

EDINBURGH CHILD PROTECTION COMMITTEE

CONSTITUTION

1.0 Title

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

2.0 Purpose

- 2.1 Within the local authority area of The City of Edinburgh Council, the Committee will, in accordance with any statutory requirement, regulation, mandate or guidance, contribute to the protection and welfare of children through effective collaboration between agencies, government and the general public.
- 2.2 The Committee works to the strategic plan agreed by Edinburgh, Lothian and Borders Executive Group (ELBEG) and reports to ELBEG in respect of its functions, responsibilities and achievements.
- 2.3 The Committee operates to the requirements contained in the national guidance "Protecting Children and Young People: Child Protection Committees" (2005).

3.0 Functions and Responsibilities

- 3.1 The Committee will contribute to the development of strategic planning of integrated services for children that promote and safeguard their safety and will lead effective inter-agency communication at local level by: -
- Implementing the Quality Indicators and the Framework for Standards for child protection
 - Implementing the Edinburgh, Lothian and Borders inter-agency strategy for child protection at local level
 - Implementing the Edinburgh, Lothian and Borders inter-agency strategy for child protection by setting out clear and necessary measures for local delivery
 - Ensuring that the implementation of the Edinburgh, Lothian and Borders inter-agency strategy for child protection is congruent with single agency objectives and strategies, Local Authority Children's Services Plans, and Community Planning
 - Distributing and promulgating agreed inter-agency procedures, guidelines, codes of practice and protocols in relation to child protection, child abuse and neglect
 - Ensuring that agreed standards of inter-agency collaborative practice in child protection are issued and met by and across agencies at local level
 - Ensuring that identified improvements in inter-agency work are implemented
 - Promoting the highest standard of inter-agency practice in preventing or dealing with the causes and effects of child abuse and neglect
 - Liasing and networking effectively with other bodies whose work interfaces with that of the Committee (including Children Services Planning bodies, Community Planning bodies, DAAT)
 - Contributing to raising awareness through the provision and dissemination of information on the protection of children and young people to the general public
 - Facilitating co-operation with the review of critical cases in the area so that lessons can be learned and improvements put in place as necessary
 - Facilitating co-operation with internal and external audit and review activity in relation to child protection services
 - Facilitating the monitoring of child protection provision and performance

- Facilitating co-operation with inspection activity in relation to child protection services
- Ensuring the co-ordination of the joint inspection of child protection
- Enabling constituent agencies to exercise their functions at a local level and in a co-ordinated way
- Ensuring that voluntary and private organisations that have children/young people as service users or have interests or objectives that involve the safety and protection of children/young people are included in the work of the Committee.
- Using relevant information and data to inform the work of the Committee
- Ensuring that inter-agency training needs are identified and met at local level through the implementation of the Edinburgh, Lothian and Borders inter-agency child protection training strategy
- Promulgate public policy and legislation concerning the protection of children to ensure local inter-agency practices are current and informed
- Publishing an Annual Report approved by Lothian and Borders Executive Group and ensuring the Report forms a section of the integrated Children's Services Plan for the local authority area
- Reporting to the Edinburgh, Lothians and Borders Executive Group through the Co-ordinating Group.

4.0 Membership of the Committee

- 4.1 The membership of the Committee will be such as to ensure representation from constituent agencies at a senior level. Representation will come from the main agencies with direct responsibilities for or interest in matters of child protection across the area.
- 4.2 Constituent agencies should ensure that its representative is of senior grade/rank, or is delegated relevant authority and responsibility on behalf of the agency by its Chief Executive (or equivalent), to make decisions, and where necessary policy and resource commitments, on behalf of the agency in the course of the work of the Committee.
- 4.3. Membership and representation will include:
- Local Authority Children and Families Social Work Services
 - Local Authority Criminal Justice Social Work Services
 - Other Local Authority Social Work Services as necessary
 - Local Authority Education Services
 - Local Authority Housing Services
 - Other Housing Services as necessary
 - Local Authority Community Services (incl. Youth Services and Leisure Services)
 - NHS Lothian
 - Lothian and Borders Police
 - The armed services (where there is a significant presence in the area)
 - Scottish Children's Reporters Administration
 - Drug and alcohol services (including DAAT)
 - Independent education sector (where there is a significant presence)
 - the voluntary sector for children and young people
 - the Procurator Fiscal Service will be invited to participate in the work of the Committee consistent with Section 4.8 of the national guidance "Protecting Children and Young People : Child Protection Committees"

4.4 The Committee will also extend invitations for membership from the following:-

- The Children's Panel
- Childline Scotland

5.0 Roles and Responsibilities of Agency Representatives.

- To represent their agency at meetings of the Committee and contribute to decision-making with the full authority of their agency as delegated by its Chief Executive/ 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 business life 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 of 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 the inter-agency child protection strategy 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 Executive/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.

6.0 Quorum

6.1 Meetings of the Committee will be quorate for business when one third or more of the agency representatives are present.

7.0 Chairperson

7.1 The appointment of a Chairperson will be approved by Lothian and Borders Executive Group.

7.2 If the Chair is appointed from one of the constituent agencies he/she will relinquish their function as agency representative for the period and the Chief Executive (or equivalent) of the particular agency should appoint a replacement representative.

7.3 In the event of the Chairperson being absent from a meeting, the Vice Chair should assume the responsibilities and function of Chairperson. *Ex-officio* members are not eligible to act in the capacity of Chairperson.

7.4 The Chair is responsible for the convening and conduct of meetings of the Committee in accordance with the Constitution.

7.5 The Chair will represent the Committee and its interests at Edinburgh, Lothian and Borders Child Protection Co-ordination Group and as required at external meetings and functions, to agencies, and to the wider public including through any communication with the press or media.

- 7.6 The Chair will ensure that the Co-ordination Group and the Executive Group remain informed of the activities of the Committee. He/she will act as a conduit to ensure that the Committee remains accountable to the Executive Group.
- 7.7 The Chair will act on behalf of the Committee to implement the decisions of the Committee including dealing directly with any of the constituent agencies or the Executive Group concerning the recommendations of the Committee on any aspects of its business or the operations of its constituents.
- 7.8 The Chair will execute their functions in accordance with the Constitution and the Scottish Executive Guidance "Protecting Children and Young People: Child Protection Committees".

