



Falkirk Child Protection Committee
Annual Report and Action Plan 2005-2006

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PREFACE FROM CHIEF OFFICERS TO FALKIRK CHILD PROTECTION COMMITTEE

The Chief Executives of Falkirk, Clackmannanshire, and Stirling Councils, NHS Forth Valley and the Chief Constable of Central Scotland Police constitute the Chief Officers' Group across the Forth Valley area. This group meets on a regular basis to discuss key strategic issues, one of which is Child Protection.

The Chief Officers' Group provides leadership within their respective organisations in relation to Child Protection ensuring that a corporate approach is taken to Child Protection.

The Forth Valley Child Protection Strategy Group (FVCPSG) is chaired by the Chief Executive of Clackmannanshire Council on behalf of the Chief Officers of the three Councils within Forth Valley, NHS Forth Valley and Central Scotland Police.

The FVCPSG has agreed the constitution of each of the Child Protection Committees ensuring these follow a common format, which addresses the requirements identified within the revised guidance for Child Protection.

Each Committee contributes to inter – agency child protection training, which includes basic awareness of substance misuse issues. In recognition of the need to enhance awareness in this area, there will be more specific training, such as the seminar on child protection and drug misuse which is planned for June 2006 in the Forth Valley and single agency training which is being progressed in each organisation.

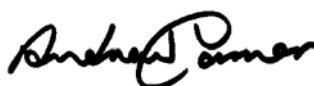
The three Chairs of the Child Protection Committees and the Chair of the NHS Forth Valley Child Protection Action Group are all members of the FVCPSG, which ensures continuity of communication, accountability and decision-making.

Together the developments highlighted above, the creation of the Lead Officer posts and the review and amendments to Child Protection Committee constitutions ensure that the new guidance for Child Protection Committees has been implemented.

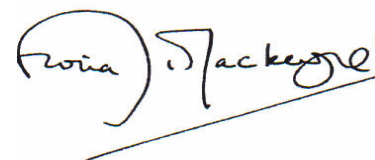
The Chief Officers' Group endorses the contents of this Annual Report and the Falkirk Child Protection Committee Action Plan 2006/2007, which is contained in Section 5 of this Report.



Mary Pitcaithly
Chief Executive
Falkirk Council



Andrew Cameron
Chief Constable
Central Scotland Police



Fiona Mackenzie
Chief Executive
NHS Forth Valley

PREFACE FROM CHAIR OF CHILD PROTECTION COMMITTEE

In presenting this annual report on the work of the Falkirk Child Protection Committee to Chief Officers, I would like to record my thanks to the members of the Committee for their hard work and dedication to promoting a strong and effective approach to protecting Falkirk's children. I would also like to express my appreciation to the support provided by Christine Simpson, Child Protection Training Co-ordinator and to Catriona Laird, newly appointed Lead Officer, both of whom have worked hard to ensure effective co-ordination of the work of the Committee. The last year has been a particularly challenging one for the Child Protection Committee and a considerable amount has been done to ensure that we operate in a way that is compatible with the expectations set out by the Scottish Executive, as part of the National Reform Programme. The Committee set itself a challenging action plan and this annual report sets out what action we have taken forward individually and collectively over the last year in pursuance of stronger and more effective child protection services. The report also contains an action plan for the year ahead in which a number of commitments are made which are designed to ensure continuous improvement of the services we provide across the Falkirk area.

Margaret Anderson.

Margaret Anderson
Head of Service
Falkirk Council

1.0 INTRODUCTION

Falkirk Child Protection Committee is a multi-agency forum responsible for the development, co-ordination and review of child protection inter-agency policy and practice across Falkirk. The Committee is responsible for ensuring that child protection activity complies with national and local standards and aims to promote better outcomes for children and young people.

The Scottish Executive Guidance '*Protecting Children and Young People: Child Protection Committees*' published in January 2005 provides a clear message of support, expectation and direction in child protection. As a result of the guidance issued by the Executive, one of the tasks for the Child Protection Committee was to review its constitution and membership to ensure that it met the new guidance. The review of the constitution was concluded and appropriate amendments made. The constitution has been endorsed by the Forth Valley Child Protection Strategy Group and is included at **Appendix 1**.

The Child Protection Committee arrangements in Falkirk have been set up in line with this Guidance to ensure the delivery of integrated, high quality child protection services supported by the commitment and leadership of Chief Officers.

The Scottish Executive Guidance states that the Child Protection Committees (CPCs) are the key local bodies for developing and implementing child protection strategy across and between agencies with core functions under public information, continuous improvement in child protection practice and strategic planning.

1.1 The Role, Remit and Function of Falkirk Child Protection Committee

The role, remit and function of the Child Protection Committees are detailed in the Scottish Executive Guidance as follows:

- to produce and disseminate public information about protecting children and young people
- to play a key role in the continuous improvement of child protection work
- to ensure that clear and robust inter-agency procedures are in place
- to maintain an overview of child protection management information including analysis of trends to ensure that these inform the inter-agency child protection strategy
- to establish mechanisms for quality assurance of inter-agency child protection practice
- to identify and promote good practice, address issues of poor practice and encourage learning from practice
- to have an overview of single agency child protection training and promote, commission and quality assure inter-agency training
- to contribute to strategic planning in conjunction with Children's Services Planning and Community Planning
- to promote effective communication and co-operation within and between professions and agencies
- to clarify where CPCs link into other multi-agency partnerships and structures

- to prepare and submit to the Scottish Executive an annual report and development plan

Falkirk Child Protection Committee meets four times a year. It is chaired by Falkirk Council's Head of Housing and Social Work Services, (Children and Families and Criminal Justice). The membership of the CPC has been reviewed to ensure that the staff who attend are of sufficient seniority to commit their agency to the decisions of the CPC. The membership comprises the following agencies:

Falkirk Council

- Social Work Services
 - Housing
 - Community Services
 - Education services
- Central Scotland Police
 - NHS Forth Valley
 - Authority Reporter
 - Procurator Fiscal
 - Council of Voluntary Service (Falkirk and District), Children's Services Forum represented by Barnardos and Scottish Pre-School Playgroups Association
- *In attendance*
 - Child Protection Co-ordinator
 - Lead Officer Child Protection
 - Child Protection Training Co-ordinator
 - Child Protection Corporate Training Co-ordinator
 - Ross Drummond Advisor Scottish Executive

(See **Appendix 2** for membership of the CPC and sub groups at 31st March 2006)

In line with the core functions of the Child Protection Committee, in terms of training, and monitoring performance, the CPC established two sub-groups to take forward these areas of work and to report back to the CPC.

The Committee has two Sub-Groups:

- Training Sub-Group
- Monitoring/Audit Sub-Group
- A Communications Sub-Group will be set up now that a Lead Officer is in post (as from 8th May)

There are challenges for the partners in committing themselves to the work of the sub-groups within the CPC, as the partners are relatively small organisations working across three CPCs in Forth Valley. However, it is a sign of the commitment of partners in delivering on the Child Protection Agenda that both the CPC and the sub-groups have enjoyed the support of partners.

Lead Officer

The Forth Valley Child Protection Strategy Group, in its deliberations on the need for Lead Officers for Child Protection Committees agreed that the initial allocation of additional money to CPCs by the Executive would be pooled to create two Lead Officer posts – one for Falkirk and one for Stirling and Clackmannanshire. At the

expiry of the funding, the partners agreed that funding would be provided through the Changing Children's Services Fund for as long as it exists.

The constitution for Falkirk CPC reflects this funding arrangement but also commits the partners to identify funding to continue the post in the event that this fund should cease to be available at some future date.

The Falkirk Lead Officer takes up post in May 2006.

1.2 Role of Chief Officers

Working within the accountability structures of their respective organisations, Chief Officers must work collectively to identify and commission interagency activity with respect to protecting children and young people. They must account for this work and its effectiveness.

Within Forth Valley, the Chief Officers meet as a group regularly to discuss common issues and child protection is part of that ongoing agenda. The Chief Officers' Group fulfils the role for Chief Officers in the Scottish Executive guidance. In addition, Chief Officers also agreed to establish the Forth Valley Child Protection Strategy Group which is chaired by a member of the Chief Officers' Group.

1.3 The Forth Valley Child Protection Strategy Group

The Forth Valley Child Protection Strategy Group has been established by the Chief Officers' Group to co-ordinate the work of the Stirling, Falkirk and Clackmannanshire Child Protection Committees. The Strategy Group has approved the constitutions of each of the Child Protection Committees and will also have a role in endorsing each Committee's annual action plan. The Strategy Group draws its membership from:

- Central Scotland Police
- Clackmannanshire, Falkirk and Stirling Councils
- NHS Forth Valley
- Scottish Children's Reporter Administration
- Key voluntary agencies

The Forth Valley Child Protection Strategy Group has prepared and agreed a Strategic Plan on behalf of the Chief Officers, which takes account of operational priorities for protecting children and is underpinned by two key documents namely:

- *Protecting Children and Young People: The Children's Charter (Scottish Executive 2004)*
- *Protection Children and Young People: The Framework for Standards (Scottish Executive 2004)*

The Forth Valley Child Protection Strategy Group's strategic plan focuses on the following areas of work which are relevant across the Forth Valley and which complement and support the work of the Child Protection Committees:

Quality Assurance
Communication
Inter-Agency Guidance
Training and Development
Integrated Assessment Framework

1.4 Falkirk Council's Corporate Working Group on Child Protection

This group is chaired by the Chief Executive and meets regularly to discuss progress on a variety of Child Protection concerns within Falkirk Council. Members of the group are senior members of staff from all services and this group has been instrumental in actively encouraging all employees to see the relevance of child protection and endorsing the view that all employees have a role to play.

Falkirk Council have had a commitment to raising awareness and the Chief Executive led an initiative to appoint a Child Protection Corporate Training Co-ordinator to raise awareness within the Council and Voluntary Sector.

THE WORK OF THE CHILD PROTECTION COMMITTEE 2005/2006

2.0 CHILD PROTECTION REFORM PROGRAMME

This has been a standing item on the agenda for the CPC reflecting the importance that the CPC has given to implementing guidelines issued by the Executive.

The Committee would particularly like to thank Ross Drummond, Professional Adviser, Scottish Executive Child Protection Action Team, for the valuable role he has fulfilled in keeping the CPC abreast of issues as they developed. Also, in bringing to the Committee, his knowledge of the work of Child Protection Committees in other areas, particularly where these related to the very practical issues that partners faced working across a number of Child Protection Committees, as is the case in Forth Valley.

