as the 'G5'.

The Chairs of the three local authorities Child Protection Committees within Clackmannanshire, Falkirk and Stirling, Director of Nursing, NHS Forth Valley and Assistant Chief Constable Central Scotland Police will hereafter be referred to as the 'G5 Reporting Group'.

The three Forth Valley Child Protection Committees, for ease of reference will hereafter be referred to collectively as the Committees.

## Appendix 4 (cont.)

### Constitution and Structure of the G5 Chief Officers Group



## Background

Child Protection Committees were established in 1991 and replaced Area Protection Committees which were formed in the mid 1970s following the death of Maria Colwell in 1973. Child Protection Committees are the key local bodies for developing and implementing child protection strategy across and between agencies.

There has been considerable experience gained since the formation of Child Protection Committees and this, combined with the advice and guidance issued by the Scottish Government, formally the Scottish Executive, has influenced the remit of Child Protection Committees. "Protecting Children and Young People: Child Protection Committees", published by the Scottish Executive in January 2005, hereafter referred to as 'the Guidance', is the current guidance for Child Protection Committees across Scotland.

The Guidance is deliberately directive and specific. It replaces previous guidance set out in Social Work Services Group Circular, Number 14/97. The Guidance reflects the need for clear, co-ordinated and unambiguous commitment and support across all agencies and in all areas to protect children. It provides a framework of accountability for those at the top of the local authorities, health and police to the Child Protection Committee as the strategic and planning mechanism for multi-agency child protection.

The legislative base for the Committee lies with:

- The Children (Scotland) Act 1995, specifically Section 19, 20 and 21 which address Children's Services Plans.
- The Local Government in Scotland Act 2003. Part 2 of the Act sets the context for Community Planning which places a duty on a local authority to initiate, facilitate and maintain a process of Community Planning and also a duty on a range of agencies, including health boards and police boards, to co-operate with this process. Part 3 addresses the power to advance well-being and allows a local authority to do anything it considers necessary either to promote or improve the well-being of its area.

The Policy context for all involved in the development and delivery of Child Protection Services is:-

- *Protecting Children and Young People: The Charter*
- *Protecting Children and Young People: The Framework for Standards, specifically Standard 8 in respect of Child Protection Committees undertaking their functions.*

## Introduction

Following the initial HMle Inspection within Clackmannanshire in 2007, there was a review of structures and processes surrounding the then Forth Valley Child Protection Strategy Group. This partnership agreement details the current governance and working arrangements within Forth Valley.

## **Forth Valley Child Protection Vision Statement**

*"We want children and young people across the Forth Valley to be happy, active, nurtured, achieving, respected, responsible, included and safe, providing them with the necessary support to achieve their full potential"*

## **Aims and Objectives**

It is recognised the Committees will be the strategic planning mechanism for interagency child protection work. Through their work, in partnership with the G5 and G5 Reporting Groups they will:

- Support agencies in working together to identify and commission child protection activities;
- Drive forward the multi-agency agenda;
- Ensure agencies individually and collectively work to protect children and young people as effectively as possible.

To fulfil its aims and objectives, each Committee will address the following core functions:

- Public Information
- Strategic Planning
- Continuous Improvement

### **Public Information**

Each Committee will:

- Raise awareness of child protection issues within communities, including children and young people;
- Promote the work of agencies in protecting children to the wider public; and
- Provide information about where members of the public should refer concerns about children and young people and include details of what could happen.

### **Continuous Improvement**

Each Committee will develop and share the following:

- Policies, procedures and protocols
- Management information
- Quality assurance mechanisms
- Promotion of good practice
- Training and staff development

### **Strategic Planning**

This should be done in conjunction with other planning mechanisms and priorities, in particular Integrated Children's Services Planning and Community Planning. Each Committee's contribution to strategic planning will address the following:

- Communication and co-operation
- Planning and connections
- Public Information

### **Role of the G5 – Chief Officers Group**

The Scottish Government Guidance identifies the Chief Officers as:

- Chief Executives of the Local Authority
- Chief Constables of Police Forces
- Chief Executives of Health Boards

Working within the accountability structure of their respective organisations, the Chief Officers of Forth Valley will work collectively to identify and commission inter-agency activity with a view to protecting children and young people and as detailed will be referred to hereafter as 'the G5'.