8.0 Vice Chairpersons

- 8.1 The appointment of Vice-Chairpersons will be approved by the Committee and by Edinburgh, Lothian and Borders Executive Group.
- 8.2 In the event of the Chairperson and the Vice-Chairpersons being absent from a meeting the Committee will, by majority decision, appoint a temporary Chairperson from the agency representatives on the Committee.
- 8.3 In the absence (for whatever reason) of the Chair, one of the Vice-Chairs will assume the range of responsibilities normally carried by the Chair.

9.0 Meetings of the Committee

- 9.1 Meetings of the Committee will be convened at least *quarterly* and chaired according to the Constitution of the Committee.
- 9.2 Minutes will be taken at all meetings of the Committee. The Committee will agree arrangements for taking and distributing minutes.
- 9.3 Minutes of the Committee will always be made available to the Executive Group as requested/required.

10.0 Sub-committees of the Committee

- 10.1 The Committee may, at any stage, establish sub-committees to progress the work of the Committee on any issue on its behalf. Membership of such sub-committees will be by agreement of the Committee and may (as the Committee directs) include individuals drawn from outwith the ranks of the Committee itself. The Committee will always stipulate the timescale to which sub-committees will operate (short-life or permanent). All Sub-committees are accountable to the Executive Group through the Committee and operate directly under the auspices of the Committee.
- 10.2 The Committee may, by majority agreement at any time, decide to create new Sub-committees or dissolve existing Sub-Committees.
- 10.3 A minute of all meetings of sub-committees will be taken and distributed to members of the Committee. Minutes will always be made available to members of the Executive Group if required/requested. It is the responsibility of the constituent agencies of the sub-committee to make arrangements available for the proper taking and distribution of minutes and agendas.

11.0 Mechanisms for Raising Issues

- 11.1 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. The Executive Group may also have items placed on the agenda of Committee meetings. Agency representatives either placing items on the agenda, or representing agencies whose Chief Executive (or equivalent) has placed an item on the agenda, will speak to the issue being raised.
- 11.2 Items should be placed on the agenda by contacting the Chair of the Committee or the appointed secretariat.

12.0 Reporting Structures

- 12.1 The Committee is accountable to Edinburgh, Lothian and Borders Executive Group in the exercise of its functions and responsibilities.
- 12.2 In addition, the Chair (through membership of the Co-ordination Group) will ensure that the activities of the Committee in the exercise of its functions and responsibilities complies with the strategic plan for child protection set and agreed by the Executive Group.

EDINBURGH CHILD PROTECTION COMMITTEE MEMBERSHIP 23.05.2006

NAME	TITLE	AGENCY	EMAIL
Roy Jobson	Director Children and Families Department	City of Edinburgh Council Children and Families Department	roy.jobson@educ.edin.gov.uk (Chair of Child Protection Committee)
Pam Smith	Head of Service Development (Social Work Services)	City of Edinburgh Council Children and Families Department	Pam.smith@edinburgh.gov.uk
Christina Burnett	Head of Support to Children, Young People and Families	City of Edinburgh Council Children and Families Department	Christina.Burnett@Edinburgh.gov.uk
Tom Wood	Chair	Edinburgh Drug & Alcohol Action Team	tom.wood@edinburgh.gov.uk
Ian Glen	Had of Neighbourhood Services	City of Edinburgh Council Children and Families Department	ian.glen@educ.edin.gov.uk
John Anderson	Chair	Children's Panel	john.Anderson@blueyonder.co.uk
Rob Heasman	Network member	LAYC	rob@layc.org.uk
Ron Lancashire	Criminal justice Service Manager	City of Edinburgh Council Health & Social Care	ron.Lancashire@edinburgh.gov.uk
Bryan Chatham	Head of Sector Management	City of Edinburgh Council Health & Social Care	Bryan.chatham@edinburgh.gov.uk
David Clark	CPD Co-ordinator	Scottish Council of Independent Schools	david@scis.org.uk
await new nomination	Procurator Fiscal	Crown Office Procurator Fiscal Service	-----@copfs.gsi.gov.uk
Jacqueline Mok	Lead Paediatrician in Child Protection	NHS Lothian	jacqui.mok@luht.scot.nhs.uk
Annette Keogh	Army Welfare Service	Army Welfare Service	Annette.keogh181@land.mod.uk
Stuart Orr	Neighbourhood Support Team	City of Edinburgh Council Housing Department	stuart.orr@edinburgh.gov.uk
Bill Wallace	Head of Libraries and Information Services	City of Edinburgh Council Culture & Leisure	bill.Wallace@edinburgh.gov.uk
Susan Dobson	Supervisor – Helpline	Childline Scotland	ahouston@childline.org.uk
Kirsty McDiarmid	Acting Authority Reporter	Scottish Children's Reporter Administration	Kirsty.McDiarmid@scra.gsx.gov.uk
Iain Livingstone	Detective Superintendent	Lothian and Borders Police	iain.livingstone@lbp.pnn.police.uk
Craig Dobbie	Detective Superintendent	Lothian and Borders Police	craig.dobbie@lbp.pnn.police.uk
Adrian Lawrie	Temp Detective Chief Inspector	Lothian and Borders Police	Adrian.lawrie@lbp.pnn.police.uk
Cathy Orr	Child Health Commissioner	NHS Lothian	cathy.orr@lhb.scot.nhs.uk
Liz Johnson	Service Development Manager	City of Edinburgh Council Children and Families Department	liz.Johnson@edinburgh.gov.uk (on interim basis pending appointment of Lead Officer to the Committee)