3.0 EVALUATION AND INSPECTION

The CPC received a presentation from HMIE on the child protection inspection process, the preparation required and the level of information needed for pre-inspection returns.

Arising from the HMIE presentation the CPC have devised a checklist of issues to progress and this will be taken forward by the Lead Officer.

Falkirk CPC is not in the first cohort of areas for inspection in 2006. However, the CPC will be using the year ahead to continue with the self-evaluation process and to reflect upon the implications for practice in the Falkirk area.

The Child Protection Monitoring/Audit Sub-group used the Scottish Executive revised quality indicators and have drawn up a list of key recommendations for the CPC for the next 12 months. This work is at an early stage and the Lead Officer will be taking this forward and co-ordinating the process of self-evaluation within the partnership.

The police within Falkirk have been active in conducting a detailed self-evaluation exercise using the quality indicators and have identified areas of strong practice and areas requiring development. This is a good example of continuous improvement.

Falkirk Council commissioned an internal audit examining current arrangement against National Standards and a final report is awaited.

NHS Forth Valley held workshops to look at the Framework for Standards, which identified areas of good practice and gaps in service, which are in the process of being reviewed in line with the quality indicators. Further workshops are planned. There is a programme of awareness raising for all NHS Forth Valley staff about the inspection process.

4.0 FULFILLING THE FUNCTIONS OF THE CHILD PROTECTION COMMITTEE

4.1 Public Information

Falkirk Council employees were issued with a leaflet giving information on recognition and response to child protection issues.

The Scottish Executive information leaflet on child protection was advertised in local and council newspapers and articles have been published in Council newsletters. We intend to publish information on Council, Police and NHS web-sites. Information has also been given to school pupils.

An information leaflet has been produced by Falkirk Council which goes to families involved in Case Conferences and the Police Family Unit have produced an information and advice leaflet.

A Communications Sub-Group will be set up imminently and this will develop a communication and public awareness strategy. The membership of this group will reflect a diverse range of skills involving members immersed in child protection including representatives from Police and Health and also the Communications Manager of Falkirk Council.

4.2 Policies, Procedures and Protocols

Forth Valley Inter-Agency Child Protection Procedures have been revised over 2005. This was a substantial piece of work and the guidelines are now in draft form and will be published shortly by Central Scotland Police on behalf of the Forth Valley Child Protection Strategy Group. Simultaneously, Falkirk Council Housing and Social Work Services have revised their Child Protection Procedures, which are also being finalised. This ensures complete consistency between the documents and is also a reflection of the commitment of partners. The procedures will be launched shortly and briefing sessions are planned for staff.

Central Scotland Police procedures were revised in 2005.

A draft protocol has been developed jointly by the Police and Social Work on working with the Children of Arrested Parents for consideration by the CPC.

Social Work representatives on the CPC met with the Community Alcohol and Drugs Service (CADS) to establish discussions and develop a protocol regarding drug misusing families. The CPC intends holding a half day seminar in September 2006 on the implications and recommendations of the Hidden Harm Action Plan.

Following the Colyn Evans Inquiry the CPC discussed the implications of working with high risk young people and the need for good risk assessment and management. New referral guidance has been developed to address community safety issues while also fulfilling the local authority's responsibilities in relation to the young people concerned. Membership of the High Risk Young Person's Liaison Group (HRYPLG) involves the Police and Social Work Child Protection representatives, Throughcare and Aftercare, Youth Justice Services and Housing Services.

Throughout the year there was discussion regarding medical examinations of children and this has been addressed by Health Services. Interim arrangements for the examination of children where abuse is suspected are now working well with the care pathway for specialist examinations set up by Paediatric Services within the Managed Clinical Network. Negotiations are ongoing with the Managed Clinical Network to develop future arrangements.

There was also discussion and debate on the issue of Under-age Sexual Intercourse and Pregnancy and the Dumfries and Galloway protocol was circulated for discussion.

Falkirk CPC is concerned that there continues to be uncertainty about national guidance on this issue and further advice would be welcomed.

NHS Forth Valley have reviewed and updated all child protection guidelines. These guidelines will be available to all staff on the Child Protection website.

4.3 Management Information

Report on Child Protection Statistics from the Child Protection Co-ordinator

This is a standard part of the CPC agenda and consideration is given to the numbers, types of referrals and sources of referral. Following the HMIe presentation it has been agreed that Child Protection Orders (CPOs) Child Assessment Orders (CAOs) and Exclusion Orders will also be incorporated in future statistical information.

It has also been agreed that management information will be collected across all agencies and this will give a more comprehensive perspective and also broaden our understanding of issues facing frontline organisations.

Child Protection Statistics 1st April 2005 – 31st March 2006

Referrals

- There were 343 children referred, an increase of 44 from the previous year. There were 371 referrals in total including children referred on more than one occasion. The highest number of referrals was in June 2005 (36) whereas September and December had exactly half of that at 18 referrals each month. This is a trend noted in past years and is in part attributable to the higher number of referrals from Education Services prior to the summer break. The majority of Child Protection investigations were undertaken jointly by Police and Social Workers all of whom are proficient in forensic interviewing having completed this training which is organised across the three councils (Falkirk, Stirling and Clackmannanshire) on an annual basis.

Case Conferences

- 122 children were the subject of an Initial Case Conference and of those 88 were placed on the child protection register. Where children were not subsequently registered they tended to be either the subject of a continued case conference where the protection plan had been effective in reducing risk or they had been placed with other family members or accommodated via the Hearing system and the placement had been secured by statutory means.
- 6 children were the subject of transfer case conferences from other local authorities and of these 5 were registered in Falkirk.

Pre Birth Case Conferences

- The number of children conferenced pre birth in this statistical period was 12. These conferences are convened for a number of reasons namely:-
 - previous child protection concerns in relation to one or both parents
 - those referred from the Health services with concerns regarding the mothers mental health
 - those children at risk from parental substance misuse

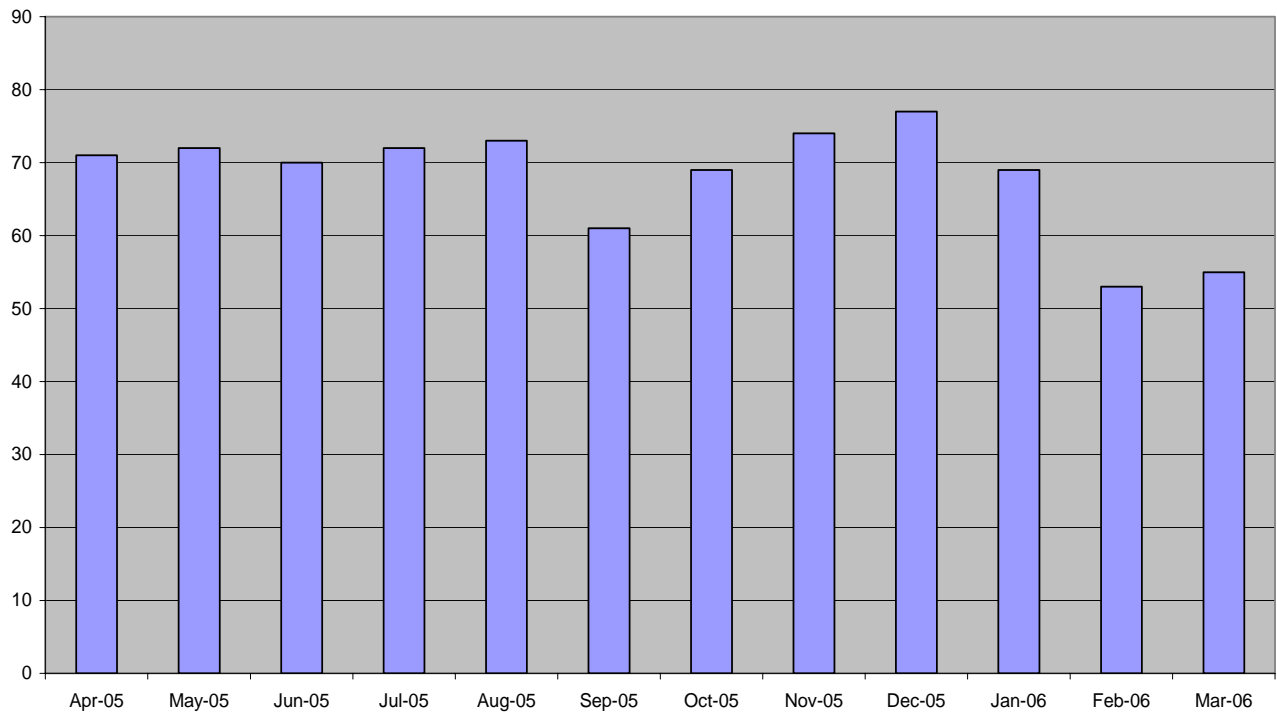
Where possible these conferences are scheduled for approximately 6-8 weeks before the expected delivery date and if registration is agreed, this takes place at birth.

- 3 of the 12 children have been the subject of a successful Child Protection Order application at birth.

CP Register 31st March 2006

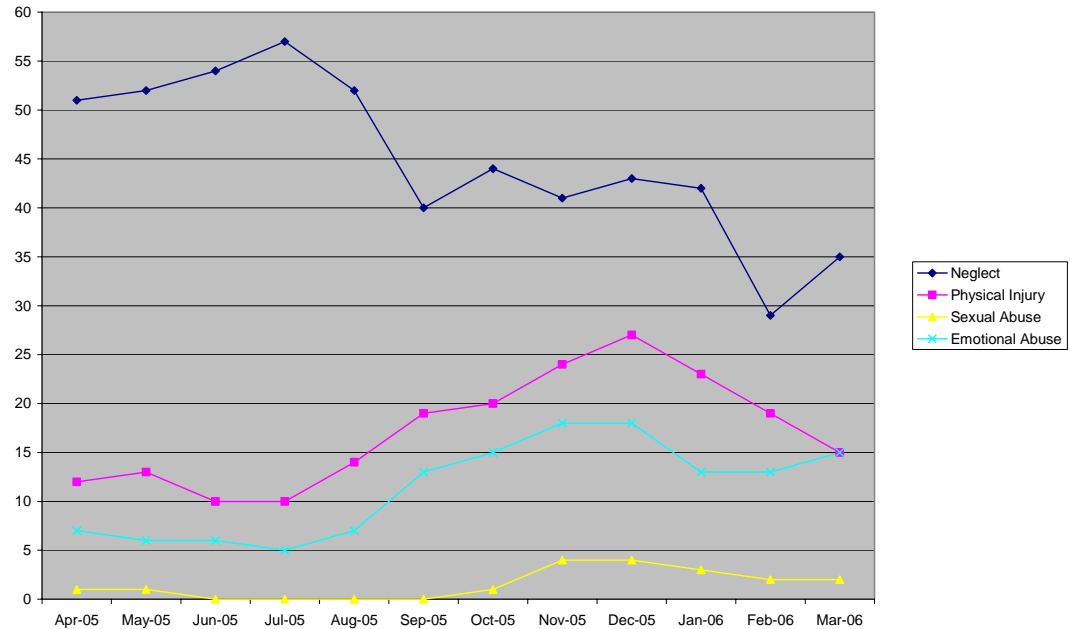
- There were 55 children on the Child Protection Register as at 31/03/06 compared with 69 for the same period last year.
- The rate per 1000 children on the register is 2.1 children under 16 years of age. This compares with the national average of 2.4 children per 1000.
- The following graph illustrates the variable trend throughout the year.

