

A photograph of children in a classroom. In the foreground, a young girl with dark skin and curly hair, wearing a blue shirt, is looking down and writing with a blue pencil. Behind her, another child with dark hair is also writing. The background is slightly blurred, showing other children and classroom materials.

Protecting Children and Young People in Dumfries and Galloway

Dumfries and Galloway Child Protection Committee Business Plan 2006 - 2007

The Dumfries and Galloway Child Protection Committee Business Plan sets out the range of objectives for the Committee for the coming year.

These objectives are informed both by the CPC guidance issued by the Scottish Executive in 2005, and by key objectives identified by the Exception Report from the CPC Action Plan.

Contained at the outset are outline financial implications for the full delivery of the Action Plan. CPC member agencies will conduct a review of the specific actions from the Exception Report which apply to their sector, with a view to the provision of a total estimated cost of meeting all recommendations.

It is proposed that the CPC itself will undertake a Risk Assessment process in conjunction with Zurich Municipal Management Services in order to evaluate the risks and consequences to the collective organisations of the CPC of not delivering services as outlined in the Action Plan.

The Business Plan looks at the objectives for the CPC, the actions needed to fulfil these objectives and the person with lead responsibility. The Plan also outlines the timescales within which these objectives should be completed, the resource implications and the auditing plan in terms of how the Committee will know that the work has been completed.

Contents

Future Plans

Public Information	2
Continuous Improvement	4
Management Information	8
Quality Assurance	10
Promotion of Good Practice	12
Training and Staff Development	14

Strategic Planning

Communication and Co-operation	16
Planning and Connections	20
General	21

Future Plans - Public Information

We will produce and share public information about protecting children and young people. We will develop, implement and regularly review our communication strategy that will raise awareness of child protection issues within our community. We will provide easy to use and accessible information for the public to let them know where to go and what to do if they have concerns about a child who may be at risk.

What is our Objective?	How will we do it?	Who will take responsibility?	When will we do it by?	What resources will we need to do it?	How will we know that it has been achieved?
1. Raise awareness of child protection issues within communities including children and young people	Commission a communication and consultation strategy	Lead Officer CPC	January 2006	Changing Children's Services Fund (CCSF)	Progress report to CPC
2. Determine the level of public knowledge of, and confidence in, child protection systems in Dumfries and Galloway	Devise consultation programme with children and young people	Lead Officer CPC National Chairs	To be agreed	Staffing resources	Production of consultation programme
3. Promote the work of agencies in protecting children to the public at large Continue to try to advise media of the nature of the work done by staff in their agencies which successfully protects many children.	Establish Voluntary Sector Forum and Children and Young People's Group Develop materials, leaflets and web-based communication tools	Lead Officer CPC IS Department	October 2006 Beginning December 2005	Lead Officer CPC Staffing resources	Establishment of VSF Audit the distribution of leaflets Development and audit of Mini-web

What is our Objective?	How will we do it?	Who will take responsibility?	When will we do it by?	What resources will we need to do it?	How will we know that it has been achieved?
	Provide information about where members of the public will go if they have concerns about a child and what could happen	Lead Officer (CPC) IS Dept	Beginning December 2005	Bid through CCSF	Audit distribution of leaflets
4. Establish and advertise a 24 hour free telephone referral number for members of the public who wish to report concerns about a child. A pilot study should be undertaken to evaluate the feasibility of electronically recording calls to such a number	Await direction from Scottish Executive	Scottish Executive CPC Chair	To be confirmed	To be confirmed	The establishment of 24 hour referral number for use by local members of public
5. Wherever possible the Chief Executive and senior managers of other services should explain to elected members, Health Board members and the wider public, the tasks of their staff and the way in which they try and carry out their responsibilities	Develop and implement Communication Strategy informed by Children's Services Chief Office Group (CSCOG) and CPC Construct and update Mini-Web	CPC Chair Lead Officer CPC	June 2006	Monies available through CCSF	Production and submission of Communication Strategy to CPC Monitor through use of proposed Mini-Web

Continuous Improvement

i) Policies, Procedures and Protocols

We will make sure that policies and procedures are up to date and relevant to current key issues. We will work closely with our partners to develop robust inter-agency arrangements that best reflect shared interests.