They have responsibility for maximising the involvement of those agencies not under their direct control, including the Scottish Children's Reporter Administration, the Crown Office and the Procurator Fiscal's Service and the Voluntary and Independent Sectors, reporting to the Minister if they deem this not to be effective.

The following are the roles and responsibilities of the G5 as they relate to child protection:

- Individually and collectively, demonstrate leadership and accountability for child protection work and its effectiveness on behalf of their agencies, including the effectiveness of the three Child Protection Committees:

- Agree the business plans, of the CPC's to including operational priorities and ensure allocation of resources to the CPC.
- Ensure the relative Committee links to other planning fora, in particular strategies for Integrated Children's Services
- Agree the Constitution for the Committees, including the delegating of roles and responsibilities to take forward multi-agency issues in respect of child protection on their behalf
- Agree the agencies to be presented at Committee.
- Agree the appointment of the Committees Chair, ensuring the Chair has time, resources and dedicated professional administrative support to properly fulfil the role.
- Appoint representatives from their own agencies to the CPCs with the appropriate authority and responsibility to best take forward the functions required.
- Invite nominations from other agencies to be represented on each Committee.
- Agree G5 reporting mechanisms with elected members and board members that cover the work of the relevant Committee and associated Sub-Group.
- Agree and endorse an Annual Report and Business Plan for each Committee within Forth Valley which makes explicit statements about the resources required to deliver the plan and how these would be provided.

Resources will include:

- CP Budget
- Provision of sufficient dedicated time for the Committee members.
- Professional, operational and administrative support to the Committee.
- Commitment of time for staff not directly involved in the work of the Committee, for example, contribution to specific projects, including training and the development of new procedures.
- Provision of sufficient staff time in each agency for child protection work and for activities such as staff development that impact on the competence and confidence of staff.
- G5 will agree on the chairing arrangements.



## **Role of the G5 Reporting Group**

Membership of the G5 Reporting Group will consist of the Chairs of each of the Child Protection Committees and their respective Child Protection Lead Officers. Head of Drugs & Specialist Services and Nurse Consultant, Head of Child Protection, NHS Forth Valley.

All three Chairpersons of the Forth Valley Child Protection Committees report to the Chief Officers with details of Annual Business Plans and Reports.

The role of the G5 Reporting Group is to monitor and review activity and progress within the Working Sub-Groups. They will provide an accountability framework which will include progress report; Action Plan; performance management; assurance and exception reporting. This will be provided once a year in the format of an Annual Report to the Chair of the G5.

The G5 Reporting Group will require to review progress a minimum of three times per financial year. At the conclusion of each review the Chair of the G5 Reporting Group will prepare and provide a highlight report for the information of G5 detailing findings of the review.

Should areas of particular concern be identified during this period of review an exception report will be submitted by the Chair of the G5 Reporting Group to G5.

The Child Protection Committee Sub-Groups will provide necessary update reports 4 weeks prior to the meeting of the G5 Reporting Group.

Meetings of the G5 Reporting Group should take place 6 weeks prior to the meeting of G5. The Chair of the G5 Reporting Group or nominated Chair of one of the Committees (on a rotational basis) will attend the meeting of G5 and present details of progress or otherwise in regard to sub-group activity.