The lowest recorded month was February 2006 with 53 names on the register and the highest was December 2005 with 77. This variation is consistent with general trends of previous years.



- The following graph illustrates the trend in categories throughout the year.

Throughout the year, neglect continues to be the highest category of registration. This is in line with national trends and largely reflects the number of children affected by parental substance misuse.



- The following table provides the supporting figures for each category over the period.

Physical injury is the next highest category with registrations under the category of emotional abuse increasing. These two categories when grouped together tend to reflect the risks to children from domestic abuse within the family. The increase in the category of emotional abuse also reflects growing awareness of the effect of this on children's development.

	Apr 05	May 05	June 05	July 05	Aug 05	Sep t 05	Oct 05	Nov 05	Dec 05	Jan 06	Feb 06	Mar 06
Neglect	51	52	54	57	52	39	44	41	43	42	29	35
Physical Injury	12	13	10	10	14	14	20	24	27	23	19	15
Sexual Abuse	1	1	0	0	0	0	1	4	4	3	2	2
Emotional Abuse	7	6	6	5	7	8	15	18	18	13	13	15
Total	71	72	70	72	73	61	80	87	92	81	63	67
Number of Children registered under 2 categories	16	16	14	13	9	10	11	13	15	12	10	12

- The following table provides a breakdown of the figures for each of the 8 area teams along with the categories of registration.

Over 70% of the registrations are shared by 4 of the teams – Grangemouth, Camelon, Denny and Stenhousemuir.

Total No. on Register = 55

Bo'ness	5
Camelon	9
Denny	11
Grahamston	4
Grangemouth	10
Meadowbank	3
Stenhousemuir	12
Children with Disabilities	1

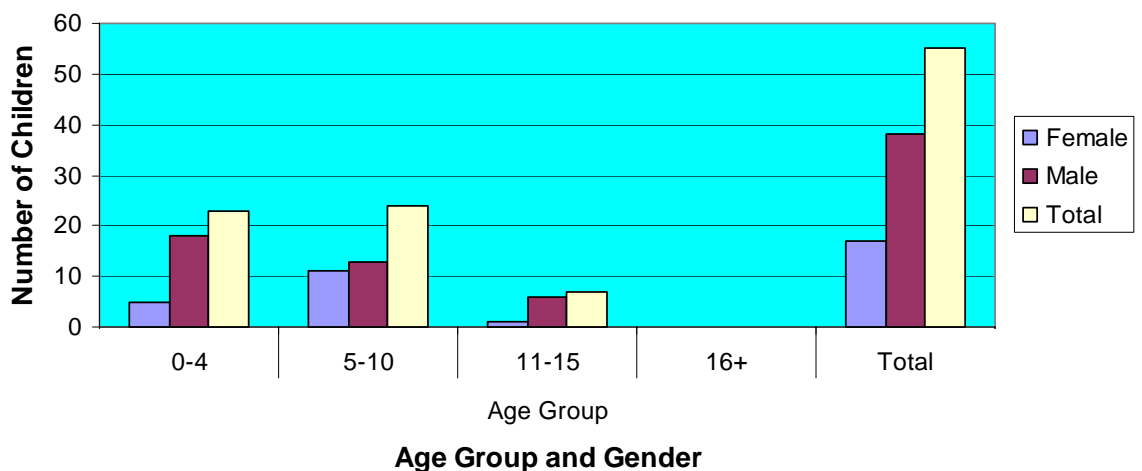
Categories:

Neglect	35
Physical Injury	15
Sexual Abuse	2
Emotional Abuse	15
Failure to Thrive	0

Total 67

No of children registered under 2 categories: **12**

- The following graph illustrates the breakdown by age and gender of children on the register. The greatest number of registrations is in the 0-10 age group where there are a total of 47 children registered.



De-registrations

The percentage of children whose names were removed from the register throughout the year by length of time on the register is as follows:-

Less than 6 months	33%
6 months – 12 months	51%
12 months – 18 months	10%
18 months – 2 years	2%
2 years or more	3%

4.4 Quality Assurance

The Child Protection Co-ordinator fulfils a quality assurance role as there is independent oversight of all investigations. An externally commissioned audit in 2002 noted that Team Managers of Children and Families teams found this external view to be useful and welcomed. The Child Protection Co-ordinator is alerted to all child protection referrals resulting in Detailed Incident Reports and can independently recommend case conferences.

Currently Falkirk Council are conducting an audit of 360 cases from all partner agencies using the Dartington Social Research Unit, Matching Needs and Services tool, which considers outcomes for children rather than provision of services. There are Child Protection cases within this sample, which will provide relevant information to develop services for children. This is fully supported by all services within the Council at a senior level and by partners in Health, the Police and the Voluntary Sector, who are all involved in the actual audit.

It has been agreed that Falkirk CPC will audit a small number of cases in the autumn on a multi agency basis as a means of strengthening our self-evaluation process. The Community Care Section of Housing & Social Work Services have undertaken an audit of people with learning disabilities against findings of the Borders Report, “No Fear as Long as we Work Together”. This includes a reference to young people. Health Services have also undertaken to audit two or three cases per year. Falkirk CPC is currently considering terms of reference for a Critical Case Review and is also conducting a piece of work to check that recommendations of a previous review have been implemented.

Child Protection Monitoring Group

The Child Protection Monitoring Group was established in April 2004. This evolved from a short term working group which met over a period of 8 months (March to October 2005) to discuss recommendations from recent Inquiry Reports and ensure where appropriate, these were incorporated into an Action Plan produced in December 2005.

The remit of the group included taking forward the recommendations of the Action Plan and ensuring these are incorporated into the policies, procedures and protocols of each of the agencies represented. Additionally the group provided a multi-agency forum for consultation and discussion of new developments in child protection both locally and nationally and provided a quarterly update to the CPC.

In December 2005 at the request of the CPC, the remit of the group was extended to include the function of a Monitoring/Audit sub-group. The core membership remained, with additional participants in attendance as required.

The group has met on two occasions since then and discussion has taken place on the following:-

- CPC Draft Action Plan and its relationship to the Scottish Executive Quality Indicators “How well are our children and young people protected and their needs met?” The group considered the following proposals within the Draft Action Plan to be within its current remit:-

- Policies, Procedures and Protocols
- Quality Assurance
- Small Case Audit – to be scheduled for September/October 2006

- The Inquiry into the Care and Protection of Children in Eilean Siar

The findings of this report were considered and consideration given to the comparative strengths and weaknesses within the Falkirk Child Protection system and feedback was provided to the CPC.

- The Fife Inquiry Report – Colyn Evans

This report highlighted the lack of research in the area of young people exhibiting sexually aggressive behaviour, the differing thresholds in terms of risk assessment and the consequent implications for agencies working in this field.

The development of the High Risk Young Peoples Liaison Group within Falkirk was regarded as having a significant role in addressing a number of the concerns raised in this report regarding information sharing and co-ordinated planning.

Future topics identified for discussion within the group include:-

- The Borders Report
- Hall 4
- Hidden Harm – next steps

4.5 Promotion of Good Practice

Under its *Standing Item on Cases* the CPC will examine cases of good practice and identify poor practice. Lessons from these examples and from Reports of Public Inquiries will inform practice, training and staff development. This work was mainly carried out by the Monitoring/Audit Sub-Group (see previous section).

An issue of good practice was highlighted by Health when it was noted that co-operation by Health and Social Work led to effective protection for a child. Within Health, information sessions are held on the recommendations from Public Inquiries. This gives staff the opportunity to discuss the recommendations and how they can be incorporated into practice. Changes to practice are reviewed concurrently with review of guidelines.

There has been discussion of the Report of the National Working Group on Child Protection and Disabled Children and it has been agreed this is an area which training should address and recommendations require to be incorporated into our work plan.

This is an area, which Falkirk CPC needs to develop and now that a Lead Officer is in post this will ensure a more pro-active response.

4.6 Training and Staff Development

4.6.1 The Scottish Executive Reform Programme

As part of the Child Protection Reform Programme, it was agreed that a Child Protection Strategic Training Group (CPSTG) should be set up within the Scottish Executive to develop multi-agency child protection training at a national level. This Group will provide a strategic lead for inter-agency training and commission a national suite of training materials.

The CPSTG has compiled a tiered, multi-disciplinary training framework. It is envisaged that a resource bank of consistent, high quality, evidence-based and theoretically sound material will be developed and maintained, taking account of accreditation and continuing professional development needs.

The CPSTG initiative will inform our own CPC training and development strategy and training programme and support Falkirk CPC to quality assure what it offers in relation to training and development opportunities in child protection.

Levels or tiers of training had already been established in the Forth Valley area but are being reviewed in the light of guidance from the CPSTG. The Training Co-ordinator was a member of the Sub-Group established by the CPSTG to produce this multi-disciplinary training framework.

Training materials are reviewed and updated in line with national developments and learning from Inquiry Reports.

Inter-agency training and development opportunities offered in 2006/2007 are detailed in **Appendix 3**.

4.6.2 Training Responsibilities of the Child Protection Committee

The national guidance on Child Protection Committees and *Protecting Children and Young People: Framework for Standards* (2004) lay out the expectation that Child Protection Committees are responsible for promoting, commissioning and assuring the quality and delivery of inter-agency training and will:

- have an overview of single agency child protection training and consider the implications for inter-agency training
- plan, review and quality assure inter-agency training
- have in place and review, at least annually, a programme for inter-agency child protection training
- ensure that relevant, effective and consistent inter-agency training is provided for practitioners, managers, non-statutory agencies and for CPC members themselves.