What is our Objective?	How will we do it?	Who will take responsibility?	When will we do it by?	What resources will we need to do it?	How will we know we have achieved it?
6. Regularly develop, disseminate and review inter-agency policies and procedures	Convene and chair the Policy and Procedure Sub Committee	Lead Officer CPC	January 2006	Multi agency representation	Report to CPC on initial meeting of P&P Sub Committee
7. Ensure that constituent agencies have in place their own up to date policies and procedures	Audit current policies, protocols and procedures - both single and multi-agency. This will take place as part of the preparation for self-evaluation and inspection	Performance and Quality Sub Committee	December 2006	Staffing resources	Self evaluation
8. Develop policy, procedures and assessment framework for children with problem sexual behaviour	Progress 3-phase work programme with Independent Consultant	Lead Officer CPC	September 2006	Successful bid through CCSF	3-tier training delivered. Procedures written. Assessment framework completed

What is our Objective?	How will we do it?	Who will take responsibility?	When will we do it by?	What resources will we need to do it?	How will we know that it has been achieved?
9. Ensure compliance with the Vulnerable Witnesses legislation	Establish remote sites Training and awareness raising	Senior Child Protection Officer (SCPO) Lead Officer CPC Training Sub Committee	Stage 1 (Children) Stage 2 (Adults)	Staffing resources	Completion of awareness raising programme
10. Develop a local procedure for children missing from education	Write and agree local procedure	Lead Officer CPC	June 2006	Staffing resources	Completion of procedure and report to CPC
11. Implement a Child Death and Significant Case Review protocol	Develop a local interim procedure pending national documents	Lead Officer CPC Family Protection Unit	April 2006	Staffing resources	Produce interim procedure and report to CPC
12. Evaluate Dumfries and Galloway Investigation and Reporting of Under Age Sexual Intercourse protocol	Establish audit mechanisms within agencies Collate information and analyse returns	Lead Officer CPC Family Protection Unit	December 2006	Policy and Procedure Sub Committee	Present findings of Audit to CPC
13. Co-ordinate the range of documents relating to assessing needs and risks that have been prepared and consult to agree a format that can be used across the CPC area	Conduct process of harmonisation of documents	Lead Officer CPC Integration Assessment Framework (IAF) Project Board	Prior to full implementation of IAF	No financial resources. Can be achieved at CPC	Completion of harmonisation process and report to CPC

Dumfries & Galloway Child Protection Committee

Business Plan 2006 - 2007

What is our Objective?	How will we do it?	Who will take responsibility?	When will we do it by?	What resources will we need to do it?	How will we know that it has been achieved?
14. Ensure the development of safe recruitment practices for agencies working with young people	<p>Implementation of Protection of Children Scotland Act (PoCSA) 2003</p> <p>Cross refer with Scottish Social Services Council (SSSC) code of practice</p> <p>Clarify Council responsibilities</p> <p>Await Bichard guidance for Scotland</p>	<p>CPC Chair</p> <p>Human Resources of each agency</p>	Ongoing	<p>Policy and Procedure Sub Committee</p> <p>Staffing resources</p>	Completion of agencies' protocol/ procedure for safe recruitment
15. Preparation of a joint protocol to inform the treatment and care of babies with neonatal abstinence syndrome	<p>Revise existing treatment</p> <p>Link with integrated care pathway</p>	<p>Lead Officer CPC</p> <p>Lead Officer Substance Misuse</p>	September 2006	Policy and Procedures Sub Committee	Include in Clinical Governance Audit Programme
16. CPC will update inter-agency procedures	<p>Review of inter-agency guidelines and procedures - currently discussed at WoS consortium</p> <p>Translation of Framework for Standards into specific practice standards that can be audited locally</p>	<p>CPC Chair</p> <p>Lead Officer CPC</p> <p>Clinical Governance Senior Project Officer</p>	Lead by WoS Consortium	Lead by WoS Consortium	Self evaluation report