EDINBURGH CHILD PROTECTION COMMITTEE

**to be held on: Tuesday 4 April 2006
Old Council Chamber from 2pm – 4pm**

A G E N D A

- 1) Introductions
- 2) Apologies
- 3) Previous Minutes
- 4) Matters arising
- 5) Inter-agency Child Protection Guidelines Review (Andy Jones in attendance)
- 6) Report from sub-groups:
 training (minutes attached)
 practitioners and service users (minutes attached)
- 7) Inter-agency Child Protection Training (reports attached from Anne Mitchell)
- 8) Update on Lead Officer recruitment
- 9) Child protection public awareness/consumer involvement
(Jacqueline Norris, Consumer Involvement Officer in attendance)
- 10) MORI survey on service users' views (report attached)
- 11) Communication with the voluntary sector
- 12) Serious Case Review update
- 13) Update on risk management protocol – sexually harmful young people and the SWIA
report on the Fife case (report circulated for 8.2.06 meeting)
- 14) Implementation of Vulnerable Witness Act (paper to be tabled)
- 15) Update on Child Protection Inspection (Sheila Brown in attendance at 3:30pm)
- 16) Executive report on 21st Century Review of Social Work Services – report attached)
- 17) Domestic Abuse Protocol – pilot (papers attached)
- 18) Child Protection Investigation Team update
- 19) Disclosure checks host families – national advice
- 20) Child Protection Key Statistics Report - attached
- 21) A O C B

Date of next meeting: Tuesday 6 June 2006, European Room, City Chambers, 2 – 4pm

**Edinburgh Child Protection Committee
Draft Budget Information 2006-07**

Dedicated Staffing to the Committee

Edinburgh's share of Edinburgh, Lothian and Borders Child Protection Office	£92,965
Lead Officer to the Child Protection Committee (includes travel, training, IT etc.)	£46,005

(Tripartite funding Children and Families, Police Health)

Administrative Assistant Lead Officer to the Child Protection Committee (includes travel, training, IT etc.)	£23,000
	(funding still to be identified)

Total = £161,970

Portion of Head of Service Development and Service Development Manager's salaries No formula is in place to factor this in against the Committee's work: this is also the case for Health and the Police. However, once the Lead Officer is in post, ongoing line management will be located in the Children and Families Department.

Inter-Agency Child Protection Training

An audit of the priorities of the training strategy, about to be agreed by the Committee, is required.

A budget of circa £50,000 requires to be identified and a funding mechanism.

Issues requiring attention are:

New Child Protection Procedures (launch and training)
Extension of initial training on Guidelines for Agencies on Protecting Children Living in Families with Problem Substance Use

Inter-Agency Child Protection Publicity

Some work has already been done on public awareness leaflets on child protection. Leaflets for service users and staff are urgently required.

A budget of circa £20,000 requires to be identified and a funding mechanism.

Please note figures for training and publicity are estimated only at this point.

Child Protection Committee Work Plan 14/6 /06

Issue	Action Required	By Whom	Timescale
Review Child Protection Register	Scope deficiencies in current register Consult with Mid, East and West Lothian Committees Undertake work to incorporate into SWIFT and compliance with new reporting requirement	Pam Smith and Reps from East, Mid and West	April 2006 Dec 2006
Extend on-line Access of Child Protection Register	Develop monitoring and evaluating tools, including availability of data on ethnic minorities Evaluate current trial at 2 sites Extend to other sites	E-Government	Phase 2 to commence May 2006
Clarify Child Protection Committee Structure	Identify accountability relationship between ELBEG, the Co-ordinating Group, the Child Protection office and the Child Protection Committee Identify sub-groups accountable to the Child Protection Committee, including possibly five neighbourhood Child Protection groups Clarify clear roles, remits and responsibilities for all constituent bodies	Co-ordinating Group ECPC ECPC	Jan 2006 (completed) Jan 2006 (completed) Jan 2006 (completed)
Draw up a Child Protection Training Strategy	Establish training sub-group Include Chair of Training Sub-Group in Child Protection Committee membership Draw up training strategy	ECPC ECPC Chair of Training Sub-Group	Jan 2006 (completed) Jan 2006 (completed) March 2006 (completed)
Child Protection Strategic Plan	Ensure the Edinburgh, Lothian and Borders Strategic inter-agency Child Protection priorities are identified and implemented for Edinburgh at local level Develop action points/recommendations from Edinburgh experience for ELBEG & Co-ordinating Group and vice versa Distribute and ensure implementation of agreed inter-agency procedures, guidelines, codes of practice and protocols Ensure agreed standards of inter-agency collaborative practice in Child Protection are issued and met by and across agencies at local level	Pam Smith/Lead Officer ECPC ECPC ECPC ECPC ECPC	Ongoing Ongoing Ongoing Ongoing Ongoing

Issue	Action Required	By Whom	Timescale
Position statement required on O'Brien report, the Substance Misuse Protocol and the various Child Protection audit reports done by Anne Black, Health & Senior Managers	Cross refer report and audit recommendations Identify ongoing or new issues and action required Identify finished business and close off	Pam Smith/ Liz Johnson	August 2006
Risk assessment and information sharing protocols	Ensure they are fit for purpose and are up-to-date Develop risk assessment framework on an inter-agency basis	Co-ordinating Group	April 2006
Update Child Protection Guidelines	Urgent action required to update the guidelines and ensure they are more robust	Lead Officer appointed November 2005	September 2006
Appoint Lead Officer to Child Protection Committee	Job description and grading agreed: post advertised	Liz Johnson	Interviews 13.02.06 Re-scheduled to 30/5/06 due to lack of appointment in February
Serious Case Reviews	Interim procedure adopted by EPCC Join with Child Death Review process	ECPC	January 2006 (completed)
Joint Inspection of Child Protection	Ensure there are regular updates on process at the Committee	Fiona McLeod/ Sheila Brown	As required
Framework for Standards, the Quality Indicators for Child Protection Inspection, self-evaluation	Develop self-evaluation and link to Joint Inspection of Child Protection	Fiona McLeod/ Sheila Brown	Ongoing
Raise awareness of research and lessons from enquiries at the Committee	Identify key points for action and information	Lead Officer EPCC (Pam Smith in interim)	Once recruited

