



West Lothian Child Protection Committee

Annual Report 2005 – 2006



West Lothian Child Protection Committee

Annual Report: 01.04.05 – 31.03.06

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PREFACE

The role of the Child Protection Committee is pivotal in protecting vulnerable children and young people. The CPC brings together the range of key agencies in the area to speak with one voice on how they will work together to best ensure the protection of the most vulnerable in our communities.

In Edinburgh, Lothian and Borders we, as Chief Officers, have set out a single Strategic Plan for the protection of children and young people across the region. In doing so, we have put in place arrangements to ensure that there is a consistent, co-ordinated and coherent framework within which agencies should operate and deliver services. This Strategic Plan is firmly founded on the *Framework for Standards – Protecting Children and Young People 2004*.

The Child Protection Committee is the lynchpin in implementing this Strategic Plan at local level. In this report the CPC has, in accordance with the *National Guidance on Child Protection Committees – Protecting Children and Young People 2005 (Appendix 2)*, given an account of its work in the previous year, demonstrated the quality of inter-agency co-operation in undertaking the work of the Committee, and presented a business plan for the coming year. This business plan is a clear and detailed description of how the CPC will implement the strategic plan, arrived at by the Chief Officers, through the co-ordinated delivery of local services.

The CPC represents the highest standards of inter-agency co-operation and collaboration. In undertaking its activities it consults with and involves communities, families, parents, and children and young people themselves. It is strongly committed to 'continuous improvement' – that is, making sure that the agencies always jointly learn from their own experience, and that of others, to make sure that the services they deliver to protect vulnerable people are as high in quality as possible. This means consistently promoting the competence and confidence of staff at all levels working in the field.

In reporting on its work, the CPC is responding to the expectation of Chief Officers, the Government and the public that, within and across agencies, we demonstrate accountability for how we carry out our duties and responsibilities to protect children and young people and keep our communities safe. This supplements the undertakings made by Chief Officers in the Letters of Assurance provided to the Ministers. Most importantly, it represents a clear commitment to the public of our determination to work consistently together to safeguard vulnerable people and promote their wellbeing.

On behalf of the Chief Officers in Edinburgh, Lothian and Borders, I endorse the contents of this Annual Report and the Business Plan of the Child Protection Committee for the coming year.



Paddy Tomkins, Chief Constable
Chair - Edinburgh, Lothian and Borders Executive Group

Introduction: Chair of Child Protection Committee

This has been an exciting but challenging year for the Child Protection Committee in West Lothian as arrangements in child protection have been embedded within the authority. After extensive consultation and consideration ELBEG approved plans to create a Child Protection Committee with full responsibilities and duties in each authority but within a strategic framework of the ELBEG group. This was seen as offering both the benefits of a pan-Lothian and Borders approach with consistent practice and economies of scale to fund the centralised and enlarged child protection office. It also has the benefit of creating a fully functioning authority wide child protection committee reflecting the nature, history and culture of the area and facilitating the integration of child protection in the broader children's services planning process.

Whilst the work of the pan-Lothian and Borders Child Protection office has been overseen by ELBEG the West Lothian CPC has in the last year become fully established with a constitution and agreed membership. A sub-committee structure has been put in place to undertake much of the detailed work of the Committee, broadly within the headings of practice and training; sex offenders; quality assurance; significant case reviews; and a sub group addressing the cross cutting issues between child protection and DAT. Through this structure the Committee has been able to fulfil its duties and responsibilities as laid down by national guidance, its strategic planning, continuous improvement, and public communication.

The Lead Officer's appointment in June 06 has been a significant step in progressing child protection work in West Lothian and she has been responsible for taking forward a number of issues and supporting the sub-committees to undertake the detailed work required for approval by the main Committee. Some examples of key issues being developed by the Child Protection Committee within the broad national headings include, in strategic planning, the production of the annual report and business plan; in continuous improvement, the implementation of detailed procedures for working with substance misusing families, risk management procedures for sexually aggressive and aggressive young people, and the development of interagency self evaluation tools. In public communication there has been the dissemination of information through payslips to the two major employers in West Lothian, information to every household about child protection services and work is ongoing in involvement of young people in the child protection process. The Lead Officer and other colleagues in West Lothian have also contributed to the work of the pan-Lothian Child Protection office for example, the drafting of new and updated inter-agency procedures, and West Lothian is currently piloting guidelines for dealing with underage sexual activity.