(Protecting Children and Young People: Child Protection Committees, 2005)

The Training Co-ordinator has prepared a Training Grid outlining a tiered approach to child protection training which has been shared with representatives with training responsibilities from Falkirk in the Joint Planning Group (**Appendix 4**) to ensure a consistent approach and implementation.

It has been agreed that there should be single agency ownership of Level 1 child protection training, which covers basic awareness and recognition of and

response to child abuse. Falkirk has also provided some single agency Level 2 training. This allows the CPC to concentrate on the full spectrum of multi-agency training, which can respond to the various needs of staff across Falkirk

For this purpose, Falkirk CPC has established a Training Sub-Committee which has a wide focus, with a responsibility to promote inter-agency communication, understanding and shared approaches to the child protection process through multi-disciplinary training. This includes the maintenance of appropriate links to individual services staff training programmes and continuous professional development.

4.6.3 Interagency Training

Inter-agency child protection training which took place in 2005/2006 is as follows:

➤ ***Level 2 Training: Working Together in Child Protection***

This training is aimed at a multi-disciplinary audience from Social Work, Health, Education, Community Services, Police and Voluntary Agencies. Delegates should have had some basic training/awareness raising and be aware of their own agencies' referral procedures.

The content includes:

- Recent developments in child protection
- Effective partnership working
- The roles of the agencies
- Lessons from Inquiry Reports
- The effect of abuse and neglect on child development
- Thresholds of risk in child protection
- The function and purpose of the child protection case conference and planning meeting
- Domestic abuse and its links to child abuse

This training took place in Falkirk in May and September 2005 and in January 2006.

➤ ***Level 3 Training***

(i) Joint Training for the Investigative Interview

The training took place over two weeks in February 2006. The first week included several key health and education professionals in addition to police and social work delegates and provided a comprehensive overview of many aspects of child protection work, including the roles and responsibilities of the whole range of agencies working with children and families.

The second part of the training was for police officers and social workers only and concentrated on the forensic interviewing of children. Role-play was a prominent feature of this part of the training. The initial evaluations of both parts of the training were positive and the group which planned this training meets regularly to review the content in the light of the evaluations and national developments.

(ii) Giving Evidence in Court

This one-day training addresses the needs of those practitioners who may be required to give evidence in court in child protection cases. It was delivered to a mixed group from the three council areas including hospital and community health staff, social workers and education staff in May 2005 and November 2005.

This course is designed:

- (i) to enable the participants to understand the basic principles and practicalities of the court system.
- (ii) to prepare them to give evidence clearly and confidently and to deal with cross-examination.

The morning session consists of a presentation by the Authority Reporter, Falkirk. This is followed by exercises and preparation for the afternoon session. The afternoon session takes place in the Court and each participant has the opportunity to experience giving evidence in a role-play of a child protection proof hearing before a Sheriff. The Authority Reporter is assisted by a Reporter colleague.

➤ Level 4 Training

Seminars

Level 4 Training Seminars took place on the following themes:

- *Child Safety and the Internet* (April 2005)
- *Child Protection and Mental Health* (October 2005)

4.6.4 Single Agency Training in Falkirk Council

The Chief Executive established a 2 year post to develop and co-ordinate basic awareness training within Falkirk Council. This post has a corporate remit but is managed by Social Work Services. The Child Protection Corporate Training Co-ordinator works closely with the Forth Valley Child Protection Training Co-ordinator and is a member of the Training Sub-Group, which has an overview of all child protection training. Since June 2005 large scale training has been rolled out available to all council employees and voluntary sector partners.

4.6.5 Training for Senior Managers and Briefing Sessions for Elected Members

Initially to establish the importance of the subject and the determination of the council to give this priority, a series of workshops were held with senior managers aiming to give them:

- an overview of the development of child protection
- information about current issues
- understanding of the Child Protection Reform Programme
- the expectations of council employees

Subsequently 2 briefing sessions were held for elected members.

4.6.6 Level 1 – Basic Awareness in Child Protection

This training uses traditional training methods, is information based and the aims are:

- Understanding what we mean by “child protection” and why “It is everyone’s business”
- Identification of abuse
- Signs and symptoms of abuse
- How to respond to disclosure
- Roles and responsibilities of the individual and organisations
- Current developments in child protection

4.6.7 Level 1 – Café Conversation Training – Protecting Children

We have developed this concept which is based on the belief that human conversation is an essential tool for making sense of our world, discovering what is valued, what we share in common and where we might disagree.

The theme has been developed and linked to the Integrated Children’s Services Plan, For Falkirk’s Bairns. This thematic approach aims to be stimulating visually, subliminally and verbally. It has the potential to involve service users, members of the public and young people.

This training is informal in style and aims to allow participants to discuss their own values and attitudes in a setting which encourages maximum participation and ownership of the material. It also enables workers from different working environments to gain a broader understanding of each other’s perspectives and in this way is as useful for the facilitators as for the participants. It has a sub-agenda of humanising child protection, considering the subject in the broadest terms linked to all Council strategies and enabling participants to identify that it is everyone’s business to protect children.

4.6.8 Level 2 Single Agency Training

The Corporate Training Co-ordinator has also devised a variety of courses at Level 2 and partly this is the result of, an increase in activity and visibility of child protection training plus plans being devised with every council service to ensure sustainability of the training plan. Currently, 1000 staff have completed Level 1 or Level 2 training and this indicates the high commitment accorded to this task by elected members and senior management.

4.6.9 Training for the Voluntary Sector

The Voluntary Sector are welcome to participate in Basic Awareness training and Café conversations and this aims to strengthen the partnership and assist in establishing networks. A number of voluntary organisations have also requested training and this has been delivered. The establishment of a Training and Development officer for the voluntary sector, funded through the Children’s Commission, will enable this work to be delivered consistently and ensure compliance with policies to safeguard children.

4.6.10 Training Plans

Falkirk Council

In addition to the provision of training a variety of training packs are available for Falkirk Council employees, voluntary sector and privately managed organisations and future plans involve devising a programme to be available on the intranet of Falkirk Council.

Social work services have commissioned The Child at the Centre project to provide training for Criminal Justice and Community Care social workers.

Education Services have commissioned a pack, which will be rolled out to all staff.

Community Services are providing regular training and are organising an event to plan for sustainability of this training and ensure the support of managers within the service.

Utilising the framework provided by the Strategic Training Group Falkirk Council intends to bring the inter-agency training and the single agency training into an overarching training plan. Currently all Services are conducting a training audit and will be expected to report on their progress to the Training Sub Group. This work will be overseen by the Training Sub-Group of the CPC and this will also ensure a quality assurance system is in place. (**Appendix 5 Training Plan**).

Central Scotland Police

In addition to Joint Training, Central Scotland Police also provide single agency training. Probationer constables receive training from Family Unit staff. Sergeants receive Child Protection and Domestic Abuse training on the Force front line managers course. Call handlers receive Child Protection training.

NHS Forth Valley

A comprehensive training plan is being rolled out across the NHS and training will be mandatory. The Training Strategy is being launched in September 2006 along with updated Child Protection Health Guidelines.

Training will be provided using a tiered approach so that staff are equipped with a level of knowledge appropriate to their role within the organisation. Over 600 NHS staff received training in 2005.

Training has also been provided for all Public Health Nurses on new records, which were introduced at the beginning of April 2006 along with Hall 4 implementation.

4.7 Communication and Cooperation

In Falkirk, the Children's Commission is the multi-agency strategic group responsible for the:-

- development and implementation of the Children's Services Plan, including regular monitoring of the Plan and reporting progress to the Health Theme Group (Community Planning);
- proactive examination of services for children and young people across agencies, in consultation with young people and their families, for opportunities to enhance services by greater integration/collaboration in order to meet need;

- monitoring of services for vulnerable children and young people (including child protection) – ensuring standards are met and that regular reports are made to the Chief Executives of Council, Health, Police and the Health Theme Group;
- co-ordinated consultation on and responses to national documents and those arising from individual agencies;
- provision of an informed resource from which individual agencies can get a co-ordinated perspective on services/issues relating to children and young people;
- monitoring of policies and expenditure across NHS Forth Valley, Falkirk Council, Voluntary and Private agencies and commenting, as necessary, on any relationship to children and young people, specifically to recommend expenditure proposals for any earmarked “partnership monies” that relate to children and young people.

The primary function of this group was to develop the Integrated Children’s Services Plan – For Falkirk’s Bairns. Falkirk has been commended for the partnership working in this plan.

Prior to the Commission, initiatives such as the Integrated Learning Communities (ILCs) had developed a locality model of working. The eight ILCs particularly strengthened the early intervention services with developments such as Family Support Workers in schools.

The Domestic Abuse pilot, a response to Getting it Right for Every Child, is an example of inter-agency working and cooperation. The pilot will be led by the Police and aims to achieve better outcomes for children affected by domestic abuse. Falkirk is one of 4 projects in Scotland. The Change Coordinator will have a police background and the other employee a council background. An assessment tool has been developed. Weekly meetings will be held to review all referrals and may involve all agencies. The steering group will have links to the CPC.

Communication and co-operation takes place across all CPCs in the Forth Valley. The Training Co-ordinator is a member of a national forum of Lead Officers and Training Co-ordinators which provides networking opportunities across Scotland, enabling the regular sharing of good practice, information about CPC developments and related child protection inter-agency activities. Both the Chair and Training Co-ordinator attend the National Child Protection Committee Chairs and Co-ordinators Group which meets regularly with the Scottish Executive.

CPC members receive and discuss regular updates on the Reform Programme from the Scottish Executive.

Falkirk’s CPC’s Link Professional Advisor with the Scottish Executive Reform Programme Action Team (Ross Drummond) attends Child Protection Committee meetings.

4.8 Planning and Connections

The Strategic Community Plan 2005/2010 has 5 key themes:

- improving the performance of the local economy and tourism;
- enhancing lifelong learning and opportunity;
- creating a sustainable local environment and improving transport;
- regenerating our communities;
- enabling our citizens to live safely;
- improving health and well-being.

All issues concerning children and young people are reported through the health theme group.

The diagram of Planning Structure (**Appendix 6**) indicates that the CPC reports to the Children's Commission Executive, which reports to the Health Theme Group and then to the Community Planning Board and Falkirk Council/NHS Forth Valley. The chair of the CPC is a member of the Commission Executive, which is chaired by the Director of Housing and Social Work.