Issue	Action Required	By Whom	Timescale
Co-location of SW/Police/ Health IRD processes	Ensure updates of progress on co-located team at Committee Evaluate benefits of co-location in terms of outcomes on consistent practice Team Leader appointed Team operational	Sub-Groups ECPC	Ongoing Jan 2006 (completed) September 2006
Reports from practice	Ensure practice issues requiring changes to policies/procedures are presented at Committee Ensure best practice examples are circulated	Sub-Groups and Lead Officer ECPC	Ongoing
Views of service users	Develop a consultation process with Children and Families, including those in receipt of service from voluntary and private organizations , on Child Protection	Consumer Involvement Officer/Lead Officer ECPC	Ongoing
Enhance public awareness of Child Protection	Develop a communication strategy, including a website so the public is better informed about Child Protection	Lead Officer ECPC	Once recruited
ECPC Annual Report	Ensure plan is produced Co-ordinate with activities of ELBEG and Co-ordinating Group Link to Integrated Children's Services Plan	Lead Officer ECPC	June 2006
Liaison with bodies related to ECPC	Ensure there is communication with Children's Services Planning, Community Planning, Voluntary Sector agencies, all relevant Local Authority Departments and the DAAT Ensure the inter-agency strategy is congruent with single agency objectives /strategies	ECPC ECPC	Ongoing
Establish independent chairing of Child Protection Case Conferences	Recruit SSWs to establishment	Co-located Child Protection Team	September 2006

Edinburgh Child Protection Committee

Practitioners/Service Users' Sub-Group:

3 February 2006

Room 12, 17 Waterloo Place, 2.00pm-3.30pm

Agenda

- 1.** Welcome and Introductions
- 2.** Background information on Child Protection Committee
- 3.** Proposed remit of Group
- 4.** Discussion on how to involve Service Users
- 5.** Child Protection Training Update
- 6.** Practice Issues
- 7.** Lessons from recent enquiries
- 8.** A.O.C.B.

Edinburgh Child Protection Training Strategy

1. Background:

The Child Protection Committee, Training Sub-Committee has undertaken an examination of the single agency training strategies in child protection and linked this to the Child Protection Reform Group of the Scottish Executive, where elements of training have been linked to the Framework for Standards.

2. The Sub-committee:

Proposes that there are 4 levels of child protection training that will meet the needs of all agencies across Edinburgh and that the content of this training takes account of the elements identified by the Reform Programme.

The 4 levels of training have been titled:

- Induction - All staff
- Basic - Staff who may have contact with children / carers
- Intermediate - Staff who have regular contact with children
- Advanced - Child protection specialist or Managers

3. Single Agencies:

Within their training strategy documents single agencies may decide to continue using terms such as 'Level', as in the case of the Children and Families Department and Health or 'Step', as in the case of the Police. However, the content of the training and staff targeted for the level of training, are met within the above terms proposed by the sub-committee.

4. Attached:

- i) Mission Statement
- ii) An explanation of 4 levels
- ii) Content of the training for each of the 4 levels that would be delivered over a number of training opportunities, by internal and external training providers.

EDINBURGH CHILD PROTECTION COMMITTEE TRAINING STRATEGY

MISSION STATEMENT

E.C.P.C. is committed to:

- Providing a tiered child protection training strategy reflecting differentiated inter-agency needs.
- Raising awareness of preventing abuse and safeguarding children within non-statutory agencies.
- Expanding the training strategy to encompass other areas e.g. vulnerable adults, domestic abuse, mental health and problem substance use.

In order to optimise the above, the child protection trainers across agencies should be co-located.

Staff and Training Level

Staff Group	Induction	Basic	Intermediate	Advanced
	<i>All Staff</i>	<i>May have contact with children/carers</i>	<i>Regular Contact with children/carers</i>	<i>Child Protection specialist or Manager</i>
All Staff	√	√		
Ancillary & Support Staff	√	√		
Basic Professional	√	√	√	√
Specialist Practitioner	√	√	√	√
Advanced Practitioner	√	√	√	√
Operational Manager	√	√	√	√
Strategic Manager	√	√	√	√

Note: Public Awareness is an important aspect of any training strategy. How this is delivered will need to be considered by the ECPC

TRAINING CONTENT

Induction: Staff target- All Staff

(Note: This training need not be one-to-one training but information within booklets, e-learning or some other format)

Awareness raising should include:

- i) Knowledge of child protection guidelines
- ii) 'It's everyone's job to make sure I'm alright'
- iii) Keeping a focus on the child and their rights
- iv) How we communicate and effectively engage all parties
- v) Continuing to prevent abuse by support to families, communities and by any other means
- vi) Know who to tell and how to respond to a concern about a child
- vii) Know what to do to support a child
- viii) Know your own role, responsibilities and statutory duties.
- ix) Handling information. Consent and confidentiality
- x) Know what you can and cannot do, including sharing of information
- xi) Children's Hearings and role of the Reporter
- xii) How we evaluate our intervention- has it worked to meet the child's needs
- xiii) How we evaluate our intervention- has it worked to meet the child's needs
- xiv) Getting appropriate support /supervision

Basic: Staff target- Staff who may have direct contact with children

- i) Relevant legislation and guidance
- ii) How we communicate and effectively engage all parties
- iii) Know what to do to support a child
- iv) Age of legal capacity/ consent to sex
- v) Children's Hearings and role of the Reporter
- vi) Attitudes and values towards abuse and neglect and how these shape our actions/ thresholds
- vii) Definitions, signs, effects and indicators of abuse or neglect
- viii) Specific vulnerabilities such as impaired parenting capacity, domestic abuse and problem substance use. Female genital mutilation. Disability
- ix) Children's rights
- x) Appreciate the effect of culture and religious beliefs. Refrain from making assumptions about certain cultures and backgrounds
- xi) Understanding roles and responsibilities of each agency/discipline. How they work together to protect children. Professional confidence.
- xii) Child and adolescent development, including effects of abuse and neglect on development
- xiii) Child safety and the internet
- xiv) Working with non-abusing parents and siblings
- xv) How to effectively observe and record and report. Make a distinction between evidence, opinion and information from others
- xvi) How we evaluate our intervention- has it worked to meet the child's needs
- xvii) Getting appropriate support /supervision

Intermediate- Staff target- Staff who have regular contact with children and carers