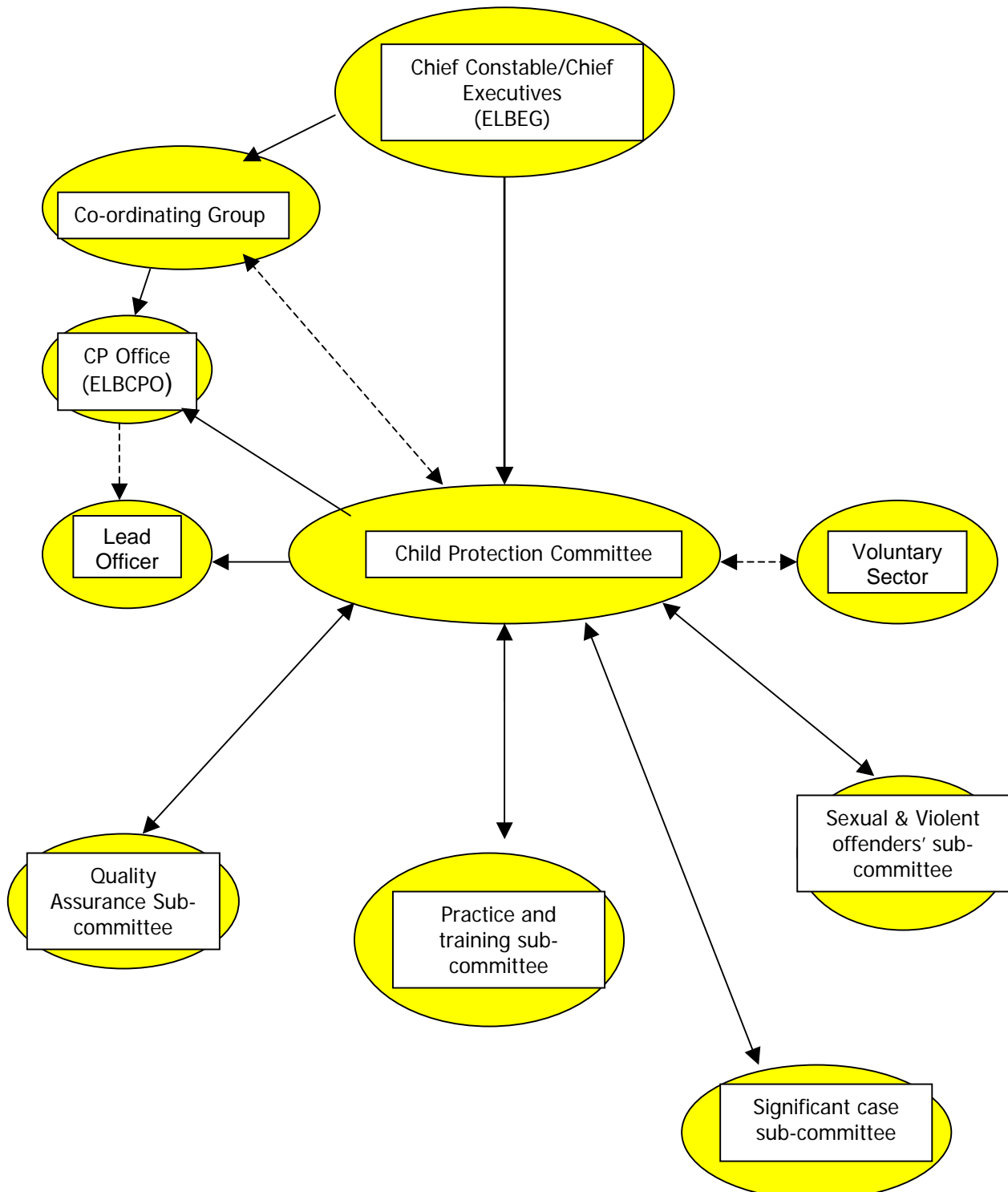
In conclusion I am pleased to report that the first year has been establishing a West Lothian CPC, which has created a solid foundation to ensure the protection and wellbeing of children in West Lothian for the future.



Bill Atkinson
Chair CPC

Structure

Following the introduction of the National Child Protection Reform Programme and review of arrangements for the Child Protection Committee in Edinburgh, the Lothians, and Scottish Borders, the West Lothian Child Protection Committee was established in August 2005.



The Child Protection Co-ordinating Group is chaired by a representative of Lothian and Borders Police, and brings together the chairs of the 5 local committees, the Scottish Children's Reporter Administration (SCRA) and the Crown Office. The chair of the CPCG manages the Child Protection Office, which supports work required across all 5 areas of the Child Protection Committees.

The Child Protection Co-ordinating Group reports to the Edinburgh, Lothians, and Borders Executive Group. ELBEG comprises the Chief Executives of the 5 local authority areas, the Chief Constable and the Chairs of the NHS Boards for Lothian and for Scottish Borders. The chair of the Child Protection Co-ordinating Group reports to the Executive Group on behalf of the 5 Child Protection Committees.

The Child Protection Office is responsible for progressing work identified as being of pan Lothian significance.

Key areas identified for action by the Child Protection Office are:

- Improvement in the management of the Child Protection Register
- Development of Child Protection Procedures for Edinburgh and the Lothians
- Development of a child protection website
- Protocol for children and young people who are missing
- Risk Assessment Framework

See Appendix 4 for full details.

West Lothian Child Protection Committee

West Lothian's CPC is currently chaired by a Senior Manager from Social Work. The two vice-chairs are from Health and the Police. It is planned that the role of chair will rotate.

The Committee is made up of senior representatives from the Local Authority, NHS Lothian, Lothian and Borders Police and a representative of the voluntary agencies in W. Lothian.

The main CPC has four sub-committees chaired by the Chair of the CPC, vice-chairs and a member of the main committee.

A Lead Officer was appointed this year and the committee has 0.5 FTE administrative support.

Evaluation and Inspection

The West Lothian CPC is very aware of forthcoming child protection inspections and has been briefed by HMIE inspectors and independent consultants about the process of self-evaluation. The CPC has formed a sub-committee to evaluate areas of practice on a single and multi-agency basis.

A member of the CPC has been working with the ELBCPO to review and evaluate existing child protection guidelines and practice and produce new procedures.

The CPC is committed to the ongoing evaluation of practice and the sharing of good practice within single agencies and in a multi-agency context, e.g. an evaluation of the information supplied by social workers in case conference reports has led to the report format being changed, in response to the Michael McGarrity incident in Edinburgh the Health Visitors' "Cause for concern" list was cross-referenced with cases known or open to Social Work Services to ensure there were no gaps. NHS Lothian is currently auditing case records against quality indicators.

Two multi-agency significant case reviews are currently being progressed in West Lothian. The first will look at the circumstances surrounding the suicide of a male teenager, the involvement of agencies and whether there are lessons to be learned. The Significant Case sub-committee will conduct this review with external, independent input from a member of a neighbouring CPC. The sub-committee will conduct the second review with the assistance of an external, independent consultant, into the case of a pregnant 11-year-old.

Fulfilling Functions **Public Information**

The development of a website for the public is the responsibility of the ELBCPO and is ongoing. West Lothian CPC will consider how this will interface with its own websites when the ELBCPO website is operational.

West Lothian Council distributed to all council employees (via their wage packet) the West Lothian version of the Scottish Executive leaflet "What you can do to help....." leaflet.

NHS Lothian similarly distributed information about child protection in the wage packets of all employees, has an internal newsletter for all staff which regularly features articles about child protection and has a website where staff can access information about child protection matters.

West Lothian Council produces a quarterly newspaper for all households in West Lothian. In the last 12 months the newspaper has carried two articles relating to child protection issues. The council's internal newsletter for all staff has also carried two articles about child protection. An article about the "Framework for standards" was included in the foster carers' newsletter.