The structure allows other links to be made and maintained between strategic planning through to operational delivery of services.

Child Protection is a standing item at meetings of the Children's Commission and the links between the Child Protection Plan and the Children's Services Plan are achieved through them.

Membership of the CPC is drawn from senior staff in partner organisations and these members then provide the links to other relevant planning bodies.

Where members of CPC either identify issues for other strategic groups relevant to the CPC or, alternatively, the CPC identifies issues which need to be raised in another forum, the CPC member takes responsibility for leading on the issues. For example, Margaret Anderson, the CPC chair is also a member of the Forth Valley Substance Action Team and is also the head of Criminal Justice and Youth Justice in Falkirk Council; Liz McEwen, Housing also sits on the Domestic Abuse Forum; DI Andy Innes is on the Child Protection Working Group of the Association of Chief Police Officers in Scotland (ACPOS) and responsible for the Family Unit and the Domestic Abuse Unit; Ewen Cameron, Authority Reporter sits on the Forth Valley Youth Justice Strategy Group and the RAMAS (Racist Attacks and Harassment Multi-Agency Strategy). The voluntary sector representatives are members of the Children's Forum in the Voluntary Sector and this links to the Children's Commission; Dorothy Morgan is a member of the Looked After Children (LAC) Monitoring Group, Through Care and After Care steering group and Child Protection Clinical Team.

Appendix 7 lists the other relevant committee responsibilities for members of the CPC.

4.9 Listening to Children and Young People

The Child Protection guidelines, both interagency and single agency, make clear the importance of listening to children and recording accurately what they say. Children also have the opportunity to participate in or contribute to the child protection case conference process and have their views taken into account. Within Falkirk, children are full members of the Commission and have participated in consultation exercises with the Scottish Executive. The young people are a mixture of those who fall within more vulnerable groups and mainstream young people.

For children and young people who are looked after and accommodated, there is a contract with "Who Cares" to ensure that children have access to an independent voice to advocate on their behalf.

Quarriers is funded to provide a Children's Rights Officer, through the Changing Children's Services Fund, and this very new post is based in the Council of Voluntary Service (CVS).

Falkirk Council also funds a Parents Support Service through Open Secret and this ensures supports are in place for non-abusing parents involved in Child Protection investigations. This is in response to research findings, which indicate that the best

outcome for children is to ensure parents are supported so that they can support their children.

Young people, who have been sexually abused, are referred for therapeutic support to Open Secret, who work on the basis of helping children find their voice.

In addition, young people are provided with information on other services such as Childline.



ACTION PLAN

2006 - 2007

5.0 FUTURE PLANS

While much has been achieved in the past year, there is a great deal still to be worked on. The following represented the agreed priorities for the Child Protection Committee for the year ahead.

FALKIRK CHILD PROTECTION COMMITTEE – Action Plan 2006 – 2007

<u>FUNCTION</u>	<u>PROPOSED ACTIVITIES</u>	<u>TIMESCALE</u>	<u>REPRESENTATIVE</u>
<p><u>PUBLIC INFORMATION</u></p> <p>Develop, implement and review communications strategy which:</p> <ul style="list-style-type: none"> ○ Raises awareness of CP issues within communities and the general public, including children and young people ○ Promotes CP work to the public at large ○ Provides information to general public about how to raise concerns 	World Café, Protecting Children Event for members of the public (100).	December 2006	Lead Officer
	Development of links to child protection information from Council, Police and NHS websites.	By April 2007	Lead Officer in conjunction with Corporate Communications
	Distribution of general information leaflets through public buildings, libraries, etc.	December 2006	Lead Officer in conjunction with Corporate Communications
	Provide single telephone number for public to raise concerns	April 2007	All
	Use Library Services to host an exhibition on child protection.	April 2007	Lead Officer
	Establishment of Public Awareness Sub-Committee of Child Protection Committee.	August 2006	Lead Officer
	Organise Child Protection Conference.	April 2007	Lead Officer
	Organise a competition for children to design a logo on Keeping Children Safe.	April 2007	Lead Officer

FALKIRK CHILD PROTECTION COMMITTEE – Action Plan 2006 – 2007

<u>FUNCTION</u>	<u>PROPOSED ACTIVITIES</u>	<u>TIMESCALE</u>	<u>REPRESENTATIVE</u>
<p><u>CONTINUOUS IMPROVEMENT</u></p> <p>Polices, procedures and protocols:</p> <ul style="list-style-type: none"> ○ Ensure that constituent agencies have these in place ○ Regularly develop, disseminate and review inter-agency policies and procedures ○ Ensure that relevant protocols are developed <p>Management information:</p> <ul style="list-style-type: none"> ○ Receive regular reports from constituent agencies and address implications 	<p>Collate information on policies, procedures and protocols in each agency relating to child protection.</p> <p>Ensure that agencies represented in the CPC require any third parties, who they contract with in the provision of services to children, to have compatible child protection policies, procedures and protocols.</p> <p>Publication of revised inter-agency procedures and dissemination through the CP Committee.</p> <p>Agree policy relating to children with disabilities to reflect recommendations of National Working Group on Child Protection and Disability.</p> <p>Contribute to the revision of Falkirk Council's corporate policy on Management of Sex Offenders in the Community, including MAPPA and High-Risk Young People.</p> <p>Data set for Police and NHS to be agreed via Forth Valley Child Protection Strategy Group.</p> <p>Management information relating to child protection to be collected by all agencies.</p>	<p>October 2006 (completed Dec 05)</p> <p>April 2007</p> <p>September 2006</p> <p>December 2006</p> <p>April 2007</p> <p>December 2006</p> <p>From October 2006</p>	<p>Lead Officer</p> <p>CPC</p> <p>CPC</p> <p>Lead Officer in conjunction with Health & Social Work reps</p> <p>CPC</p> <p>Chairperson</p> <p>All agencies & Lead Officer</p>

FALKIRK CHILD PROTECTION COMMITTEE – Action Plan 2006 – 2007

<u>FUNCTION</u>	<u>PROPOSED ACTIVITIES</u>	<u>TIMESCALE</u>	<u>REPRESENTATIVE</u>
<p>Quality assurance:</p> <ul style="list-style-type: none"> ○ Agree, implement and review multi-agency quality assurance mechanisms and ensure that these contribute to continuous improvement ○ Contribute to the preparation for the integrated system of inspection of child protection services ○ Report on the outcome of these activities <p>Practice:</p> <ul style="list-style-type: none"> ○ Have mechanisms to identify and disseminate lessons from practice and to review significant cases 	Implement agreed priorities of CP Monitoring Group.	April 2007	
	Receive reports on single agency audits.	Ongoing	All
	Conduct small scale self-evaluation exercises on a locality cluster basis.	March 2007	Falkirk Council
	Conduct self-evaluation of service.	September 2006	Police
	Audit services providing long-term therapeutic work with children.	April 2007	Lead Officer
	Implement a multi-agency audit of a small number of cases?	September/October 2006	To be identified by CP Monitoring Group
	Provide regular reports to the Children's Commissioner on a quarterly basis on progress of Action Plan	Quarterly	Lead Officer
	Each agency to take responsibility for identifying cases which highlight good practice or areas where improvements are required.	Standing item on agenda (to be pursued by Lead Officer)	All
	Review practice in the light of inquiry inspection reports.	Ongoing	CP Monitoring Group
	Implementation of national approach to significant case reviews. Hidden Harm Seminar.	Following publicity of guidance September 2006	All Lead Officer/CP Monitoring Group

FALKIRK CHILD PROTECTION COMMITTEE – Action Plan 2006 – 2007

<u>FUNCTION</u>	<u>PROPOSED ACTIVITIES</u>	<u>TIMESCALE</u>	<u>REPRESENTATIVE</u>
<ul style="list-style-type: none"> ○ Develop processes to share practice issues ○ Develop processes to involve children and their families 	<p>Develop 6 weekly multi-agency CP Forum. Review feedback mechanisms in child protection by follow-up exercise with Education Services.</p> <p>Consult service users on views of service received.</p>	<p>October 2006</p> <p>April 2007</p>	<p>Lead Officer Education/ Lead Officer</p> <p>Lead Officer</p>
<p>Training and staff development:</p> <ul style="list-style-type: none"> ○ Have an overview of single agency training and consider implications for inter-agency training ○ Plan, review and quality assure inter-agency training and development activities ○ Have in place and review at least annually an inter-agency training programme for child protection ○ Ensure that relevant, effective and consistent training is provided for practitioners, managers, non-statutory agencies and for CP Committee members ○ Provide evaluation of training for CP Committee and systematic approach to consider lessons from evaluations 	<p>Identify need for inter-agency training and ensure that this is communicated to Child Protection Training Co-ordinator and is reflected in Forth Valley CP Training Strategy.</p> <p>Undertake training needs analysis for CP Committee members.</p> <p>Share information at each CP Committee on single agency training activity with a view to developing an overarching training strategy for 2007-2008.</p> <p>Undertake training audit of all agencies identifying staff, who require training and levels of training required.</p>	<p>Ongoing</p> <p>December 2006</p> <p>Ongoing</p> <p>February 2007</p>	<p>CP Training Sub-Group</p> <p>Lead Officer</p> <p>CP Training Sub-Group</p> <p>CP Training Sub-Group</p> <p>All CP Committee members representing their agencies</p>

FALKIRK CHILD PROTECTION COMMITTEE – Action Plan 2006 – 2007

<u>FUNCTION</u>	<u>PROPOSED ACTIVITIES</u>	<u>TIMESCALE</u>	<u>REPRESENTATIVE</u>
<p><u>STRATEGIC PLANNING</u></p> <p>To plan child protection work in conjunction with other planning structures or priorities</p> <p>Demonstrate effective communication between other inter-agency bodies</p> <p>Actively promote effective communication and collaboration between agencies</p> <p>Identify and where possible resolve any issues between agencies</p> <p>Demonstrate effective communication about the work of the CP Committee with staff in constituent agencies</p> <p>Identify opportunities to share knowledge and skills with other CP Committees</p>	<p>Through the membership of the CP Committee, to ensure that the child protection agenda is reflected in the Integrated Children's Service Plan, CHP plans, Criminal Justice plans, Education Service plans.</p> <p>Contribute to planning of Forth Valley wide sharing of information through GIS.</p> <p>Provide each CP Committee member an annual opportunity to review and evaluate strengths and weaknesses of CP Committee.</p> <p>Undertake an annual CP Committee conference to promote the development of child protection work in Falkirk.</p> <p>Develop protocols/guidance to formalise communications if necessary.</p> <p>Chair and Lead Officer to participate in national CP networks and provide feedback.</p>	<p></p> <p>March 2007</p> <p>March 2007</p> <p>March 2007</p> <p>March 2007</p> <p>March 2007</p> <p>Ongoing</p>	<p>All</p> <p>Falkirk Council Service Integration Manager (Lead Officer)</p> <p>Lead Officer</p> <p>Lead Officer/CP Training Co-ordinator</p> <p>All</p> <p>Chair/Lead Officer</p>
<p>Have links into other multi-agency partnerships and structures including:</p> <ul style="list-style-type: none"> • Homelessness Strategy • Children's Services Planning structures 	<p>The Falkirk CP Committee will link into these structures as follows:</p> <ul style="list-style-type: none"> • Through Housing representation • Through shared membership with the Children's Commission 		<p>Liz MacEwen</p> <p>Margaret Anderson</p> <p>Margaret Anderson</p>