What is our Objective?	How will we do it?	Who will take responsibility?	When will we do it by?	What resources will we need to do it?	How will we know that it has been achieved?
17. Review with health colleagues, the discharge arrangements for children of mutual concern but where formal child protection procedures have not been initiated	Review protocol to identify and review children who fall into this category	CPC Chair Lead Officer CPC NHS Dumfries & Galloway	June - September 2006	CPC Lead Officer Policy & Procedure Sub Committee	Submission of protocol to CPC
18. Receive regular reporting on implementation of Integrated Assessment Framework	Give regular updates to CPC	IAF Co-ordinator	Periodically	Staffing resources	Report submitted to CPC
19. Progress recommendations from Getting Our Priorities Right and Hidden Harm	Convene work group from ADAT Develop implementation plan	Lead Officer Substance Misuse	June - December 2006	Lead Officer Substance Misuse	Production of implementation plan
20. Fully implement the generic information sharing protocol	Develop specific protocols relating to child protection	Lead Officer CPC	December 2006	Staffing resources	Review by CPC

ii) Management Information

We will have an overview of all cases relating to children and young people on the Child Protection register. We will establish an overview of relevant management information including research, trend analysis, statistics and information which can be shared easily amongst staff and partners.

What is our Objective?	How will we do it?	Who will take responsibility?	When will we do it by?	What resources will we need to do it?	How will we know we have achieved it?
21. Have an overview of information relating to children and young people on the Child Protection Register	Consult with CPC about level of management information required	CPC Chair Lead Officer CPC	September 2006	CPC Lead Officer CPC	Establish information specification Quarterly reports to CPC
22. Receive regular management information reports which include analysis of trends	Develop the management information available to the CPC and identify an enhanced range of statistical information.	CPC Chair Lead Officer CPC	September 2006	CPC Lead Officer CPC	Evidence of reporting to CPC
23. Identify and address the implications of these reports for services, policies and practice	Develop a fuller analysis of information to the CPC which links statistical levels and trends with the implications for practice and policy	Lead Officer CPC	September 2006	CPC Lead Officer CPC Performance & Quality Sub Committee	Evidence of enhanced monthly management information to CPC

What is our Objective?	How will we do it?	Who will take responsibility?	When will we do it by?	What resources will we need to do it?	How will we know that it has been achieved?
24. The Chief Executive of the Council and Health Board must ensure that only one electronic database system is used by all those working in children and families services for the recording of information. This should be the same system in use across the council or at least compatible with it so as to facilitate the sharing of information as appropriate	Progression of IAF pilot	IAF Project Board Lead Officer CPC Business Systems Development Team	Pilot commences September 2006	To be estimated Costings for hardware and software	Evaluation of pilot

iii) Quality Assurance

We will contribute to the preparation of an integrated system of evaluation and assessment of child protection services, making sure that these quality assurance measures positively contribute to the continuous improvement of child protection.

What is our Objective?	How will we do it?	Who will take responsibility?	When will we do it by?	What resources will we need to do it?	How will we know when we have achieved it?
25. Agree, and implement multi-agency quality assurance mechanisms for inter-agency work, including auditing against the Framework for Standards	Review Performance and Quality Sub Committee membership Develop quality assurance mechanisms through preparation for self-evaluation and inspection	Lead Officer CPC Clinical Governance Project Officer Senior Child Protection Officer (SCPO) Nurse Consultant for CP	Developing through 2006 in advance of possible inspection in 2007	All Agencies Lead Officer CPC Multi Agency representation	Self evaluation report to CPC
26. Ensure that these quality assurance mechanisms directly contribute to the continuous improvement of services to protect children and young people	Undertake self evaluation	Lead Officer CPC Key single agency representatives	Developing through 2006 in advance of possible inspection in 2007	Staffing resources across key agencies	Self evaluation report to CPC
27. Contribute to the preparation for the integrated system of inspection of child protection services	Liaise with Scottish Executive	CPC Chair Lead Officer CPC Key agency representatives	Developing through 2006 in advance of possible inspection in 2007	Staffing resources	Pre-inspection reports