## **Operation of Working Sub Groups**

To progress the work of the respective Committee and provide an element of consistency within Forth Valley the following Sub Groups will be established, each with specific remits:-

- *Policies & Procedures* - Chaired by Clackmannanshire CPC Lead Officer
- *Training & Development* - Chaired by Inter-Agency CP Training Facilitator
- *Management & Quality Assurance* - Chaired by Falkirk CPC Lead Officer
- *Good Practice* - Chaired by Stirling CPC Lead Officer

Agencies shall ensure their Sub-Group member(s) will have sufficient delegated time to progress the work they undertake on behalf of the working Sub-Group.

The working Sub-Group will meet on an agreed cycle of meetings.

Progress reports of each working Sub-Group will be tabled at Committee Meetings and a copy forwarded to the Chair of the G5 Reporting Group.

The G5 Reporting Group will decide if a short term task orientated working group should be established to address specific issues to be progressed from a National or Forth Valley perspective and this may include audit and inspection

### **Child Protection Committees**

#### **Relationship to other Planning Structures**

Each CP Committee within Forth Valley will have clear links with other multi-agency partnerships. This will involve a range of strategic bodies including:-

- Children's Services Strategy Group
- Community Safety Planning Partnership
- Other Child Protection Committees
- Youth Justice Forum
- Substance Action Team (SAT)
- Forth Valley Domestic Abuse Steering Group (FVDASG)
- Sex Offenders Inter-Agency Monitoring Group
- Adults Protection Committee(s)
- Voluntary and Independent Sector Fora
- NHS CP AG

There will be communication and reporting mechanisms to and from multi-agency partnerships to ensure effective joint working in child protection.

#### **Membership**

Membership should take account of:

- Level of authority
- Representation

#### **Authority**

Members of each committee will:

- Represent their agency on the Committee to promote the safety and well being of children and young people, including the prevention of abuse.

- Have the delegated authority to make policy and resource commitments as well as strategic and operational decisions on behalf of their agency.
- Facilitate communication between each of the Committees and their Agency.
- Contribute their skills and expertise to the work of the Committee

Each Committee within Forth Valley will ensure that it fulfils its responsibility to its members in order that they are able to maximise their contribution to the work of each of the Committees. This includes:

- Training and development
- Induction for new members to appraise the work of the Committee and their role within it.
- Ensuring that they reflect the contribution that all agencies have to make to child protection.

### **Representation**

The core membership of each of the committees will consist of agency representation from the following:

- Three Area Commands within Central Scotland Police, representing: Clackmannanshire, Falkirk and Stirling.
- NHS Forth Valley representing: 3 Community Health Partnerships; Consultant Paediatricians and Lead Nurse CP Department.
- Each local authority within Clackmannanshire, Falkirk and Stirling will have representation from Social Work, Education, Community Services, Housing & Property Services, Legal Services.
- Scottish Children's Reporters Administration (SCRA)
- Substance Action Team (SAT)
- Crown Office and Procurator Fiscal Services (COPFS)
- Chair of the Children's Panel
- Voluntary & Independent Sectors
- Local representative of the Forth Valley Domestic Abuse Steering Group

Each representative must identify a depute from their Agency who will attend when the representative is unable to do so, other than in the most exceptional circumstances.

Legal guidance to each of the committees will be provided by their respective local authority legal services.

### **Resolution of Difference or Dispute**

In the event of the work of one of the Committees being significantly impaired by failure to reach an agreement, it is the responsibility of the Chairperson to notify, as a matter of urgency, the G5 who will then arbitrate.

In the event of the G5 failing to reach agreement, they will bring the issue to the attention of the Scottish Government to agree a course of action to resolve the dispute.

### **Child Protection Lead Officers – Roles & Responsibilities**

Each Committee within Forth Valley will appoint a Lead Officer to support the work of their Committee and implement its core functions.

The Lead Officer will be accountable to their respective Committee and will report directly to the Chairperson, who will have line management responsibility for the Lead Officer.

The day to day management of the Lead Officer will be assumed by one of the agencies, subject to Committee agreement. However, the management and accountability of the Lead Officer is to the Committee through the Chairperson.