FALKIRK CHILD PROTECTION COMMITTEE – Action Plan 2006 – 2007

<u>FUNCTION</u>	<u>PROPOSED ACTIVITIES</u>	<u>TIMESCALE</u>	<u>REPRESENTATIVE</u>
<ul style="list-style-type: none"> • Community Planning structures • Other CP Committees • Community Safety Partnerships • Substance Action Team • Multi-agency partnerships on domestic abuse • Community Care Planning structures • Child Care Partnerships • Voluntary Sector • Youth Justice structures • Child Health 	<ul style="list-style-type: none"> • Through links with the Children's Commission • Through the National Chairs group and Lead Officers group • Through the Children's Commission • Through the chairperson who is a member of the SAT • Shared membership • Through Social Work representation on the Committee • Through Education representation and voluntary sector on the Committee • Through Falkirk VAF • Through the SCRA representative • Integrated Planning Group for Child Health (membership currently being revised) 		<p>Margaret Anderson / Catriona Laird</p> <p>Margaret Anderson</p> <p>Margaret Anderson</p> <p>Liz MacEwen / Catriona Laird</p> <p>Rosie Bolton</p> <p>Pat Castle Eddie Kane Joyce Waddell</p> <p>Eddie Kane Joyce Waddell</p> <p>Ewen Cameron Rosie Bolton</p> <p>Margaret Anderson</p>

The background of the page is a photograph of a clear blue sky filled with soft, white, fluffy clouds. The clouds are scattered across the frame, with a larger, more prominent cloud in the upper center. The overall tone is bright and airy.

APPENDICES

Falkirk Child Protection Committee

CONSTITUTION

1. TITLE

- 1.1** The Committee will be titled "**Falkirk Child Protection Committee**" (herein referred to as "the Committee").

2. AIMS OF FALKIRK CHILD PROTECTION COMMITTEE

2.1 Aims

- To promote the protection and welfare of children through collaboration and co-operation between agencies, government and the general public in the Falkirk area
- To improve strategic leadership and enhance the development and delivery of child protection services in Falkirk
- To contribute to the development of a Forth Valley approach to communication, quality assurance, training and development, the development of interagency procedures and other child protection issues which impact at a Forth Valley level.

3. FUNCTIONS OF THE FALKIRK CHILD PROTECTION COMMITTEE

- 3.1** The Committee will achieve these aims by carrying out the following functions:

- Increasing public awareness of child protection issues, the work undertaken by local agencies to address child protection concerns, and how to raise concerns.
- Agreeing, implementing and reviewing multi-agency QA mechanisms and ensure that these contribute to continuous improvement
- Developing and promoting approaches to self-evaluation of services in preparation for external inspection
- Ensuring that services are underpinned and supported by relevant policies, procedures and protocols and that these are regularly reviewed and updated
- Analysing local trends which have a bearing on the protection of children and taking appropriate action to address these
- Identifying and disseminating lessons from practice and reviewing significant cases
- Identifying training needs of staff and members of the CPC and ensuring that appropriate mechanisms are in place to address these
- Ensuring that the planning of child protection work takes account of and links effectively with other planning structures

- Identifying and overcoming any barriers to effective interagency communication and co-operation
- Identify opportunities to share knowledge and skills with other CPCs
- Identify ways of obtaining feedback from children and families on local service provision

4. RELATIONSHIPS AND ACCOUNTABILITIES BETWEEN THE CHILD PROTECTION COMMITTEE AND OTHER STRUCTURES

- 4.1** The Child Protection Committee will operate in a way that takes account of key organisational structures and accountabilities. In particular, the Child Protection Committee will look to the Forth Valley Chief Executive Group for strategic leadership in relation to child protection and for agreement on the constitution and membership of the Committee.
- 4.2** In exercising their collective responsibilities for child protection, the Chief Executives Group have agreed to establish a Forth Valley Child Protection Strategy Group which brings together:
- Central Scotland Police
 - Falkirk, Clackmannanshire and Stirling Councils
 - NHS Forth Valley
 - Scottish Children's Reporter Administration
 - Key voluntary agencies
- 4.3** The key issues which the Forth Valley Child Protection Strategy Group will address are:
- Communications
 - Quality Assurance Framework
 - Interagency procedures
 - Child Protection Inter-agency Training
 - Any other child protection issues which impact at a Forth Valley-wide level
- 4.4** The Forth Valley Child Protection Strategy Group will fulfil these functions, which have a Forth Valley relevance, in order to support the work of the Child Protection Committees across the Forth Valley. The work of the Forth Valley Strategy Group will be set out in an annual plan and the Falkirk Child protection Committee will take account of this in developing its own annual work plan.
- 4.5** The Falkirk Child Protection Committee will also ensure that appropriate links are maintained with:
- The Falkirk Children's Commission
 - The Falkirk Community Planning Structure
 - Other Child protection Committees
 - The Community Safety Partnership
 - The Substance Action Team
 - The multi-agency partnership on Domestic Abuse
 - Community Care and Criminal Justice planning structures
 - The voluntary sector

5. Responsibilities and Membership of Falkirk Child Protection Committee

5.1 To fulfil its role and responsibilities, Falkirk Child Protection Committee requires members from each of the main agencies responsible for working together to safeguard and protect children. Member agencies must appoint representatives whose role and seniority within their agency enable them to contribute to the effective implementation of agreed strategies and to ensure that local child protection services are adequately resourced. They should have authority to speak on behalf of their agency in matters of policy and practice development.

5.2 Representation on the Falkirk Child Protection Committee will be drawn from:

- Social Work Services
- Education Services
- Community Services
- NHS Forth Valley
- Central Scotland Police
- SCRA
- Procurator Fiscal
- Housing Services
- Representative from the Voluntary Sector

5.3 The role and responsibilities of agency representatives are:

- To represent their agency at meetings of Falkirk Child Protection Committee and contribute to decision-making with the full authority of their agency as delegated by their Chief Officer
- To reflect agency accountability in inter-agency decision making at this level
- To collate the views of agency staff/officers on particular issues as necessary and ensure that these are made available to the Committee
- To fully participate in the work of the Committee and its sub-groups between meetings
- To ensure that decisions of the Committee and the implications of such decisions are communicated to and understood by staff/officers at all levels in their agency
- To ensure that obstacles to their agency's full participation in collaborative child protection practice and decision-making are addressed and overcome
- To ensure, in partnership with others, that inter-agency strategy in relation to child protection is implemented in accordance with the decisions of the Committee

- To ensure, in partnership with others, that agreed standards of practice in child protection are met and sustained
- To remain cognisant of current issues concerning child protection and their relevance to the work/deliberations of the Committee
- To arrange, with the approval of the Chief Officer of their agency, for an appropriate substitute to attend meetings of the Committee when the representative is unable to attend
- To arrange for minutes of Committee meetings to be available to relevant agency staff as appropriate

5.4 Mechanisms for raising issues

Agency representatives on the Committee can raise issues on behalf of their agency or any member of their agency by either placing the item on the agenda for the Committee meeting or raising it as an item of 'any other business' during a Committee meeting.

Members of the Forth Valley Child Protection Strategy Group may also have items placed on the agenda of Committee meetings.

Items should be placed on the agenda of the Committee by contacting the Lead Officer for the Falkirk Child Protection Committee.

6. ROLE AND RESPONSIBILITIES OF LEAD OFFICER

6.1 The Lead Officer will support the implementation of the core functions of the Child Protection Committee.

6.2 This will include:

- Assisting in the development and implementation of quality assurance mechanisms
- Ensuring the CPC is informed of national developments, including changes in legislation, Scottish Executive policies, regulations and guidance
- Taking forward specific tasks as identified by the Child Protection Committee and the Chair
- Assisting to develop, monitor and report on the implementation of the Child Protection Committee's annual plan
- Being responsible for the administration of the Committee and, where appropriate, its sub-committees through the preparation of agendas, circulation of papers and ensuring that accurate records are kept of the work of the committee

6.3 The Lead Officer will be employed by Falkirk Council but will be accountable on a day to day basis to the Chairperson of the Falkirk Child Protection Committee. The cost associated with this post will be met in the first instance from the ring-fenced monies made available from the Scottish executive and thereafter from the Children's Service Development Fund. In the event of the funding for this post being discontinued, the Child Protection Committee will collectively endeavour to secure an alternative funding package.

7. ROLE AND RESPONSIBILITIES OF TRAINING CO-ORDINATOR (CHILD PROTECTION)

7.1 The key functions of the Training Co-ordinator will include:

- Co-ordination of local inter-agency child protection training involving all relevant agencies
- Development and delivery of inter-agency training programmes throughout the Forth Valley area
- Development and maintenance of effective consultation and evaluation systems

7.2 The Training Co-ordinator will be employed by Stirling Council, with the cost associated with this post shared between Falkirk, Stirling and Clackmannanshire Councils, Central Scotland Police and Forth Valley NHS.

8. ROLE AND RESPONSIBILITIES OF THE CHAIR

8.1 The Chair of the Committee will be responsible for:

- Chairing Child Protection Committee meetings
- Ensuring the Committee effectively fulfils its functions
- Managing the Lead Officer
- Agreeing the resource requirement for the work of the Committee
- Ensuring the development of the annual business plan and report
- Reporting to Chief Executives Group, the Forth Valley Child Protection Strategy Group and elected members
- Ensuring that the Committee collaborates with other Child Protection Committees

9. ROLE AND RESPONSIBILITIES OF THE VICE-CHAIR

9.1 The Vice Chair will be responsible for:

- Assuming the responsibilities of the Chair at the request of the Chair or Committee
- Assisting the Chair in ensuring that the Committee effectively fulfils its functions

10. APPOINTMENT OF OFFICE BEARERS AND TERMS OF OFFICE

- 10.1** By agreement of the Chief Executives Group, the Chief Social Work officer or his/her representative will undertake the role of Chairperson for an initial 2 years following approval of this constitution. The Chief Executives Group will consider nominations from the Committee for the role of Chair and Vice Chair, provided always that nominees have the approval of their senior managers to undertake these responsibilities.