What is our Objective?	How will we do it?	Who will take responsibility?	When will we do it by?	What resources will we need to do it?	How will we know that it has been achieved?
28. Consider the findings and lessons from the inspection process nationally and in relation to the inspection of their area	Link to other CPCs experiences of self evaluation and inspection	CPC Chair	March 2007	Staffing resources	Feedback to CPC from West of Scotland Child Protection Consortium chairs (WoSCPC)
29. Report on the outcome of inspection activities, and make recommendations, to the Chief Officer Group	Report to Children's Services Chief Officer Group via CPC	CPC Chair	December 2006	Staffing resources	Report to COG
30. Set up reviews of significant cases and child deaths	Await Scottish Executive guidance Implement local interim guidance	CPC Chair Depute Chief Constable	Local guidance by April 2006	Staffing resources and associated costs	Audit of procedures at CPC
31. Carry out an audit of child protection cases	Self evaluation	Chair CPC Lead Officer CPC Clinical Governance	Beginning January 2006	Performance and Quality Sub Committee	Self evaluation report
32. Exercise scrutiny over day to day activity in order to become informed about, and more able to engage with issues directly as they arise	Develop the Practice Sub Group (Performance and Quality Sub Committee)	Lead Officer CPC	Developing during 2006	Performance and Quality Sub Committee	Progress report to CPC

iv) Promotion of Good Practice

We will identify examples of good practice and share them with staff through training and development.

What is our Objective?	How will we do it?	Who will take responsibility?	When will we do it by?	What resources will we need to do it?	How will we know when we have achieved it?
33. Have in place mechanisms to identify and disseminate lessons from past and current practice including systematic reviews	Conduct systematic case review through the Practice Group of the Performance and Quality Sub Committee	Lead Officer CPC	Developing in 2006 in line with proposed national guidance	Performance & Quality Sub Committee	Reporting to CPC
34. Ensure that these lessons directly inform training and staff development. Identify opportunities to share these lessons more widely	Performance and Quality Sub Committee will co-ordinate the dissemination of practice issues through the Training and Communication Sub Committee Audit through self evaluation	Lead Officer CPC	Developing in 2006	Multi agency staffing resources	Evaluation of Training programme
35. Organise regular workshops to explore the challenges of working differently, both with service users and with each other, and provide regular reports to CPC on progress achieved and any outstanding issues	Review sub group role and function	Lead Officer CPC	December 2006	Staffing resources	Progress report to CPC

What is our Objective?	How will we do it?	Who will take responsibility?	When will we do it by?	What resources will we need to do it?	How will we know that it has been achieved?
36. Review progress on implementation of the Cosgrove Report	Submit update report to CPC	Service Manager CJSW	May 2006	Staffing resources	Consideration of report to CPC
37. Consider findings from the D&G Audit of Parenting Services	Report findings of the Parenting Audit to CPC Give consideration to the strategic implications of Audit	CPC Chair Lead Officer CPC	September 2006	CPC	Presentation to CPC by August 2006
38. Progress the working group on persistent school absentees	Discuss issues, explore problems and make recommendations to COG	Authority Reporter to the Children's Panel	September 2006	Staffing resources	Report to COG

v) Training and Staff Development

We will make sure that our staff are effectively and relevantly trained and that they feel supported, supervised and are accountable in their work.

What is our Objective?	How will we do it?	Who will take responsibility?	When will we do it by?	What resources will we need to do it?	How will we know when we have achieved it?
39. Have an overview of single agency child protection training and consider the implications for inter-agency training	Commission Training Strategy for 2006 - 2007	Lead Officer CPC	December 200	Monies through CCSF	Training Strategy to CPC
40. Plan, review and quality assure inter-agency training and development activities	Review and development multi agency training through Training and Communication Sub Committee	Lead Officer CPC	June 2006	Staffing resources	Training evaluation
41. Have in place and review at least annually a programme for inter-agency child protection training	Convene the Trainers Working group and co-ordinate the work programme	Lead Officer CPC Trainers Group	Review of first Tier 2 training in August 2006	Multi agency staffing resources	Review completed of Training Programme
42. Ensure relevant, effective and consistent inter-agency training is provided for practitioners, managers, non-statutory agencies and for CPC members themselves	Review and evaluate Training Strategy	Lead Officer CPC	December 2006	Staffing resources	Report to CPC