- i) Know what to do to support a child
- ii) Specific vulnerabilities such as impaired parenting capacity, domestic abuse and problem substance use. Female genital mutilation. Disability.
- iii) Legal framework as it applies to you
- iv) Child Protection Committee role and interagency procedures
- v) Age of legal capacity/ consent to sex
- vi) Handling information. Consent and confidentiality
- vii) Understanding roles and responsibilities of each agency/discipline. How they work together to protect children. Professional confidence
- viii) Assessing and managing risk with vulnerable families
- ix) Assessment of need in it's broader context than assessing need for a resource
- x) Children's Hearings and role of the Reporter
- xi) How you should participate in Child Protection Case Conferences. Clarity of professional role
- xii) How we communicate and effectively engage all parties
- xviii) How we evaluate our intervention- has it worked to meet the child's needs
- xiii) How we contribute to and implement child protection plans/ reviews. Core groups. Linking needs with tasks and advocate for resources
- xiv) How to effectively observe and record and report. Make a distinction between evidence, opinion and information from others
- xv) Understanding emergency powers- CAO/CPO/EO/Police Powers
- xvi) Child safety and the internet
- xvii) Working with non-abusing parents and siblings
- xviii) Working with violent/dangerous families
- xix) Helping children protect themselves
- xx) Promoting parenting skills
- xxi) Criminal Injuries Compensation
- xxii) Getting appropriate support /supervision

Advanced- Staff Target- Workers requiring specialist knowledge in child protection and Managers

- i) Knowledge of your agency's child protection procedures, accountability and responsibilities
- ii) Children's Hearings and the Role of the Reporter
- iii) Handling information. Consent and confidentiality
- iv) How we communicate and effectively engage all parties
- v) How we evaluate our intervention- has it worked to meet the child's needs
- vi) Identification, investigation, assessment of abuse and neglect and the professional role in this
- vii) Incidence of abuse and neglect (prevalence) factors associated with/ predisposing children towards being abused and neglected
- viii) Criminal Injuries Compensation
- ix) How you should undertake child forensic joint investigative interviews. (managing, planning, undertaking)
- x) Working with perpetrators of abuse/neglect
- xi) Working with children and young people who are abusive, or appear likely to become so
- xii) Working with non-abusing parents and siblings
- xiii) Preparing staff for giving evidence
- xiv) Role, place need for medical examination/assessment
- xv) Helping children recover from abuse /neglect
- xvi) Understand and foster resilience

- xvii) How you supervise and support workers/ colleagues (and use of peer group review) involved in child protection work
- xviii) How you implement CPD- including training needs analysis and oversight of the education and training of workers
- xix) How to assess risks when allocating work/cases
- xx) How to chair case conferences
- xxi) Inquiring into alleged abuse or neglect by staff; whistle blowing
- xxii) Developing child protection provision and or implementing strategies, audits, policies and procedures as part of organisation of service provision
- xxiii) Understanding your child protection responsibilities as a manager
- xxiv) Auditing services and outcomes against National Standards and Quality Indicators and new recommendations from reports
- xxv) Conducting serious case reviews/ critical incident analysis
- xxvi) Implementing recommendations
- xxvii) Training for Child Protection Committee members
- xxviii) Therapeutic skills with abused children
- xxix) Attachment theory and child development- windows of vulnerability
- xxx) Effects of trauma and loss on children
- xxxi) Specific vulnerabilities of children such as disability, self-harm and sexual exploitation
- xxxii) Child protection and cultural/ ethnic and religious issues
- xxxiii) Supporting child witnesses
- xxxiv) Training and support for child protection trainers

EDINBURGH, LoTHIAN AND BORDERS CHILD PROTECTION OFFICE

WORKPLAN : 2006



ITEM	TASKS	LEAD STAFF MEMBER	TARGET COMPLETION DATE (end of month)
<i>Revision of Edinburgh and Lothians Child Protection Guidelines</i>	<ul style="list-style-type: none"> Reference Group to be set up Monthly reports First Draft Consultation Production of Inter-agency CP Procedures 	A Jones A Jones A Jones All CPCs A Jones	<ul style="list-style-type: none"> Feb 06 Monthly May 06 June 06 Aug 06
<i>ELBCPO Website Development</i>	<ul style="list-style-type: none"> Initial population of core information Launch Further population Maintenance 	A Brown ELBCPO ELBCPO CIO	<ul style="list-style-type: none"> Week 2 Feb 06 End Feb 06 March 06 April 06 onwards
<i>Missing Children and Young People</i>	<ul style="list-style-type: none"> Draft outline First Draft Consultation Final draft Develop Implementation Strategy Sign off Briefings and implementation 	M Henry M Henry All CPCs M Henry MH/TDO ELBEG TDO/all CPCs	<ul style="list-style-type: none"> Feb 06 April 06 May 06 July 06 Aug 06 Sep 06 Oct 06 onwards
<i>Risk Assessment Framework</i>	<ul style="list-style-type: none"> Submission of existing work/ arrangements Collation and presentation Working Group set up 	All CPCs CIO CIO	<ul style="list-style-type: none"> Feb 06 May 06 June 06
<i>Vulnerable Witnesses Act</i>	<ul style="list-style-type: none"> Agency reports to CPCs Review of materials and outstanding training needs Programme development (as necessary) 	All agencies TDO TDO	<ul style="list-style-type: none"> Feb 06 Feb 06 April 06
<i>JIIT Programme</i>	<ul style="list-style-type: none"> Ownership of existing programme Identification of new Tutors Group Finalisation of Programme Organisation and Delivery 	ELBCPO M Henry TDO/Tutors Group TDO	<ul style="list-style-type: none"> Feb 06 Feb 06 May 06 May 06 ongoing