The Child Protection Committee has developed an information leaflet for families involved in the child protection process and small cards for all 8 – 15 year-olds in West Lothian, advising them of who to contact if they don't feel safe. Further consideration is being given as to how this message can be given to younger children.

The Lead Officer is responsible for updating the CPC on initiatives that have been successful in other CPC areas with a view to developing similar strategies in West Lothian.

The Children's Rights Officer regularly consults with young people and feeds their views back to the CPC with a view to developing more effective communication with and information for the children and young people of West Lothian.

In October 05 the Police's Safer Communities Department distributed a newsletter to all schools and community centres about personal safety.

A presentation was made to elected members to ensure that they are aware of their responsibilities in child protection matters.

Policies, Procedures and Protocols

As previously stated, a member of the CPC has been working with the ELBCPO to review and evaluate existing child protection guidelines and practice and produce new procedures.

Pan Lothian guidelines have been produced for the protection of children living in families with problem substance misuse. West Lothian CPC is currently producing procedures based on these guidelines. This work is being undertaken by the cross cutting DAT group (multi-agency group) on behalf of the CPC.

West Lothian CPC has produced an interim policy on under-age sex whilst awaiting a national position.

West Lothian Council, NHS Lothian, Lothian and Borders Police and the Scottish Children's Reporters Administration are launching an information sharing system that will greatly improve the delivery of services to children.

The new C-Me system will enable staff in social work, health, education, the police family protection unit and the Scottish Children's Reporter's office to share important information and records relating to children.

This new way of working will help each agency create a clearer picture of a child's needs through sharing relevant background information. This will enable all agencies to work more efficiently and effectively. The system will also reduce personal risk to those providing front line care services.

The system is the latest development in partnership working in West Lothian, which builds on work previously carried-out in West Lothian and Lanarkshire.

C-Me works by linking existing systems and creating one record for an individual, which can be seen by authorized users across agencies. Information sharing protocols are being developed and an electronic version of the Inter-agency Discussion (IRD) is about to go live

The system is based on West Lothian Community Health and Care Partnership's established and successful eCare system, which already allows teams in social work, housing and health to share information securely for adults.

Procedures have been developed for the multi-agency risk management panel, which considers registered sex offenders. A multi-agency risk management panel has also been developed, as a response to the Colyn Evans Report, to consider the risk posed by sexual and aggressive young offenders.

Management Information

The Register keeper is a senior Social Work manager in City of Edinburgh and is maintained by the ELBCPO. Work is currently being undertaken to move the register to a different database, which should enable more efficient and regular identification and analysis of trends.

The CPC reviews attendance at case conferences and review case conferences and whether a report has been provided by professional agencies on a quarterly basis.

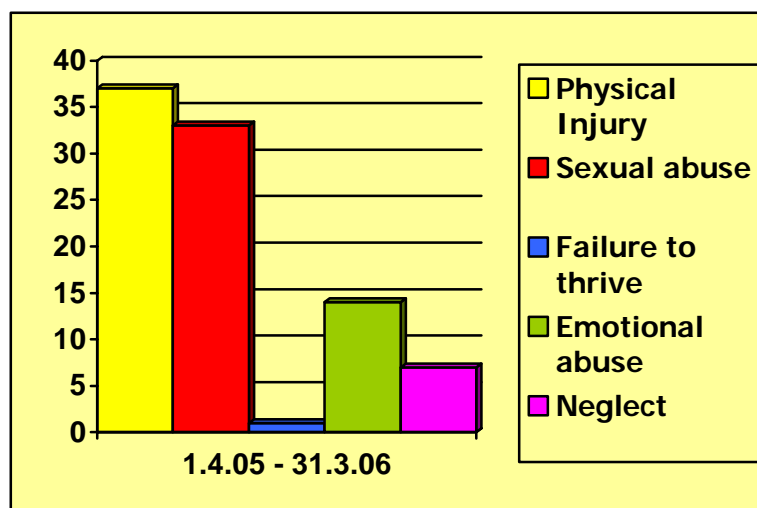
The CPC also gathers information about numbers of referrals and numbers of children registered in particular areas of West Lothian in order to analyse trends and plan services.

Table 1.1 Number of referrals between 01.04.05 and 31.03.06 by age and gender

	Unknown	%	Male	%	Female	%	% All
Unborns	4	0.87	0	-	0	-	0.87
0-4 years	0	-	53	11.6	42	9.2	20.8
5-10 years	0	-	99	21.66	69	15.1	36.76
11-15 years	0	-	69	15.1	121	26.48	41.58
16+ years	0	-	0	0	0	0	0
Total	4	0.87	221	48.34	232	50.77	100

In 2004 – 05 nationally the percentage of referrals for all children by age (0 – 15) was roughly equal (approx. 33% for each age band). In 05 – 06 West Lothian's figures show that referrals on the 0 – 4 age group are significantly lower than the national average for the previous year. Similarly referral figures for the other age groups are significantly higher. The number of boys and girls referred is roughly equal, reflecting the national statistics. The total number of referrals in West Lothian in 2004-05 and 2005-06 did not differ significantly.

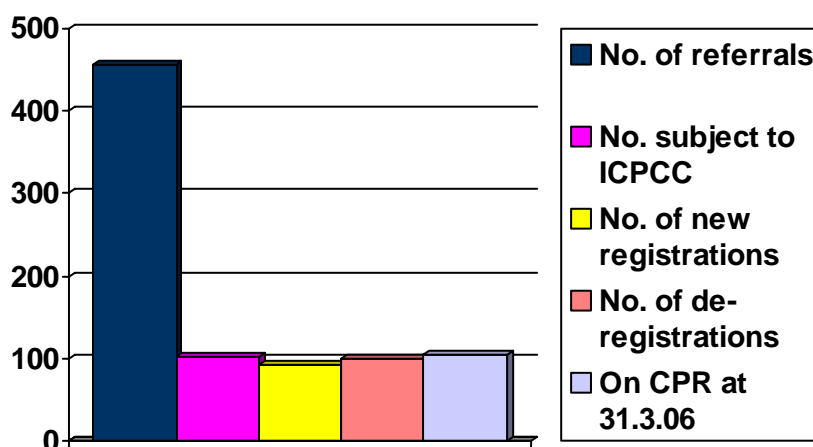
Table 1.2 Children registered following a case conference: by category of abuse