11. MEETINGS

- 11.1** The Child Protection Committee will meet at regular intervals as determined by the Chair and membership. Meetings will be considered quorate when attended by representatives of at least four agencies plus the Chair or Vice Chair.

12. CONFIDENTIALITY AND INFORMATION-SHARING

- 12.1** It is crucial that, within the CPC, certain issues can be explored in a safe environment. The working assumption for the Committee is that members will treat sensitive information as confidential unless specifically agreed otherwise. Otherwise CPC agendas and minutes will be widely available.

13. SUB-COMMITTEES OF THE CHILD PROTECTION COMMITTEE

- 13.1** Falkirk Child Protection Committee will establish three standing sub-committees as follows:
- Training Sub-Committee
 - Audit Sub-Committee
 - Public Awareness Sub-Committee

It may also appoint *ad hoc* Sub-Committees for specific purposes.

- 13.2** Each Sub-Committee will have its own membership, aims and objectives. All are accountable to Falkirk Child Protection Committee and will provide reports to its meetings.
- 13.3** Sub-Committees will meet as frequently as is necessary to conduct their business
- 13.4** The Chair of each Sub-Committee should be a suitably experienced member of Falkirk Child Protection Committee, except by agreement of the members of the Committee.

14. ANNUAL REPORT

14.1 Falkirk Child Protection Committee will produce an annual report. The report will set out a work programme for the forthcoming year, which will include:

- An account of the year's child protection work against the previous year's plan
- Information on the quality of interagency child protection work
- Management information on child protection work in the previous year
- A plan and budget for the coming year
- Information for staff in partner agencies and the public about the work of the Child Protection Committee

14.2 A copy of the report will be provided to the partner agencies represented on the Child Protection Committee, the Forth Valley Child Protection Strategy Group, the Scottish Executive, Chief Executive of Falkirk Council, Chief Executive NHS Forth Valley and the Chief Constable, Central Scotland Police. It will be the responsibility of the Lead Officer to draft the Report for the Committee.

15. AMENDMENTS TO THE CONSTITUTION

15.1 Proposed amendments to the Constitution must be submitted in writing to the Child Protection Committee. If approved by the Committee and the Chief Executives Group, the amendments will be accepted into the Constitution.

Membership of Falkirk Child Protection Committee at 31st March 2006

Margaret Anderson (Chair)	<i>Head of Children & Families and Criminal Justice, H & SW</i>
Catriona Laird	<i>Lead Officer Child Protection</i>
Rosie Bolton	<i>Service Manager, Children & Families, H & SW</i>
Liz MacEwen	<i>Service Manager, Tenancy, H & SW</i>
Mary Mitchell	<i>Child Protection Co-ordinator, H & SW</i>
Sue Selwyn	<i>Head of Cultural & Lifelong Learning</i>
Ewen Cameron	<i>Authority Reporter</i>
Pat Castle	<i>Quality Improvement Manager, Education</i>
Dr Ishaq Abu-Arafeh	<i>Consultant Paediatrician</i>
Eddie Kane	<i>Children's Service Manager</i>
Chief Inspector Alan Moffat	<i>Central Scotland Police</i>
DI Andy Innes	<i>Central Scotland Police</i>
Dorothy Morgan	<i>Child Protection Nurse Advisor</i>
Effie Rodger	<i>Lead Nurse</i>
Joyce Waddell	<i>SPPA</i>
George Anderson	<i>Chair of Children's Panel</i>

In Attendance

Ross Drummond	<i>Professional Advisor, Scottish Executive's Child Protection Action Team</i>
Christine Simpson	<i>Training Co-ordinator (Child Protection)</i>

Falkirk Child Protection Committee Sub-Groups

- **Training Sub-Group**

Membership:

- Christine Simpson Child Protection Training Co-ordinator
- Mary Mitchell Child Protection Co-ordinator
- Catriona Laird Lead Child Protection Corporate Training Co-ordinator

- **Monitoring/Audit Sub-Group**

Chair:

- Mary Mitchell Child Protection Coordinator

Membership:

- Frank Kennedy, Service Manager
- Sylvia Tate, Team Manager
- Joyce McKenzie, Social Worker, Resourcing
- Jennifer Clason, Senior Child Care Worker
- DS Ronnie Isles, Family Unit, Central Scotland Police
- Pat Castle, Quality Improvement Manager, Education Services
- Dorothy Morgan, Nurse Advisor (Child Protection) - Forth Valley Health Board
- Joanne McMeeking, Cluaran Service, Barnardos

Resources Dedicated to the CPC

A Lead Officer for Child Protection has been appointed by the Child Protection Committees and took up post on the 8th May. This post has been funded initially by the one-off grant given to Child Protection Committees by the Scottish Executive for this purpose.

A Child Protection Corporate Training Coordinator was appointed on a temporary 2 year contract in June 2005 to roll out Child Protection basic awareness training and develop sustainable strategies across the council

The Inter-Agency Training Co-ordinator and the part-time Support Officer attached to this post are employed by Stirling Council and funded jointly by Stirling, Falkirk and Clackmannanshire Councils, Central Scotland Police and NHS Forth Valley. These posts provide inter-agency child protection training for all three Child Protection Committees.

Forth Valley Child Protection Strategy Group: Inter-Agency Training List April 2006 – March 2007

12th May 2006 – Stirling (Level 3)

Giving Evidence in Court

Municipal Buildings/Stirling Court 9.15am – 5.00pm

Thursday 1st June 2006 – Stirling (Level 2)

Inter-agency Child Protection Training

“Working Together in Child Protection”

The Attic Studio, Tolbooth, Stirling 9.15am – 4.00pm

Thursday 8th June 2006 – Clackmannanshire (Level 2)

Inter-agency Child Protection Training

“Working Together in Child Protection”

15 Mar Street, Alloa, 9.15am – 4.00pm

Tuesday 13th June 2006 Seminar Drugs Misuse: Protecting the Children (Level 4)

Conference Centre Stirling Royal Infirmary, 9.30am – 12.30pm

Thursday 14th September 2006 – Clackmannanshire (Level 2)

Inter-agency Child Protection Training

“Working Together in Child Protection”

15 Mar Street, Alloa. 9.15am – 4.00pm

Wednesday 20th September 2006 – Stirling (Level 2)

Inter-agency Child Protection Training

“Working Together in Child Protection”

The Attic Studio, Tolbooth, Stirling, 9.15am – 4.00pm

Thursday 28th September 2006 – Falkirk (Level 2)

Inter-agency Child Protection Training

“Working Together in Child Protection”

Lesser Town Hall, Falkirk, 9.15am – 4.00pm

October 2006 Seminar – (Level 4)

Theme, date and venue to be announced

Thursday 26th October 2006 – Clackmannanshire (Level 4)

Child Protection and Additional Support Needs

24th November 2006 – Stirling

Giving Evidence in Court

Municipal Buildings / Stirling Court 9.15am – 5.00pm

Friday 1st December 2006 – Falkirk (Level 2)

Inter-agency Child Protection Training

“Working Together in Child Protection”

Thursday 7th December 2006 – Clackmannanshire (Level 2)

Inter-agency Child Protection Training

“Working Together in Child Protection”

15 Mar Street, Alloa. 9.15am – 4.00pm

Wednesday 13th December 2006 – Stirling (Level 2)

Inter-agency Child Protection Training

“Working Together in Child Protection”

Lesser Town Hall, Falkirk, 9.15am – 4.00pm

Contact telephone numbers for all training courses 01786 442511/442350

E-mail – meldruml@stirling.gov.uk OR simpsonc@stirling.gov.uk

N.B. All training courses are multi-agency and free of charge

Forth Valley Child Protection Strategy Group: Inter-Agency Training List April 2006 – March 2007

8th/9th February 2007 – Stirling (Level 4)
Child Protection and Additional Support Needs
Venue to be announced, Stirling, 9.15am – 3.30pm

Thursday 1st March 2007 – Clackmannanshire (Level 2)
Inter-agency Child Protection Training
“Working Together in Child Protection”
15 Mar Street, Alloa. 9.15am – 4.00pm

Thursday 8th March 2007 – Falkirk (Level 2)
Inter-agency Child Protection Training
“Working Together in Child Protection”
Lesser Town Hall, Falkirk 9.15am – 4.00pm

Wednesday 14th March 2007 – Stirling (Level 2)
Inter-agency Child Protection Training
“Working Together in Child Protection”
The Attic Studio, Tolbooth, Stirling 9.15am – 4.00pm

Level Two Training

Target Group: all staff and volunteers who are in regular contact with vulnerable children and families and may play a supportive role in child protection cases. Participants should have had basic awareness-raising about signs and indicators of child abuse.

Level Three Training

Target Group: social workers and police officers who carry out child protection investigations: key personnel in these and other agencies who are involved in risk assessment and/or intensive work with families where children are vulnerable to or recovering from child abuse or neglect.

Level Four Training

Target group: all those in levels two and three who may find value in taking part in specific courses or seminars because of their particular roles and responsibilities in child protection.

Contact telephone numbers for all training courses 01786 442511/442350

E-mail – meldruml@stirling.gov.uk OR simpsonc@stirling.gov.uk

N.B. All training courses are multi-agency and free of charge

Joint Planning Group

The Joint Planning Group is a sub-group of the *Forth Valley Child Protection Strategy Group*

Chair: Christine Simpson, Training Co-ordinator

Membership: *Falkirk Child Protection Committee*

Catriona Laird
Eileen Marr
Elenor MacDonald
Mary Mitchell

Stirling Child Protection Committee

Suzanne Goetzold
Sandra Moyes

Clackmannanshire Child Protection Committee

Margaret Fannon
Maggie Maclean
Liz Gallacher

Central Scotland Police

Detective Sergeant Ronnie Isles

NHS Forth Valley

Maureen Berry
Dorothy Morgan

Remit: The Joint Planning Group plans the content of the Joint Investigative Interview Training in Forth Valley and advises the Training Co-ordinator on training needs in their own areas and the frequency and content of the other inter-agency child protection training including seminars. Members of the Group are also involved in the delivery of inter-agency training.