ITEM	TASKS	LEAD STAFF MEMBER	TARGET COMPLETION DATE (end of month)
<i>Immigration Service Protocol</i>	<ul style="list-style-type: none"> Scope with IS First Draft Consultation Final Draft Develop Implementation Strategy Sign off Briefings and Implementation 	M Henry M Henry All CPCs/IS M Henry TDO ELBEG/IS TDO/IS	<ul style="list-style-type: none"> March 06 May 06 June 06 July 06 Aug 06 Aug 06 Aug 06 onwards
<i>Protecting Children and Young People: Information Technology</i>	<ul style="list-style-type: none"> Scope First Draft Consultation Final Draft Sign off Briefings and implementation 	CIO CIO All CPCs CIO ELBEG CIO/TDO/ CPCs	<ul style="list-style-type: none"> June 06 Sep 06 Oct 06 Nov 06 Dec 06 Jan 07 onwards
<i>Under Age Sexual Activity</i>	<ul style="list-style-type: none"> Interim Guidance agreed Interim Guidance implementation Await outcome of SE work Final Procedure/ Guidance 	Co-ordination Group All CPCs CIO	<ul style="list-style-type: none"> Feb 06 Feb 06 onwards Summer 06 Summer 06 onwards
<i>Factitious, Fabricated and Induced Illness</i>	<ul style="list-style-type: none"> Scope Research and development First Draft Consultation Final Draft Develop Implementation Strategy Sign off Briefings and implementation 	CIO CIO CIO All CPCs CIO TDO/CIO ELBEG TDO/CPCs	<ul style="list-style-type: none"> June 06 Aug 06 Oct 06 Nov 06 Dec 06 Dec 06 - Jan 07 Feb 07 Feb 07 onwards
<i>Children and Young People who Sexually Offend/ Abuse</i>	<ul style="list-style-type: none"> Consideration of Edinburgh Protocol First Draft Consultation Final Draft Develop Implementation Strategy Sign off Briefings and implementation 	All CPCs M Henry All CPCs M Henry TDO ELBEG TDO/all CPCs/CJ Consortium	<ul style="list-style-type: none"> Feb 06 March 06 May 06 July 06

ITEM	TASKS	LEAD STAFF MEMBER	TARGET COMPLETION DATE (end of month)
<i>Children and Young People at Risk of Abuse through Prostitution or Sexual Exploitation</i>	<ul style="list-style-type: none"> ▪ Scoping ▪ First Draft ▪ Consultation ▪ Final Draft ▪ Develop implementation strategy ▪ Sign off ▪ Briefings and implementation 	M Henry M Henry All CPCs M Henry TDO ELBEG TDO/all CPCs	<ul style="list-style-type: none"> ▪ April 06 ▪ June 06 ▪ Aug 06 ▪ Oct 06 ▪ Nov 06 ▪ Dec 06 ▪ Jan 07 onwards
<i>Child Protection in Sport</i>	<ul style="list-style-type: none"> ▪ First Draft ▪ Consultation ▪ Final Draft ▪ Develop implementation strategy ▪ Sign off ▪ Briefings and implementation 	M Henry All CPCs M Henry TDO ELBEG TDO/all CPCs	<ul style="list-style-type: none"> ▪ May 06 ▪ July 06 ▪ Sept 06 ▪ Oct 06 ▪ Nov 06 ▪ Jan 07 onwards
<i>CP Case Conferences</i>	<ul style="list-style-type: none"> ▪ Develop procedures as part of Edinburgh and Lothians Inter-agency CP Procedures 	Andy Jones	<ul style="list-style-type: none"> ▪ As per Item 1
<i>Children Living with Domestic Abuse</i>	<ul style="list-style-type: none"> ▪ Develop procedures as part of Edinburgh and Lothians Inter-agency CP Procedures 	Andy Jones	<ul style="list-style-type: none"> ▪ As per Item 1
<i>Child Death and Critical Incident Reviews</i>	<ul style="list-style-type: none"> ▪ Await outcome of SE national protocol work ▪ Develop Procedure and Protocol for CDCIR for L&B ▪ Implementation 	ELBCPO CIO CIO/all CPCs	<ul style="list-style-type: none"> ▪ Summer 06 ▪ Autumn 06 ▪ Winter 06/07
<i>Joint Complaints Procedure</i>	<ul style="list-style-type: none"> ▪ Scope and Draft ▪ First Draft ▪ Consultation ▪ Second Draft ▪ Promulgation and integration into CP Procedures/Guidelines 	CIO CIO CPCs CIO CIO	<ul style="list-style-type: none"> ▪ Apr 06 ▪ May 06 ▪ June 06 ▪ July 06 ▪ Aug 06
<i>CP Conference 2006</i>	<ul style="list-style-type: none"> ▪ Programme ▪ Invitations ▪ Material ▪ Conference 	A Jones A Jones A Jones	<ul style="list-style-type: none"> ▪ Feb 06 ▪ Feb 06 ▪ Mar 06 ▪ 24 Mar 06

ITEM	TASKS	LEAD STAFF MEMBER	TARGET COMPLETION DATE (end of month)
<i>Staff Recruitment</i>	<ul style="list-style-type: none"> ▪ Advertise CIO and TDO posts ▪ Closing date CIO and TDO posts ▪ Shortlist CIO and TDO posts ▪ Interview CIO and TDO posts ▪ Advertise 2 x Support Assistants ▪ Employment commencement 2 x Support Assistants ▪ Employment commencement CIO and TDO 	<p>M Henry</p> <p>M Henry & I Livingstone M Henry & I Livingstone</p> <p>M Henry</p>	<ul style="list-style-type: none"> ▪ Mid Jan 06 ▪ 3 Feb 06 ▪ 10 Feb 06 ▪ 27/28 Feb 06 ▪ w/e 24 Feb 06 ▪ w/e 17 Mar 06 w/e

APPENDIX 9

BUSINESS PLAN

Public Information

We will produce and disseminate information about protecting children and young people

Objective	What are we going to do?	When will we do it by?	What resources do we need to do this?	How will we know we have done it?
Public Awareness of Child Protection - enhance and raise	1. Develop a Communication strategy with a view to raising public awareness of Child Protection issues	Summer 2007	Communications Sub Group	Strategy approved by ECPC (Completed August 2006)
	2. Design and distribute leaflets to raise awareness in the community of Child Protection issues	Jan-07	1. Communications Sub Group 2. Children and Families Budget £ 1,500	1. Leaflets distributed by CEC Children & Families Department and being used. 2. Item in "Outlook Paper" (free to every household in Edinburgh) launching leaflets 3. Interagency leaflet designed & distributed
	3. Design a DVD	Spring 2007	1. ELBCPO 2. Budget to be identified	DVD produced & distributed
	4. Place leaflets etc on website	Jan-07	ELBCPO	Leaflets available on ELBCPO website