What is our Objective?	How will we do it?	Who will take responsibility?	When will we do it by?	What resources will we need to do it?	How will we know that it has been achieved?
43. Staff should be supported to feel confident in challenging the quality of a parent's care when necessary. Staff should give parents clear guidance about what needs to improve, even if there are concerns about a parent and their own vulnerability	Ensure inclusion in Multi-agency training programme	CPC Chair Lead Officer CPC	Review of programme taking place December 2005 and August 2006	Training and Communication Sub Committee Trainers group	2006 evaluation of training
44. The CPC will review the levels of supervision given to front line staff to support them in their work and discuss the outcomes with appropriate senior managers of the service Annual auditing and reporting, to constituent agencies and to the Scottish Executive on the quality of agency and inter-agency work	Devise single agency reporting format Establish through self evaluation	CPC Chair Lead Officer CPC CPC Chair Lead Officer CPC Performance and Quality Sub Committee	December 2006 Self evaluation by December 2006	Performance and Quality Sub Committee Staffing resources	Reporting by each agency to CPC Self evaluation report

Strategic Planning

i) Communication and co-operation

We will demonstrate effective communication and co-operation between our agency partners and at CPC level.

What is our Objective?	How will we do it?	Who will take responsibility?	When will we do it by?	What resources will we need to do it?	How will we know that it has been achieved?
45. Plan in conjunction with other planning mechanisms and priorities, in particular integrated children's services planning	Child Protection Committee to develop programme of meetings between key Committee members and CSCOG	CPC Chair Lead Officer CPC	Early 2006	CPC	Establishment of programme of meetings
	Lead Officer to maintain links with Integrated Assessment Framework	Lead Officer CPC	As pilot progresses	Lead Officer CPC	Report to CPC as to implications of IAF
	Training and Communication Sub Committee will co-ordinate contribution to SE training materials	Lead Officer CPC SCPO	March 2006	Lead Officer CPC SCPO	Submission of training materials to SE
	SCPO will co-ordinate the Vulnerable Witnesses strategy	SCPO	Ongoing	SCPO	Completion of Vulnerable Witnesses strategy
	Lead Officer CPC will convene a local working group to consider the local response to Children Missing from Education	Lead Officer CPC	June 2006	Lead Officer CPC	Working group convened and local protocol completed

What is our Objective?	How will we do it?	Who will take responsibility?	When will we do it by?	What resources will we need to do it?	How will we know that it has been achieved?
46. Demonstrate effective communication and co-operation at CPC level	Identify areas of deficit through review of locality CPCs and establishment of Voluntary Sector Forum	Lead Officer CPC	October 2006	Staffing resources	Progress report to CPC
47. Actively promote effective communication and collaboration between agencies	Establish Sub Committees and working agendas	Lead Officer CPC	June 2006	Staffing Resources	Minutes of Sub Committees to CPC
48. Identify and, wherever possible, resolve any issues between agencies in relation to the protection of children and young people	Establish Practice Sub Group of Policy and Performance Sub Committee	Lead Officer CPC	Developing through 2006	Multi agency staffing resources	Completion of work commissioned by CPC
49. Demonstrate effective communication with other inter agency bodies Demonstrate effective communication about the work of the CPC with staff in constituent agencies	Progress Training and Communications Strategy	Lead Officer CPC	Commenced January 2006 for completion July 2006	Successful bid through CCSF	

Dumfries & Galloway Child Protection Committee

Business Plan 2006 - 2007

What is our Objective?	How will we do it?	Who will take responsibility?	When will we do it by?	What resources will we need to do it?	How will we know that it has been achieved?
50. Identify opportunities to share knowledge, skills and learning with other CPC's	Maintain links with WoS CP Consortium and National Chairs Group	CPC Chair Lead Officer CPC	Ongoing	CPC Chair Lead Officer CPC	Feedback to CPC
51. Develop inter-agency understanding of standards of child care and developmental milestones the child is expected to experience or achieve.	Commission work through the Training and Communication Sub Committee	CPC Chair Lead Officer CPC	Sept 2006	Financial resources to be determined	Presentation of completed work to CPC
52. The CPC to discuss the issues that can arise when workers in adult services are unwilling to share significant information impacting on the case of a child who is living with their client. The aim of the discussion would be to reach an agreement about how to ensure that all relevant information is shared	Gap analysis of current information sharing being undertaken Interim Information Sharing Protocol (ISP) needs implementation plan and protocol management	Gap analysis of current information sharing being undertaken Interim ISP needs implementation plan and protocol management	Work in progress	Non financial	Full ISP agreement from COG and CPC