Category	No. registered	%
Physical	37	40.22
Sexual	33	35.87
FTT	1	1.09
Emotional	14	15.22
Neglect	7	7.61

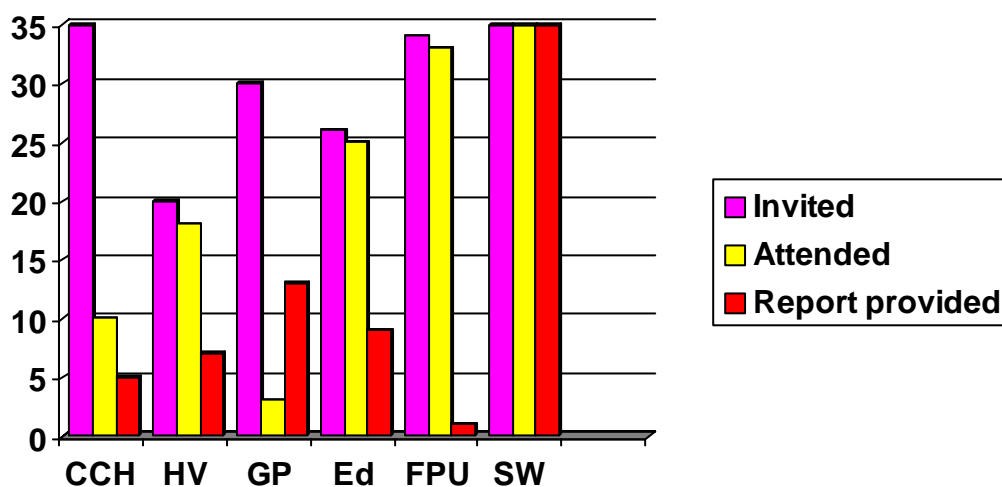
The number of children registered for physical and sexual abuse is significantly higher than the national average recorded in 04-05 and significantly less for physical neglect. The number of children registered for sexual abuse in West Lothian has doubled since 04-05. The number of children registered for neglect is a quarter of the number registered in 04 - 05.

Table 1.3 Numbers of children referred, subject to a case conference, registered, de-registered and on CPR between 1.4.05 & 31.3.06



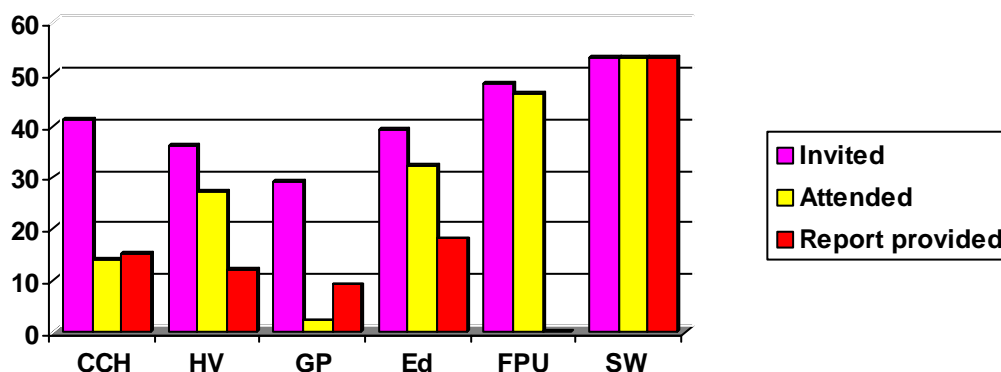
The rate of referral for 04-05 and 05-06 is almost identical. There was a slight fall in the number of initial case conferences held in 05-06 and an insignificant increase in the number of children whose names were removed from the CPR in 05-06.

Table 1.4 Agencies' attendance at initial case conferences and production of reports 1.10.05 – 31.3.06



Key: CCH = Community Child Health, HV = Health Visitor, GP = General Practitioner, Ed = Education staff, FPU = Police, SW = Social Worker

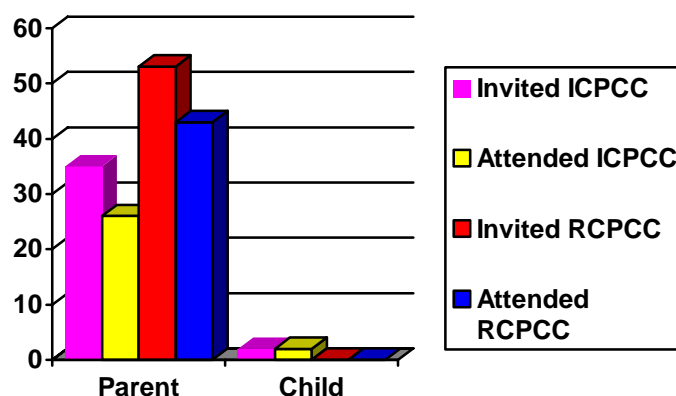
Table 1.5. Agencies' attendance at review case conferences and production of reports 1.10.05 – 31.3.06



Key: CCH = Community Child Health, HV = Health Visitor, GP = General Practitioner, Ed = Education staff, FPU = Police, SW = Social Worker

The above charts show the ongoing difficulty of some agencies attending case conferences and the lack of written reports provided. It is hoped that the current review of the Child Protection guidelines will address this issue and it is anticipated that the new procedures will stipulate that every agency must provide a written report for CPCCs.

Table 1.6 Attendance by parents and children at initial and review case conferences 1.10.05 – 31.3.06



In West Lothian parents are automatically invited to case conferences, except in exceptional circumstances. As can be seen the percentage of parents attending case conferences is high. Children and young people are rarely invited. Young people are currently being consulted as to whether they would wish to attend or have their views conveyed some other way.

Quality Assurance

The CPC has recently set up a specific sub-committee, chaired by an Education Officer, specifically to focus on quality assurance. Previously the Practice and Training sub-committee undertook this work. The sub-committee has had its initial meeting and intends to evaluate areas identified by the CPC as areas for improvement. The use of self-evaluation tools is new to many on the CPC but is regarded as a positive move towards improving practice in the area of child protection.