Policies Procedures & Protocols

We will monitor and review Child Protection work within Edinburgh

Objective	What are we going to do?	When will we do it by?	What resources do we need to do this?	How will we know we have done it?
Child Protection Guidelines - update current guidelines	Research guidelines currently in use throughout Scotland and write new Edinburgh & Lothians Procedures	Summer 06	<ol style="list-style-type: none"> 1. One seconded full time post within ELBCPO 2. Edinburgh, Lothians and Borders Core Agency Representatives to form working group 3. Costs to be shared by core agencies 	Procedures published in varying formats & accessible to all staff
Child Protection Case Conferences - Establish Independent Chairs	Recruit Senior Social Workers and train them for this role	Spring 2006	Senior Social work staff	When independent chairs are being used and figures collated to support this <i>(completed August 06)</i>
Risk Assessment Protocols - devise	<ol style="list-style-type: none"> 1. Collate current protocols 2. identify best practice 3. write new protocols 	Spring 07	ELBCPO	<ol style="list-style-type: none"> 1. Protocols published 2. Pilot project undertaken with Dartington Research Centre
Information Sharing Protocols - devise	<ol style="list-style-type: none"> 1. Collate current protocols 2. Identify best practice 3. Write new protocols 4. Ensure rollout of Lothian Data Sharing Partnership protocols 	Dec-06	ELBCPO	<ol style="list-style-type: none"> 1. Protocols published 2. Links with Lothian Data Sharing partnership high level information sharing policies established

Policies Procedures & Protocols (Cont.)

We will monitor and review Child Protection work within Edinburgh

Objective	What are we going to do?	When will we do it by?	What resources do we need to do this?	How will we know we have done it?
Interagency Referral Discussion, at initial stages of Child Protection Process - Streamline & improve consistency by co-location of Social Work, Police and Health	<ol style="list-style-type: none"> 1. Locate Social Work Team & relevant Health Professionals alongside Police Amethyst Team 2. Evaluate process in terms of consistency of practice 	Summer 2006	<ol style="list-style-type: none"> 1. Commitments from CEC Children & Families and Health to move resources 2. Monitoring group established to evaluate co-located team 	<ol style="list-style-type: none"> 1. When staff teams are in place (<i>completed August 06</i>) 2. When twice weekly Interagency Referral Discussion Reviews are carried out and documented 3. Reports from Monitoring Group passed to ECPC

Management Information

We will maintain an overview of the Child Protection Register and receive an analysis of trends

Objective	What are we going to do?	When will we do it by?	What resources do we need to do this?	How will we know we have done it?
Child Protection Register - Review & Extend on-line access	<ol style="list-style-type: none"> 1. Scope deficiencies in current Register 2. Liaise with East, Mid & West Lothian CPCs 3. Undertake work to incorporate onto SWIFT 4. Ensure compliance with new reporting requirements 5. Develop monitoring & evaluation tools including availability of data on ethnic minorities 6. Trial, evaluate , roll-out 	Dec-06	<ol style="list-style-type: none"> 1. Edinburgh Register Keeper, 2. Reps from East, Mid & West Lothian and E-government 	New Register online & incorporated onto SWIFT Statistical information produced
Child Protection Committee structure - clarify responsibilities and accountability	<ol style="list-style-type: none"> 1. Identify accountability and responsibility between ELBEG, the Co-ordinating Group, ELBCPO, and the ECPC 2. Establish clear roles, remits and responsibilities for all constituent bodies 	01/03/2006 & thereafter ongoing	ECPC, ELBEG & Co-ordinating Group	<ol style="list-style-type: none"> 1. Constitution "signed off" (completed) 2. Documentation completed and available (completed) 3. All protocols developed
Joint Inspection of Child Protection - participate fully	<ol style="list-style-type: none"> 1. Ensure regular updates to staff 2. Take on board Inspectors findings, address issues raised, circulate any good practice identified 	Timescale as set by HMIE	All agencies require to commit staff time	Inspection completed and results acted upon
Inquiries - Raise awareness of research, lessons to be learned & good practice identified	Identify Key points for action and/or information	Ongoing	Lead Officer and Admin support	Regular Briefings received by ECPC

Management Information (Cont.)

We will maintain an overview of the Child Protection Register and receive an analysis of trends

Objective	What are we going to do?	When will we do it by?	What resources do we need to do this?	How will we know we have done it?
Statistical Returns - statistics to be gathered and collated to inform practice	Identify Key points for action and/or information from statistics collected by core agencies	Ongoing	Lead Officer and Admin support	Regular Briefings received by ECPC

Quality Assurance

We will consider the findings and lessons from the national inspection process and review multi-agency quality assurance mechanisms

Objective	What are we going to do?	When will we do it by?	What resources do we need to do this?	How will we know we have done it?
Framework for Standards, Quality Indicators - Carry out multi-agency self-evaluation	<ol style="list-style-type: none"> 1. Develop self-evaluation tool, based on model used for joint inspection 2. Carry out regular self evaluations 	Summer 06 and thereafter regularly	All agencies need to give commitment and staff time	Self Evaluation has taken place and results promulgated
Serious Case Reviews - carry out with a view to identifying good/poor practice and addressing same	<ol style="list-style-type: none"> 1. Adopt interim procedure 2. Merge with Child Death Review process 3. Respond to Scottish Executive consultation on Significant Incident Review consultation 	Ongoing	<ol style="list-style-type: none"> 1. Commitment from ELBEG 2. staff time to carry out review s 	<ol style="list-style-type: none"> 1. Reviews carried out and Reported (<i>One completed in 2006</i>) 2. Significant Incident Review consultation completed (<i>completed November 2006</i>)
Scottish Executive Consultations - respond to draft guidance as appropriate, and thereafter embed Scottish Executive guidelines in practice	<ol style="list-style-type: none"> 1. Respond to Scottish Executive & other consultations timeously 2. Embed Scottish Executive guidance into practice, policies and protocols 	Ongoing	<ol style="list-style-type: none"> 1. Lead Officer and ECPC members 2. ELBCPO 3. Commitment from ELBEG 	<ol style="list-style-type: none"> 1. Consultation replies submitted 2. Protocols and procedures updated or created as necessary