Outcome: The inter-agency child protection training programme for the Forth Valley area for 2006/2007 is attached to this Report.

Outline Training Plan

Child Protection Corporate Training Co-ordinator Post to June 2007

Aim of this Plan is to provide corporate Child Protection Training and associated work to sectors of staff as stipulated in Falkirk Councils framework for CPC training.

The success of this training plan will be measured by:

1. Numbers of staff provided with child protection training
2. Training strategies developed for each Council Service, including the Voluntary Sector
3. Training, which incorporates all the essential elements of the Scottish Executive Strategic Training Plan

Scale of Task

An initial audit has identified 9,500 employees who will require basic awareness training in Child Protection. Additionally, the job description for this post refers generally to child protection training across the Council. Currently, there is very sparse capacity across all Council Services and the Voluntary Sector to meet the training needs specified by the Scottish Executive. The only dedicated post is that of the Inter-Agency Child Protection Training Co-ordinator, working across all 3 Councils involved with staff operating at Level 3 (Scottish Executive Training Framework). She is also involved in some work at Level 1, 2 and 4. The postholder of the Corporate post will also find that there is an increasing demand for training in all 4 levels. These posts work closely together and the ultimate aim should be an overarching training strategy encompassing all 4 levels.

Overarching Strategy

Section 1 of this plan details individual work and individual plans for each Service. The first 6 months of the post has been dedicated to scoping the task, responding to need, developing links and communication and networking with strategic individuals and groups.

Section 2 of this plan is a response to this work and the need for the development of a variety of training methods, which will fit into individual Service Plans but also provide an innovative overarching structure. Services can then pick from a menu of activities to meet their needs.

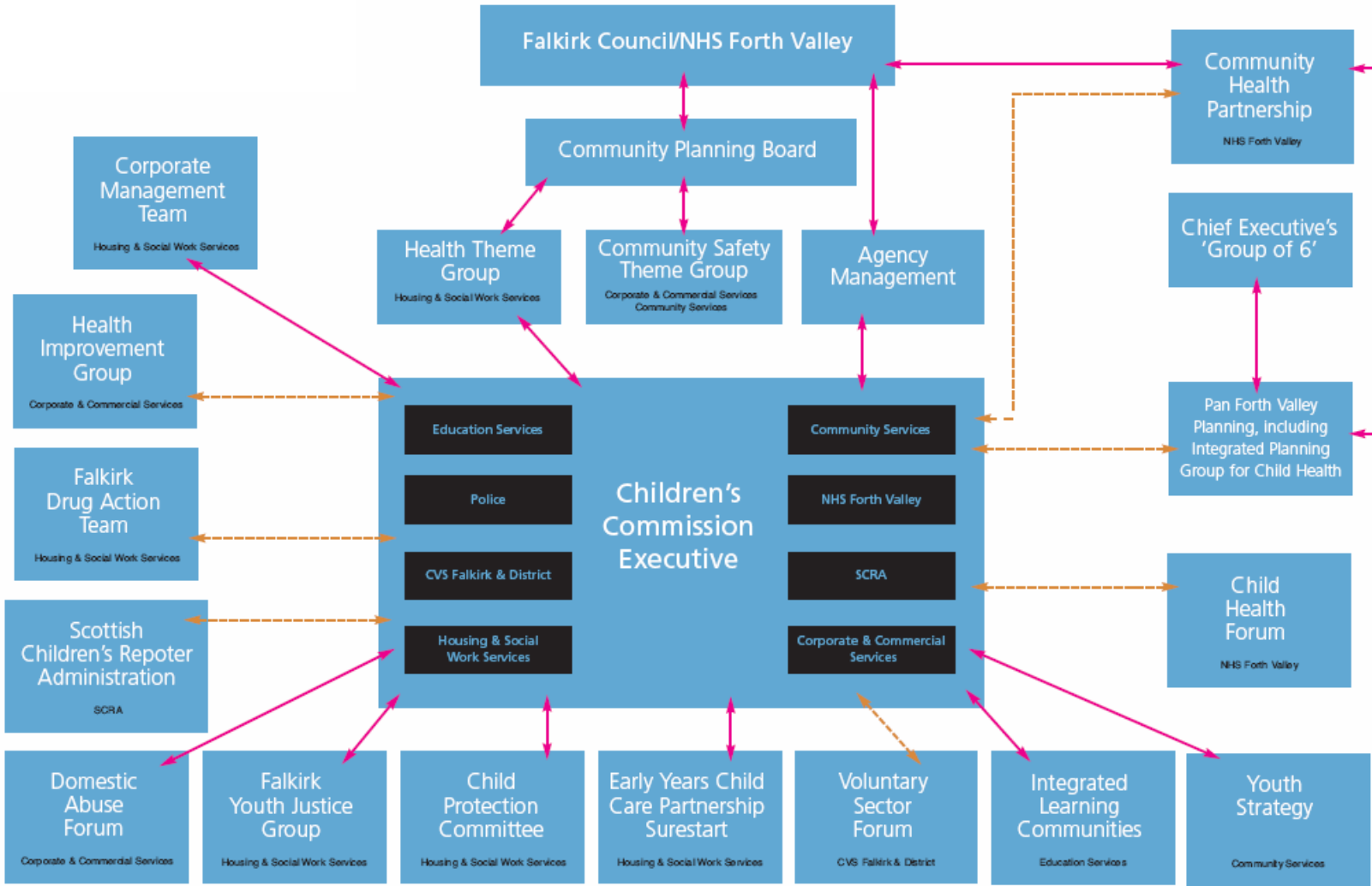
Section 1

Specific Area of Activity Identified	Training Required	Who Does This	Numbers Involved	Timescales and End Dates for Completion	Progress
Corporate					
1. Managers	6 x 2 hour briefing sessions	Catriona Laird	88	December 2005	All complete
2. Councillors	2 x 2 hour briefing sessions	Catriona Laird	6	Feb/March 2006	All complete
Services					
1. Housing & Social Work Family Support Teams Social work Assistants Through Care Teams After Care Teams	2 x 2 day training courses	Catriona Laird	36	October 2005	Complete
Inter-Agency Training	1 hour session	Catriona Laird	16	September 2005	Complete
Inter-Agency Training	1 hour session	Catriona Laird	25	January 2006	Complete
Inter-Agency Training	2 x 2 hour sessions	Catriona Laird	25	February 2006	Complete
Undertake TNA with Service training co-ordinator/managers	Audit requested Audit tool provided (No CP Training Officer currently in Post)	Vivien Goodbrand/Rosie Bolton		June 2006	No progress by 30/04/06
Agree Service Training	TBA			July 2006	
Plan for all appropriate posts					

Specific Area of Activity Identified	Training Required	Who Does This	Numbers Involved	Timescales and End Dates for Completion	Progress
Roll out training	TBA			July 2006 – June 2007	
Provide training sessions	As required	New post holder		April – July 2006	
Residential Care	1-2 days	Catriona Laird	8-10	May/June 2006	
Additionally, Social Work Services are buying in Child at the Centre training for Criminal Justice and Community Care staff and involved in Inter-agency training organised by child protection training co-ordinator (Christine Simpson)					
1. Education					
Probationary Teachers	2 x 2 hour sessions	Catriona Laird	50	Nov/	Complete
In-Service Teachers sessions	Grangemouth High School – 1 hour session	Catriona Laird	50	August 2005	Complete
	Slamannan Primary School		12	February 2006	Complete
Undertake TNA with Service training co-ordinator/head teachers etc	Audit requested Audit tool provided (No CP Training Officer currently in Post)	Ken Currie – Principal Officer, Training	50	March 2006	Complete
Agree a Service Plan for all appropriate posts	Meetings with Quality Assurance Manager re child protection and Service Development Plan Meetings with selected Headteachers			July 2006	Liaise with Linda Montgomery who is preparing pack for Education. Launch in June 2006
Roll out training	TBA			July 2006 – June 2007	
Input for retired volunteers	2 hour session	Catriona Laird	34	May/June 2006	

Specific Area of Activity Identified	Training Required	Who Does This	Numbers Involved	Timescales and End Dates for Completion	Progress
<p>2. Other Council Services Undertake TNA with Service Managers from Community Services, Development Services, Corporate & Commercial Services, Finance Services and Law & Admin Service</p> <p>Agree a Service Plan for all appropriate posts</p> <p>Roll out training</p>	<p>Audit requested Audit tool provided</p> <p>On going</p> <p>Ongoing</p>	<p>CP Corporate Training Co-ordinator and trainers in each sections</p>		<p>Dec 2006</p> <p>Jan 2006</p> <p>July 2007</p>	<p>Community Services providing regular training</p>
<p>3. Partners and Voluntary Sector Groups</p>	<p>Respond as requested</p> <p><u>Sessions Completed:</u></p> <ul style="list-style-type: none"> • 8 x 2 hours sessions • 1 x 1 hour session • 1 x 1 day (Level 4) 	<p>CP Corporate Training Co-ordinator and Training and Development Worker (Vol Sector)</p>	<p>135</p> <p>10</p> <p>10</p>	<p>Ongoing</p>	

Planning Structure



There is Commission representation on the linked groups as indicated in the diagram

Committee Responsibilities of CPC Members

(in addition to partnerships noted on Action Plan and Appendix 6 Planning Structure)

Health

- LAC Monitoring Group
- Through Care and After Care Steering Group
- Action for Change Group
- West of Scotland Records Group
- West of Scotland Child Protection Nurse Advisors Group
- East of Scotland Nurse Advisor Group
- Child Protection Action Group
- Child Protection Clinical Team
- Child Health Records Group

Police

- Falkirk Area Command Tactical Process
- ACPOS Child Protection National Group
- Links through Domestic Abuse Unit to Domestic Abuse Forum
- Child Protection and Vulnerable Persons Forum
- Computer Crime Unit
- ACPOS Computer Evidence Working Group
- Link to member of Stirling and Clackmannanshire CPC's
- Domestic Abuse Pilot

Area Reporter

- Forth Valley Domestic Abuse Strategy Group
 - Falkirk Domestic Abuse Forum
 - Falkirk Youth Justice Strategy Group
 - Forth Valley Youth Justice Group
 - SACRO Restorative Justice Group
 - Girfec Pathfinder Domestic Abuse Project
 - RAMAS (Racist Attacks and Harassment Multi-Agency Strategy)
 - Race Resource Group
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- BAPSCAN