The CPC has run half-day, multi-agency, awareness raising events about the "Framework for Standards" for all front line staff whose work is with children and families. Hundreds more front line staff in all agencies, which work with the public, but not predominantly with children, have received shorter awareness raising sessions, which have also incorporated advice on who to contact should they become aware of a child protection issue.

The CPC is committed to improving practice and hearing the views of children and families about their experiences of the child protection process. Following review case conferences, where children's names are removed from the child protection register, parents are asked about their experience of the child protection process. One of the outcomes of this exercise has been the production of an information leaflet for children and families about the child protection process.

West Lothian Council's Children's Rights Officer is currently undertaking a consultation exercise with young people whose names are currently on the register or have recently been removed, on behalf of the CPC, about their experience of the child protection process and their views about attendance at case conferences.

Social Work managers regularly inspect the standard of child protection case files in order to ensure that families are visited and that work identified in the child protection plan is progressing. One outcome from file inspections and discussion with managers and Case Conference Chairs was the introduction of a new report format for case conferences, which enabled social workers to be more focused in their risk assessment.

Promotion of good practice

The CPC is committed to promoting multi-agency training and events in order for practitioners to develop an understanding of each other's roles, develop trust, share a common approach to child protection work, accept responsibility and share good practice. The CPC members consider the implications of inspections, reports and inquiries for West Lothian both within their own agencies and as a group.

Two multi-agency half-day events were set up to consider the implications for West Lothian of the Eilean Siar report. The issues raised by discussion at these events have been remitted to the Practice and Training sub-committee for consideration and action where appropriate.

West Lothian has a multi-agency screening group to consider referrals about children who live in situations where domestic violence is a feature. The group is chaired by a Children's Reporter and attended by representatives from the Police, Social Work, Education, Housing, Health and Women's Aid. The panel considers each incident of domestic abuse where children live in the household, information about the family and perpetrator is shared and the best course of action agreed upon. This screening panel has generated interest and has been visited by practitioners from a number of other areas. This approach is regarded as an example of good, multi-agency practice and is being considered for referrals for children who live in families with problem substance abuse.

West Lothian has established a multi-agency risk management panel to consider young sexual or violent offenders, who are not registered sex offenders or convicted by a court, but never the less pose a significant risk to the population of West Lothian. This panel was developed as a result of the success of the risk management panel already operating for registered sex offenders.

The Lead Officer will link with staff at the ELBCPO and other Lead Officers across Scotland to share examples of good practice and promote them within West Lothian. It is envisaged that the website being developed by ELBCPO will also be a useful tool for sharing best practice.

Training and Staff Development

The Practice and Training sub-committee takes responsibility for identifying training needs and delivering appropriate multi-agency training.

In the last year a wide variety of staff have received input appropriate to their jobs on the "Framework for Standards". All new staff are given input on child protection awareness.

Multi-agency training has been provided about vulnerable witnesses, expectations of professionals attending case conferences, giving evidence in court.

Children and Families social workers undertake a 5-day joint interviewing course with Police Officers before conducting child protection investigations. All Children and Families Social Workers undertake Dundee University's Certificate in Child Protection. Some Police and Health staff also undertake the certificate course.

Barnardo's has provided training about working with children who have been sexually abused and working with young people who abuse. Barnardo's has also been commissioned to provide training to Youth Justice Social Workers and some Police officers on the use of AIM as a risk assessment tool in the autumn.

All training is evaluated and the Practice and Development sub-committee considers feedback from discussion groups during training sessions and evaluation sheets.

See Appendix 3.

Communication and Co-operation

As previously stated, work on the E-care project, C-Me, is continuing in West Lothian and will be used to electronically record and share inter-agency discussions (IRDs) between Social Work, Police and Health within the next few weeks. Information available on a number of agencies' databases will be able to be shared in child protection cases and consents are being developed for other instances.

Members of the CPC are responsible for feeding decisions back to staff in their own organisations and for consulting them about new initiatives or developments.

Members of the Committee regularly attend a wide range of single and multi-agency meetings where child protection issues are discussed and shared both within and without West Lothian.

It is envisaged that when the ELBCPO office is fully staffed and the web site developed then the CPC minutes will be available online.

The Chair of the CPC is a member of the National Chairs' Group and the Lead Officer has met with a number of Lead Officers from other CPC areas, enabling wider communication and sharing of good practice examples. The Chair is leading national work on the process of case conferencing.

The culture in West Lothian has been of information sharing, joint working and co-operation for many years. The senior managers of all agencies and the emphasis on joint planning, multi-agency training and the recognition of each other's professionalism and commitment reinforce this ethos.

Planning and Connections

Members of the CPC and sub-committees are actively involved in West Lothian's Integrated Children's Services Planning process, the aim of which is to ensure that there is a shared vision for West Lothian's children.

Members of the CPC and sub-committees also play an active role in a variety of multi-agency planning initiatives to ensure that children and young people in West Lothian receive the support they need when it is required e.g. cross cutting DAT group, multi-agency domestic abuse forums, community safety forums etc.

West Lothian has created a virtual protection team, placing the lead officers for Child Protection, Adult Protection and the SAVOLO (Sex and Violent Offenders Liaison Officer) to ensure that policies and procedures in the area of protecting vulnerable people are complimentary and that ideas and best practice are shared.

Listening to Children and Young People

West Lothian has a very active "Having Your Say" forum involving young people and children who are looked after and accommodated. The Children's Rights Officer regularly consults with this group of young people on a variety of issues. The forum has also presented issues to MSPs.

However, the CPC recognises that child protection is an area where we need to consult and inform more widely. The Children's Rights Officer is currently consulting with a number of children and young people whose names are on the CPR or have recently been removed about their experiences of the child protection process and their views about attendance at case conferences. These young people are also being consulted about the relevant parts of the new Child Protection Procedures (currently in draft form.) The CPC will continue to explore ways of engaging with young people and hearing their views and learn from examples of good practice in other CPC areas.