Promotion of Good Practice

We will consider, identify and promote good practice and disseminate lessons from past and current practice, including systematic reviews of significant cases

Objective	What are we going to do?	When will we do it by?	What resources do we need to do this?	How will we know we have done it?
Good Practice - identify examples and share across agencies to promote best practice	<ol style="list-style-type: none"> 1. Ask members of Practitioners Sub Group to highlight practice issues 2. Circulate Best Practice examples 3. Pass examples of practice issues to interagency senior managers to address 	Ongoing	Bi-monthly meetings of Practitioners sub group, & Lead Officer	<ol style="list-style-type: none"> 1. Practitioners Sub Group Minutes 2. Reported to senior managers
Audit of Children and Families Child Protection Case Files	<ol style="list-style-type: none"> 1. Devise format for audit 2. Children and Families staff to audit Child Protection Case Files to ensure children are protected and most appropriate outcomes achieved 	Ongoing	Senior Children & Families staff	Report presented to relevant bodies

Training & Staff Development

We will promote joint working through joint planning and training, to ensure staff are effectively and relevantly trained

Objective	What are we going to do?	When will we do it by?	What resources do we need to do this?	How will we know we have done it?
Child Protection Training Strategy - Draw up	<ol style="list-style-type: none"> 1. Establish Training Sub group 2. Chair of sub group to come from Edinburgh Child Protection Committee 3. Draw up Training Strategy 	Mar-06	Training sub group	<ol style="list-style-type: none"> 1. Training Sub Group established (formed January 2006) 2. Training Strategy approved by ECPC (completed March 2006)
New Child Protection Procedures - Training & Briefings	<ol style="list-style-type: none"> 1. Form SLWG to create Training package to ensure key staff are trained / briefed as appropriate. 2. Deliver Training once new Procedures have been agreed 	Spring 2007	<ol style="list-style-type: none"> 1. SLWG 2. Training sub group 3. Trainers from the core agencies, venues & budget 	<ol style="list-style-type: none"> 1. Implementation of Procedures Training SLWG established (<i>formed August 2006</i>) 2. Training devised 3. Training delivered
Child Protection Training - form links with Trainers in field of Vulnerable Adult protection	Ensure staff in the core agencies receive Training which links Child Protection, Domestic Abuse and Vulnerable Adult Protection, with a view to ensuring vulnerable/ at risk children young people and adults, receive an integrated protection focused service	Spring 2007	<ol style="list-style-type: none"> 1. Member of Vulnerable Adult Protection Training Group to be represented on Training Sub Group 2. Commitments of core agencies to scope numbers of staff requiring trained 3. Trainers from the 3 core agencies & venues & budget 	<ol style="list-style-type: none"> 1. Vulnerable Adult Trainer represented on Training sub group (August 06) 2. Training delivered across services

Communication & Co-operation

We will promote effective communication and co-operation between professionals and agencies.

Objective	What are we going to do?	When will we do it by?	What resources do we need to do this?	How will we know we have done it?
Child Protection Strategic Plan - Draw up	<ol style="list-style-type: none"> 1. Draw up plan to ensure Edinburgh Lothians and Borders Strategic Interagency child protection priorities are identified and implemented for Edinburgh at a local level 2. Develop action points / recommendations from Edinburgh experience for ELBEG & Co-ordinating Group 3. Distribute and ensure implementation of agreed interagency procedures including collaborative practice 	Summer 2007	<ol style="list-style-type: none"> 1. CEC Head of Service Development (Social Work Services), 2. ECPC Members, 3. Lead officer 4. ELBEG, & 5. Co-ordinating Group 	Plan approved and implemented
Joint Inspection of Child Protection	1. Carry out single agency self evaluations in terms of the Quality Indicators	Sep-06	Commitment & staff from core agencies	Self Evaluations completed and results available to core agencies
	2. Carry out interagency self evaluation in terms of the Quality Indicators	Nov-06		

Planning & Connections

We will promote joint working through joint planning and identify key links with other bodies

Objective	What are we going to do?	When will we do it by?	What resources do we need to do this?	How will we know we have done it?
Lead Officer - Appoint	Advertise post	Summer 06	Identified tripartite budget from the core agencies	Post Filled (completed August 06)
Interagency communication - enhance and strengthen current contacts with the Committee	Ensure there is communication with Children's Services Planning, Community Planning, Drug Action Team, Health, Police, Voluntary Sector Agencies, & all relevant Local Authority Departments, by having representatives of ECPC on these groups and vice-versa	Ongoing	Representatives of Child Protection Committee and Sub Groups	When ECPC & sub groups are fully representative

Listening to Children & Young People

We will encourage agencies to seek the views of children, young people and their families, with a view to informing practice

Objective	What are we going to do?	When will we do it by?	What resources do we need to do this?	How will we know we have done it?
Service Users - obtain views of children, young people and their families with a view to ensuring the child protection service is and continues to be child centred	1. Identify persons to be part of a consultation process including ; families of children on the Child Protection Register, children and young people in residential services, children not known to be at current risk	Summer 2006	1. CEC Children & Families:- Consumer Involvement Officer 2. Childrens' Rights Officers 3. Quality Development Team 4. Through Care and After Care Staff 5. MORI staff 6. Communications Sub Group	Children and families identified to take part in consultation process
	2. Develop consultation processes to be used by independent researchers, and within Children and Families , including questionnaires and face to face meetings	Summer 2006		Questionnaires designed and issued , Interviews arranged
	3. Use consultation results to inform practice	Jan-07		Reported on to ECPC and any recommendations forwarded to ELBEG
	4. Consult with children and families over design and content of awareness raising information leaflets	Sep-06		Children & families consulted with prior to publication of leaflets

Abbreviations used

CEC	City of Edinburgh Council
Core Agencies	City of Edinburgh Council Children & Families Lothian and Borders Police NHS Lothian
CPC	Child Protection Committee
ECPC	Edinburgh Child Protection Committee
ELBEG	Edinburgh, Lothians and Borders Executive Group.
ELBCPO	Edinburgh, Lothians and Borders Child Protection Office
HMIE	Her Majesty's Inspector of Education, (Joint Inspection Lead)
SLWG	Short Life Working Group
SWIFT	Children & Families Computer database