### **Training Facilitator**

A Training Facilitator will be appointed and will deliver Child Protection training and staff development on an inter-agency basis to all three Child Protection Committees within Forth Valley.

The Inter-Agency Training Facilitator will be accountable to the G5 Reporting Group, however will be line managed by a Service Manager from Stirling Council Children's Services who is independent of their Child Protection Committee.

### **Administrative Support**

The Committee will appoint administrative support to facilitate the Committee and its related work.

The post(s) will be determined by each of the Committees.

### **Agenda/Meetings/Minutes**

The Committee will meet on a quarterly cycle. Dates will be decided and distributed to Committee Members at the beginning of each financial year.

The Agenda will be set two weeks in advance of the Meetings. Committee Members will table items by a date given in advance of the Agenda being distributed.

The Chair on the day of the Committee will determine if items can be tabled under A.O.C.B.

A Minute of each Committee Meeting will be taken and distributed within fourteen days to members and other relevant parties in accordance with current reporting and communication structures.

Amendments to the minute should be progressed in writing to the Chairperson by the date given at the time of distribution of the minute.

If an amendment is made, a revised copy of the minute, highlighting the amendments shall be distributed.

### **Confidentiality and Information Sharing**

Committee Members and their agencies will share information about child protection work in line with professional ethics and guidance, and the principle of the child's welfare being paramount.

All agendas, reports and other documents and proceedings of the Committee shall be treated as confidential unless and until they become public in the ordinary course of the Committee's business or are authorised to be communicated to and are available for publication by the press or other news media in accordance with the formal decision of the Committee and approved by the Chairperson and G5.

### **Financial Arrangements**

The G5 have a collective responsibility to ensure each Committee has financial resources to fulfil its agreed Business Plan.

The Business Plan will reflect the projected priorities of the Committee for a specific period.

The Business Plan will include details of projected financial resources required to ensure progression of the identified priorities, including dedicated professional and administrative staffing costs.

### **Amendments to Review the Partnership Working Agreement**

Any Proposed amendments to the Partnership Working agreement will be discussed at a meeting of the G5.

Any proposed amendments should be made in writing to the G5 by the stated date when all matters for the Agenda have to be received.

On receipt of the written proposed amendments they will be included in the papers and on the Agenda of a meeting of the Committee for full consideration.

If approved by the G5 the amendments will be incorporated into the Partnership Working agreement.



## Appendix 5

### Clackmannanshire Child Protection Committee Business Plan 2008 - 2009

Ref	Action	Lead Responsibility	Timescale	Performance Measurement	Outcomes
<b>1</b>	<b>Evaluation &amp; Inspection</b>  Include action identified by HMIE (Jan 2010) into existing action plans	CPC Members CIG Members	January - June 2010	Required actions linked to outcomes for children. Self - evaluation evidencing improved outcomes.	Action plans are dynamic changing to meet identified improvement criteria.
<b>2</b>	The CPC will undertake a self-evaluation exercise to identify areas of leadership requiring improvement	CPC	March 2010	CPC Members are clearer about individual/collective responsibilities to improve outcomes for children.	CPC performs more effectively to drive forward actions/business planning.

Ref	Action	Lead Responsibility	Timescale	Performance Measurement	Outcomes
3	<b>Planning &amp; Connections</b>  CPC members to ensure that they link effectively with other planning fora to improve information sharing & partnership working	All CPC members	December 2009 onwards	CPC minutes evidence discussion & impact of improvement.	Improved communication/informed decision making.
4	Improving links between CPC planning and ICSP	Lead Officer ICSP Planning Officer	Ongoing	CPC business evidences links to ICSP priorities	Priorities from both planning fora improve delivery of action planning for children.