Future Planning

West Lothian CPC Business Plan 2006 – 07

1. Public Information

- Raise awareness of child protection issues within communities, including children and young people
- Promote the work of agencies protecting children to the public at large
- Provide information about where members of the public will go if they have concerns

Objective	What are we going to do?	When will we do it by?	What resources are required?	How will we know when we have done it?
Information available on CP website	Link council, Police, NHS websites to the CP office website	March 2007	Lead Officer, ELBCPO staff	Functioning website containing information for the public and professionals
Leaflet/card for all 8 to 15 year olds in W. Lothian detailing where help is available	Produce and distribute leaflets to all 8-15 year olds	October 2006	£1472.45	All 8-15 year olds have received the information
Consider other forms of public information	<ul style="list-style-type: none"> • Consider media options. • Resources for libraries, community centres etc. • Possible leaflet for all households 	Ongoing	Lead Officer Financial resources depending on option(s) chosen.	Public more aware of CP issues, who to contact and what will happen if they make contact.
Logo for CPC	Amend ELBCPO logo	October 2006	£50	Logo used on all CPC information

West Lothian CPC Business Plan 2006 – 07

2. Policies, Procedures and Protocols

- Ensure that constituent agencies have in place their own up to date policies and procedures
- Regularly develop, disseminate and review inter-agency policies and procedures
- Ensure that protocols are developed around key issues where there is agreement that this is required

Objective	What are we going to do?	When will we do it by?	What resources are required?	How will we know when we have done it?
Implement new multi-agency CP procedures	Arrange multi-agency training sessions	March 07	Trainers	All relevant staff are aware of new procedures
Ensure all staff are aware of new CP procedures	<ul style="list-style-type: none"> • Publish on website and intranets • Make electronic and paper copies available 	March 07	Lead Officer, ELBCPO	All staff have access to CP procedures and know where to find them
Implement multi-agency pilot procedures for protecting children in substance misusing families	<ul style="list-style-type: none"> • Agree procedures • Multi-agency training • Agree start date for pilot 	January 07	Lead Officer, DAAT, Trainers	All relevant staff have been trained and pilot
Roll out of Shared Information Project	Continue work and briefings on consents, IAF, chronology, electronic IRDs, secure messaging etc.	March 2007	SHIP steering committee, Senior Managers in all partner agencies, Trainers, IT personnel	System is fully functioning
Feedback to Scottish Executive	Participate in national consultations, National Chairs' meetings etc.	Ongoing	Members of CPC, Lead Officer	National procedures are robust, workable and reflect best practice

West Lothian CPC Business Plan 2006 – 07

3. Management Information

The CPC will:

- Have an overview of information relating to children and young people on the CPR
- Receive regular management information reports, which include analysis of trends
- Identify and address the implications of reports
- Ensure reports inform the inter-agency CP strategy

Objective	What are we going to do?	When will we do it by?	What resources are required?	How will we know when we have done it?
Collect and analyse information re children and young people on the CPR	Continue to provide information to CPC at agreed reporting periods	Ongoing	Admin	Plans are formulated on the basis of information received and analysed
Listen to parents/carers	Continue to interview parents/carers after case conferences to get their views on CP process	Ongoing	Admin	Improvements to process are made where appropriate
Improved CPR	CPR will move to new data base	January 07	Lead Officer to Attend CPR Users' Group and Implementation Group	Improved management information.

West Lothian CPC Business Plan 2006 – 07

4. Quality Assurance

- Ensure quality assurance mechanisms contribute directly to continuous improvement
- Audit against the Framework for Standards
- Consider and learn from CP inspections in other areas. Prepare for CP inspection

Objective	What are we going to do?	When will we do it by?	What resources are required?	How will we know when we have done it?
Improvement of Quality Assurance Mechanisms	Set up Quality Assurance Sub-committee	June 06	Multi-agency membership of sub-committee	Sub-committee meeting on a regular basis and reporting back to CPC
Review and analyse pilot procedures for protecting children in substance misusing families	Interim review after 6 months, full review after 12 months	July 07 and January 08	Lead Officer	Procedures will be revised (or not) depending on outcome of evaluation.
Listen to parents/carers	Continue to interview parents/carers after case conferences to get their views on CP process	Ongoing	Admin	Improvements to process are made where appropriate
Audit areas already identified by the CPC against the Framework for Standards	Questionnaires, focus groups, case sampling etc.	Ongoing		Best practice shared, areas identified for improvement, action plans devised.
Improve information at CPCCs	Review report formats. Consider standard report formats for all agencies. Consider reports formats or other mechanisms for children and families	March 2007	Lead Officer	Improved information available at CPCCs leading to better risk assessment, decision making and formulation of protection plans

West Lothian CPC Business Plan 2006 – 07

5. Promotion of Good Practice

- Mechanisms to identify and disseminate lessons from past and current practice, including significant incident reviews, ensure these lessons inform training and development and identify opportunities to share these lessons more widely

Objective	What are we going to do?	When will we do it by?	What resources are required?	How will we know when we have done it?
Mechanism for reviewing significant cases or incidents	Form sub-committee	June 06	Multi-agency membership	Sub-committee formed
Learn lessons from local significant cases	Review significant cases	February 07	Members of sub-committee, independent consultant external support from other CPCs	Reviews completed action plans devised where there are lessons to be learned
Learn lessons from national significant cases	Multi-agency briefing events	As and when cases arise	Lead Officer External speaker (if required)	Local action plans devised if there are lessons to be learned. Implementation of legislation or national procedures if required
Identify good practice or problem areas locally	Audit sample of CP cases	March 07	Members of CPC	Action plan devised to address weaknesses and share good practice

West Lothian CPC Business Plan 2006 – 07

6. Training and staff development

- Promote, commission and assure the quality and delivery of inter-agency training

Objective	What are we going to do?	When will we do it by?	What resources are required?	How will we know when we have done it?
Relevantly trained staff	Deliver inter-agency CP training appropriate to the needs of the staff	Ongoing	£50,000 allocated for 06-07	Staff feel appropriately trained and effective. Improved outcomes for W. Lothian's children
Awareness of national issues, new developments	Arrange inter-agency awareness raising or briefing sessions	As appropriate	Lead Officer	Staff are kept up-to-date with developments in CP practice

West Lothian CPC Business Plan 2006 – 07

7. Communication and Co-operation

- Effective communication and co-operation at CPC level, between agencies and with staff
- Opportunities to share knowledge, skills and learning with other CPCs