What is our Objective?	How will we do it?	Who will take responsibility?	When will we do it by?	What resources will we need to do it?	How will we know that it has been achieved?
53. The CPC needs to provide strong leadership by identifying a clear vision, setting measurable objectives and standards and regularly monitoring overall vision statements, performance and outcomes	Development of CPC Constitution objectives and standards	CPC Chair Lead Officer CPC	March 2006	Performance and Quality Sub Committee	Included in self-evaluation process December 2006

ii) Planning and Connections

We will be clear about where and how we link into our multi-agency partnerships and their structures. These agencies can include, among others, other CPC and Alcohol and Drug Action Team (ADAT), partnerships on Domestic Abuse and youth justice structures.

What is our Objective?	How will we do it?	Who will take responsibility?	When will we do it by?	What resources will we need to do it?	How will we know when we have achieved it?
54. Establish clarity about where CPCs link into other multi-agency partnerships and structures and for CPC members themselves	Lead Officer will identify and establish links to relevant fora through CPC and Sub Committees	Lead Officer CPC	Developing in 2006	Lead Officer CPC	Progress report to CPC Self evaluation December 2006

(iii) General

What is our Objective?	How will we do it?	Who will take responsibility?	When will we do it by?	What resources will we need to do it?	How will we know when we have achieved it?
55. Review Child Protection Committee Exception Report and take account of the financial implications of recommendations which have not been achieved due to lack of resources	<p>Review and update Exception Report</p> <p>Identify non-achieved recommendations</p> <p>Estimate financial/resource implications</p>	CPC Agencies	December 2006	<p>Health admin support, Health Visitor, IT records solution</p> <p>Social Work Performance & Quality, Preventative work, GOPR, plus clarification of SW staff bids</p>	Submission Exception Report Review to CPC
56. Maintain an awareness of developments within each of its constituent agencies and is given opportunities to comment on the implications of any future change	Secure agreement amongst CPC members to share information about changes within their agencies and to consult with one another	CPC Chair	April 2006	Dependant on local options	Routine update recorded on CPC minutes

Dumfries & Galloway Child Protection Committee

Business Plan 2006 - 2007

What is our Objective?	How will we do it?	Who will take responsibility?	When will we do it by?	What resources will we need to do it?	How will we know that it has been achieved?
57. Scottish Executive to advise on how agency resources can be pooled and what systems may best be deployed to ensure the most effective joint commissioning of services on behalf of children	Await Scottish Executive Guidance	CPC Chair	Unclear at present	Unclear at present	Implementation of SE Guidance
58. Identified by the budget contributed by each of the local agencies in support of vulnerable children and families the Children's Services Chief Officer Group for Services to Children and Families so that staff and resources can be used in the most flexible and effective way	Prepare Budget Report and projection and present to Children's Services Chief Officer Group	CCSF Co-ordinator CPC Chair Lead Officer CPC	April 2006	CCSF	CCSF Co-ordinator CPC Chair Lead Officer CPC
59. Care Plans for 'Looked After' and accommodated children must ensure that all agencies involved with the child contribute to the Review. The Child Officers of the Local Authority, Health Board, D&G Constabulary should formally agree this recommendation	Development of an audit tool for Looked After Children to monitor the impact of the agreement	Service Manager: Performance and Quality LAC Development Officer Team Manager: Planning & Assessment	September 2006	Non financial staffing resources	Completion of audit tool

What is our Objective?	How will we do it?	Who will take responsibility?	When will we do it by?	What resources will we need to do it?	How will we know that it has been achieved?
60. Chief Executives of local authorities with social services responsibilities make arrangements for senior managers and Elected Members to regularly visit intake teams in their children's services department, and to report their findings to the Chief Executive and Children's Sub Committee	Chief Executive and Chief Social Work Officer to agree and implement timetable of visits to Social Work Teams by elected members	CPC Chair	Visits commenced	Staff and members time	Progress report to CPC

The above business plan is a fluid document which represents the collective objectives and financial implications for the Child Protection Committee as a whole. The separate Single Agency Action Plans may have future impact on this plan either in terms of finance or objective.



Dumfries & Galloway Child Protection Committee

Business Plan 2006 - 2007



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