Ref	Action	Lead Responsibility	Timescale	Performance Measurement	Outcomes
5	A communication strategy to be developed and launched	Lead Officer	By March 2010	Strategy Evaluated in areas of public awareness and effectiveness of disseminating information to staff	Clearer strategy for disseminating information to the public/staff prioritising key areas identified.
6	<b>Training</b>  CPC develops a strategy to ensure that Level 1 training is delivered to all staff who require it.	Lead Officer & CPC members	March 2010 - June 2010	Level 1 training Programme Training Evaluations.	Staff report that they feel more confident with CP issues.

Ref	Action	Lead Responsibility	Timescale	Performance Measurement	Outcomes
7	<b>Public Information</b>  Based on the communications strategy key areas will be targeted; <ul style="list-style-type: none"> <li>■ internet safety</li> <li>■ child trafficking</li> </ul>	CIG linking with the Forth Valley Good Practice Sub-Group	March 2010 - June 2010	Survey to assess public awareness range of materials produced.	Public awareness of vulnerable children raised. Increased referrals/interventions.

### Appendix 6 Clackmannanshire Council Action Plan 2008/2009

Bullet Point	Key Issue	Action Plan	Lead Person	Date Commenced	Key Performance Indicators	Evidence	Outcomes
1	Involve children and families more fully in decisions about their lives	All agencies adopt principles of GIRFEC to ensure that children and families are fully involved about decisions pertaining to their lives. i.e. Police investigations, VPR, Health, Health Records, S.W, S.W Records	CIG Evaluation Sub Group	May 2008	Children's views are recorded in all relevant reports/records.  Parents/Carers etc  An increase in the number of children/parents/carers attending meetings.	Interim Follow Through Report and supporting evidence  Individual Agency Action Plans  Individual Agency Performance monitoring systems.  Recording of Children's attendance at key meetings.	October 2009  <ul style="list-style-type: none"> <li>Children/parents/carers views are routinely sought and reported for key decision making meetings.</li> <li>Procedures have been developed to ensure that children/parents/carers are included in processes keeping them at the centre of decision making.</li> <li>Children/parents/carers receive explanatory leaflets prior to CP meetings.</li> <li>Children/parents/carers are routinely informed of the complaints procedure</li> </ul>

Bullet Point	Key Issue	Action Plan	Lead Person	Date Commenced	Key Performance Indicators	Evidence	Outcomes
1 (cont)							<ul style="list-style-type: none"> <li>▪ All children on the CP register have an allocated worker allowing families to build relationships.</li> </ul>

Bullet Point	Key Issue	Action Plan	Lead Person	Date Commenced	Key Performance Indicators	Evidence	Outcomes
2	Improve the process for the assessment of risk and needs	All agencies to implement effective risk management system	CIG Evaluation Sub Group	May 2008	% of cases that have been subject to competent risk management assessments	Interim Follow Through Report and supporting evidence	<ul style="list-style-type: none"> <li>Improved CP plans which are outcome focused.</li> <li>Risk assessment models are more routinely used and form the basis of decision making</li> <li>All VPRs and "lower" level referrals subject to a duty assessment.</li> <li>GIRFEC Coordinator appointed and working on multi agency early intervention.</li> <li>All Social Work CPCC reports discuss and analyse risk.</li> </ul>
					<b>TARGET</b>	CPCC Minutes	
					June 2008 75%	Agency Case Records	
					December 2008 90%	September 2008 Review CPCC reports. 90% + contain discussion regarding risk	

Bullet Point	Key Issue	Action Plan	Lead Person	Date Commenced	Key Performance Indicators	Evidence	Outcomes
3	Fully involve health and medical staff at an early stage when there are child protection concerns and improve the arrangements for medical examinations	Meeting to review progress in the establishment of a robust system	FME Sub Group	May 2008	% of cases that have been appropriately discussed <b>TARGET</b>	Interim Follow Through Report and supporting evidence	<ul style="list-style-type: none"> <li>Interim follow-through reported noted that the areas for improvement identified by HMIE regarding FMEs had been addressed.</li> <li>IRD procedure implemented May 2009. Review July 2009 - outcomes improved for young people using case studies.</li> </ul>
		Review progress of FME sub group			June 2008 50%	Agency Case Records	
		Review arrangements for Medicals			December 2008 75%	100% of cases that go to joint inspection are discussed with health colleagues	
					Improvements of FME arrangements		