Objective	What are we going to do?	When will we do it by?	What resources are required?	How will we know when we have done it?
Roll out of Shared Information Project	Continue work and briefings on consents, IAF, chronology, electronic IRDs, secure messaging etc.	March 2007	SHIP steering committee, Senior Managers in all partner agencies, Trainers, IT personnel	System is fully functioning
Establish effective ways of communicating decisions and discussion at CPC to staff in all agencies	Consider newsletter Publish minutes of CPC on website	March 2007	Lead Officer	Staff are able to easily access information from CPC
Share knowledge skills and learning with other CPCs	Local Lead Officers' meetings. National Chairs' & Lead Officers' meetings	Ongoing	Chair, Lead Officer	Local knowledge of national issues. Best practice from other areas adapted to suit local priorities

West Lothian CPC Business Plan 2006 – 07

8. Planning and Connections

- CPC links into other multi-agency partnerships and structures

Objective	What are we going to do?	When will we do it by?	What resources are required?	How will we know when we have done it?
Ensure that all strategic and planning groups are aware of the responsibility to protect children	Ensure CPC members are also members of other relevant multi-agency planning groups	Ongoing	CPC members	Appropriate references to CP issues in other relevant plans

9. Listening to children and Young People

- Work is informed by the perspectives of children and young people
- Children and young people are involved in the development & implementation of public information and communication strategies

Objective	What are we going to do?	When will we do it by?	What resources are required?	How will we know when we have done it?
Listen to children and young people	Children's Rights Officer is member of CPC	Ongoing	CRO	Regular inputs to CPC from CRO
Listen to children and young people	Consultation re CP process	September 06	CRO, Lead Officer	Issues raised by young people are taken on board and acted upon

Conclusion

West Lothian CPC is committed to supporting services, which work with children and their families where there are child protection issues. The CPC will continue to strive to ensure that these children and families receive the best quality service, that their needs are met and their views heard.

The CPC is also well aware of the importance of services which promote the welfare and safety of children and prevent situations escalating to the point of child protection crisis. Therefore members of the CPC are actively involved in a wide range of planning forums to ensure that the needs of vulnerable children and young people are recognised and their needs met.

The year 2005 – 2006 has seen the setting up of a Child Protection Committee in West Lothian and has not been without its challenges. Members of the CPC share a commitment to partnership working and the provision of high quality, “joined up” services for West Lothian’s children.

Appendix 1

Membership of Child Protection Committee

Senior Manager, Children and Families, West Lothian Council (Chair)

Chief Nurse, NHS Lothian (Vice Chair)

Detective Chief Inspector, Lothian and Borders Police (Vice Chair)

Lead Officer Child Protection Committee

Authority Reporter, SCRA

Procurator Fiscal

Customer Services Manager, West Lothian Council

Group Manager, Children and Families, West Lothian Council

Criminal Justice Manager, West Lothian Council

Team Manager, Criminal Justice, West Lothian Council

Consultant Paediatrician, NHS Lothian

Education Development Manager (Learning Needs), West Lothian Council

Education Officer, (Additional Learning Needs), West Lothian Council

Head of Culture Services, West Lothian Council

Children's Rights Officer, West Lothian Council

Representative of the Voluntary Agencies in W. Lothian

Membership of Practice and Training Sub-Committee

Chief Nurse, NHS Lothian (Chair)

DCI, Lothian & Borders Police

Group Manager, Children and Families, West Lothian Council

Lead Officer Child Protection Committee

Service Development Officer, Older People, West Lothian Council

Service Development Officer, Children and Families, West Lothian Council

Domestic Abuse Development Officer, West Lothian Council

Manager, Barnardo's Project

Education Officer, (Additional Learning Needs), West Lothian Council

Clinical Psychologist, NHS Lothian

Consultant Paediatrician, Community Child Health, NHS Lothian

School Doctor, Community Child Health, NHS Lothian

Team Manager, Children and Families, West Lothian Council

Authority Reporter, SCRA

Child Protection Advisor, NHS Lothian

Social Care Emergency Team Manager, West Lothian Council

Senior Manager, Children and Families, West Lothian Council

Membership of Sexual and Violent Offenders Sub-Committee

DCI, Lothian & Borders Police (Chair)

Senior Manager, Children and Families, West Lothian Council

Lead Officer Child Protection Committee

Team Manager, Criminal Justice Team, West Lothian Council

Procurator Fiscal

Solicitor, West Lothian Council

Service Development Officer, Adult Protection, West Lothian Council

School Doctor, Community Child Health, NHS Lothian

Team Manager, Children and Families, West Lothian Council

Head teacher, West Lothian Council

Principal Officer, Health, Policy & Planning, West Lothian Council
Authority Reporter, SCRA

Customer Service Manager, West Lothian Council

Health Manager, NHS Lothian

Sex Offenders Liaison Officer, Lothian and Borders Police

Membership of Quality Assurance Sub-Committee

Education Officer, (Additional Learning Needs), West Lothian Council (Chair)

DCI, Lothian & Borders Police

Chief Nurse, NHS Lothian

Group Manager, Children and Families, West Lothian Council

Lead Officer Child Protection Committee

Children's Rights Officer, West Lothian Council

Authority Reporter, SCRA

Service Development Officer, Children and Families, West Lothian Council

Child Protection Advisor, NHS Lothian

Significant Case Sub-Committee

Senior Manager, Children and Families, West Lothian Council (Chair)

Lead Officer Child Protection Committee

Group Manager, Children and Families, West Lothian Council

Chief Nurse, NHS Lothian

Authority Reporter, SCRA

DCI, Lothian & Borders Police

Procurator Fiscal

Education Development Manager (Learning Needs), West Lothian Council

Appendix 2 Resources dedicated to CPC

ELBCPO

West Lothian, Mid Lothian, East Lothian, Edinburgh and Scottish Borders Councils, Lothian and Borders Police and NHS Lothian jointly fund the Edinburgh, Lothians and Borders Child Protection Office, which employs a Lead Officer, Training and Development Officer, Continuous Improvement Officer and administrative support.

PROVISIONAL BUDGET PROJECTION 2006-07

ITEM	PROJECTED COSTS
1. LO Salary (incl. on-costs)	£51,900
2. CIO Salary (incl. on-costs)	£45,000
3. TDO Salary (incl. on-costs)	£45,000
4. Project Officer Salary (5 months incl. on-costs)	£15,000
5. Supp. Assistant x 3 Salary (incl. on-costs)	£60,000
6. E&L CP Procedures	£10,000
7. Protocols production	£10,000
8. Website development and Maintenance	£3,000
9. Accommodation	£25,000
10. Programmes/events/annual conf.	£10,000
11. Utilities	£5,000
12. Stationery	£2,000
13. Staff mileage and travel	£2,500
14. Staff development	£3,000
15. Office equipment and furnishing	£20,000
TOTAL	£329,900*

* **NOTE** Total figure rounded up to £330,000 for apportionment

Agency	Proportion	Amount
NHS Lothian and NHS Scottish Borders	25%	£82,500
Lothian and Borders Police	25%	£82,500
City of Edinburgh Council	22%	£72,600
West Lothian Council	10%	£33,000
Midlothian Council	6%	£19,800
East Lothian Council	6%	£19,800
Scottish Borders Council	6%	£19,800
	100%	

NOTE This is an estimated figure for the financial year 2006-07. It includes non-recurring items to fund the initial setting up of the Child Protection Office

and initiation of the new arrangements (i.e. revised Inter-agency CP Procedures for Edinburgh and Lothians).

WEST LOTHIAN CPC

Funding

£100,000 from Changing Children's Services

Training

£50,000 from Changing Children's Services

Transitional funding from Scottish Executive

£30,000

The CPC funds 2 Child Protection Administrative Assistants who arrange, minute and collate management information about CPCCs.

The salary of the Lead Officer and 0.5 admin. support is split three ways between Local Authority, Health and Police.

Appendix 3

Training in West Lothian (2005 – 06)

Course/Seminar	Delivered to	Nos. of Staff
Children's Charter & Framework for standards	Multi-agency front line staff	597
Eilean Siar report	Multi-agency front line staff	150
Protecting children living in families with problem substance misuse	Multi-agency middle managers	70
Giving Evidence in court	Multi-agency front line staff	50
Shared Information Project briefing	Multi-agency front line staff	60
SureStart conference – Partnerships towards mental health	Multi-agency	91
Joint introduction to Children's Services	Multi-agency	55
FPU/Domestic abuse	Children's Panel members	12
Child Protection	Children's Panel members	20
Briefing sessions on the work of Barnardo's Lighthouse & Skylight projects in W. Lothian	Children's Panel members	48
Briefing session on Drug & Alcohol Project	Children's Panel members	13
Choose Life (self-harm)	Children's Panel members	15
Vulnerable witness briefing	Multi-agency staff	70
ASSIST training	Multi-agency staff	30
Attachment	Multi-agency staff	80
Basic CP awareness raising	Health staff	97
Dundee University CP certificate	C&F SWs Health Visitors Police Officer	5 2 1
Electronic IRD training	Middle managers in Health, SW & Police	44

Appendix 4.

EDINBURGH, LOTHIAN AND BORDERS CHILD PROTECTION OFFICE

WORKPLAN : 2006



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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 	<ul style="list-style-type: none"> A Jones A Jones A Jones All CPC's 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 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> M Henry M Henry All CPC's 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 	<ul style="list-style-type: none"> 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) 	<ul style="list-style-type: none"> All agencies TDO TDO 	<ul style="list-style-type: none"> ▪ Feb 06 ▪ Feb 06 ▪ April 06
<i>JJIT Programme</i>	<ul style="list-style-type: none"> ▪ Ownership of existing programme ▪ Identification of new Tutors Group ▪ Finalisation of Programme ▪ Organisation and Delivery 	<ul style="list-style-type: none"> ELBCPO M Henry TDO/Tutors Group/TDO 	<ul style="list-style-type: none"> ▪ Feb 06 ▪ Feb 06 ▪ May 06 ▪ May 06 ongoing
<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 	<ul style="list-style-type: none"> M Henry M Henry All CPC's/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

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<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 	<p>CIO CIO All CPC's CIO ELBEG CIO/TDO/CPCs</p>	<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 	<p>Co-ordination Group/All CPCs CIO</p>	<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 	<p>CIO CIO CIO All CPCs CIO TDO/CIO ELBEG TDO/CPCs</p>	<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 	<p>All CPCs M Henry All CPCs M Henry TDO ELBEG TDO/all CPCs/CJ Consortium</p>	<ul style="list-style-type: none"> ▪ Feb 06 ▪ March 06 ▪ May 06 ▪ July 06
<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 	<p>M Henry M Henry All CPC's M Henry TDO ELBEG TDO/all CPCs</p>	<ul style="list-style-type: none"> ▪ April 06 ▪ June 06 ▪ Aug 06 ▪ Oct 06 ▪ Nov 06 ▪ Dec 06 ▪ Jan 07 onwards

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<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 	<p>M Henry All CPCs M Henry TDO ELBEG TDO/all CPCs</p>	<ul style="list-style-type: none"> ▪ May 06 ▪ July 06 ▪ Sept 06 ▪ Oct 06 ▪ Nov 06 ▪ Jan 07 onwards
<i>CP Case Conferences & Children Living with Domestic Abuse</i>	<ul style="list-style-type: none"> ▪ Develop procedures as part of Edinburgh and Lothians Inter-agency CP Procedures 	<p>Andy Jones</p>	<p>As per Item 1</p>
<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 	<p>ELBCPO CIO CIO/all CPCs</p>	<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 	<p>CIO CIO CPCs CIO CIO</p>	<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 	<p>A Jones</p>	<ul style="list-style-type: none"> ▪ Feb 06 ▪ Feb 06 ▪ Mar 06 ▪ 24 Mar 06
<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 M Henry & I Livingstone M Henry & I Livingstone M Henry</p>	<ul style="list-style-type: none"> ▪ Mid Jan 06 ▪ 3rd Feb 06 ▪ 10th Feb 06 ▪ 27/28th Feb 06 ▪ w/e 24th Feb 06 ▪ w/e 17th Mar 06