Bullet Point	Key Issue	Action Plan	Lead Person	Date Commenced	Key Performance Indicators	Evidence	Outcomes
4	Improve the quality of social workers' reports and ensure that they are provided on time	Report to CIG regarding progress	Quality Improvement Manager	March 2008	% of Social Work reports submitted within timescales	Interim Follow Through Report and supporting evidence	<ul style="list-style-type: none"> <li>• Reports/timescales remains an issue. No initial CPCC has been cancelled due to lack of a report. Most CPCC reports completed in time to discuss contents with parents/carers. Individual performance management data (Aug 2009) allows managers to discuss issues with staff.</li> <li>• Quality of reports improved. Most contain a chronology, the views of children &amp; families, risk assessments, decisions.</li> </ul>
					<b>TARGET</b>	Qualitative Analysis of SW report for CPCCs currently underway (Sept 2008)	
					June 2008 75%	September 2008	
					December 2008 100%		

Bullet Point	Key Issue	Action Plan	Lead Person	Date Commenced	Key Performance Indicators	Evidence	Outcomes
5	Improve joint planning to meet children's needs and ensure regular planning meetings take place for all children in need of protection	Report to CIG regarding progress by Quality Improvement Manager June 2008  Review by CIG	Quality Improvement Manager	June 2008	Scheduled meetings take place	Interim Follow Through Report and supporting evidence  Agency records  Minutes of meetings	<ul style="list-style-type: none"> <li>▪ IRD improve the planning for joint investigation to improve outcomes.</li> <li>▪ Core groups subject to new procedures and standardized recording and reporting.</li> <li>▪ Some review CPCCs postponed - usually to facilitate parental attendance or because of another key meeting (children's hearing's) decision required to inform CPCC.</li> <li>▪ Increased use of planning meeting for complex cases.</li> <li>▪ Pre birth planning discussions/meeting used effectively to manage risk.</li> </ul>



Bullet Point	Key Issue	Action Plan	Lead Person	Date Commenced	Key Performance Indicators	Evidence	Outcomes
6	Improve joint performance monitoring of key child protection process and outcomes for children and families	Agencies develop Performance Monitoring Systems	CPC Individual Agency Groups	May 2008	CPCs use Performance Management Information to inform practice and outcomes for young people	Interim Follow Through Report and supporting evidence  CPC Annual Report	<ul style="list-style-type: none"> <li>▪ Bi monthly performance monitoring meetings provide key data to CPC chair.</li> <li>▪ Management information provided to all CPC meetings.</li> <li>▪ NHS Forth Valley &amp; Central Scotland routinely provide management data to the Lead Officer. This is triangulated to ensure practice is outcome focussed.</li> </ul>

Bullet Point	Key Issue	Action Plan	Lead Person	Date Commenced	Key Performance Indicators	Evidence	Outcomes
7	Sustain sufficient levels of social workers within the child care social work services	<p>Social Work staffing levels to be standing item on the CPC agenda.</p> <p>Bi monthly monitoring reports to be submitted to Chief Social Work Officer</p>	<p>CPC Chairperson</p> <p>Office Manager</p>	March 2008	Staffing issues monitored/early intervention	Interim Follow Through Report and supporting evidence	<ul style="list-style-type: none"> <li>▪ Recruitment of SW not problematic (Oct 09).</li> <li>▪ Staff survey completed in 2008 and results used by managers to inform change.</li> <li>▪ GIRFEC coordinator works with staff obtaining views and addressing concerns raised.</li> <li>▪ SW restructuring due Nov 2009 should support staff to be confident and competent.</li> </ul>