

Annual Report

Protecting Children and Young People in Highland.

April 2008 – March 2009

**Highland Child Protection Committee Annual Report
April 2008– March 2009**

**Annual Report on Protecting Children and Young People in Highland CPC area
2008-09**

<u>Topic</u>	<u>Page</u>
Preface from Chief Officers	1
Introduction	2
Evaluation and Inspection	3
Fulfilling Functions	
♦ Public Information	5
♦ Policies, Procedures and Protocols	6
♦ Management Information	6
♦ Quality Assurance	8
♦ Promotion of Good Practice	11
♦ Training and Staff Development	12
♦ Communication and Co-operation	16
♦ Planning and Connections	17
♦ Listening to Children and Young People	18
Future Planning	20
Conclusion	20
Appendices	
Appendix 1 – Membership of CPC	21
Appendix 2 - Resources dedicated to the CPC	22
Appendix 3 - Sub group/working groups	23
Appendix 4 – Progress – 2008/11 workplan	27
Appendix 5 – Annual statistics	46
Appendix 6 – Provisional work plan 2009/12	49
Contact details	56

Highland Child Protection Committee Annual Report
April 2008– March 2009

Annual Report on Protecting Children and
Young People in Highland CPC area.
2008 - 09

Preface from Chair and Chief Officers:

We present the 2008/09 Annual Report of the Highland Child Protection Committee. This is the fifth report submitted to the Scottish Government in line with the Guidance for Child Protection Committees published in January 2005.

2008/09 was another productive year for the Committee. The HMIE final follow-through inspection in January 2008 concluded: *As a result of the effective performance shown by services in taking forward improvements, HMIE will make no further visits in relation to the inspection reports published in July 2005 and January 2007.* Consequently, the work plan for 2008 – 2009 was based, primarily, on pro-active self-evaluation rather than being reactive.

Achievements during 2008/09 include a review of governance arrangements and greater integration of multi-agency working, through the roll out of 'Getting it Right for Every Child' across Highland and the co-location of Child Protection leads for Health, Social Work and the Highland Child Protection Committee within the Integrated Children's Services structure and physically.

We wish to acknowledge the hard work of staff across all partner agencies working in this complex area and to commend this report as testimony to a busy year which has seen sustained progress and the further strengthening of many areas of practice.

Signed:



Alistair Dodds (Chair),
CE Highland Council



Ian Latimer,
Chief Constable



Roger Gibbins
CE NHS Highland

Highland Child Protection Committee Annual Report April 2008– March 2009

Introduction:

The guidance for Child Protection Committees, published in January 2005, was implemented in Highland during that year and we continue to refine the mechanisms necessary to the effective functioning of the Committee. The committee structure has been reviewed during 2008/09, both in the light of “Getting It Right For Every Child” and the Public Protection agenda. A very helpful dialogue was held with representatives from the Scottish Government Child Protection, Adult Support and Protection, and MAPPA teams, in January 2009. This resulted in a structural review and the proposed development of an overarching Leadership Group for six committees with full or partial Public Protection remits.

The management of child protection services in Highland continues to be a priority across all public agencies. This responsibility is led and owned by all agencies, as evidenced by the involvement of Chief Officers on the Committee, representing the Highland Council, Northern Constabulary, NHS Highland, Procurator Fiscal and Scottish Children’s Reporters Administration. The Chairperson is presently the Chief Executive of Highland Council, who took up the position in July 2006. The Vice-chair is the Director of Social Work Services.

The priority given to these matters is further evidenced by the involvement of senior managers in the Lead Officers Group that supports the Committee, which also includes involvement from the armed forces and the voluntary sector. Strong links with the Committee are maintained via the Director of Social Work Services, who chairs the Lead Officers Group.

The Committee employs a Development Officer, a Training Officer and an Administrator. In addition, dedicated officers are employed in each of the lead agencies to support management and training in child protection processes. This includes a jointly funded post for the voluntary sector, steered by ‘Keeping Children Safe’, a multi-agency forum. During 2008/9 steps were taken to co-locate NHS, Social Work and CPC training and lead officers for child protection. In addition, the training officers from Education and the voluntary sector are able to hot-desk using the same facility. This has led to enhanced inter-agency cooperation.

2008/9 was the first year of the Committee’s second 3-year action plan, which formed the major part of the ‘Safe’ section in the Integrated Children’s Services plan ‘*For Highlands Children 2*’. This is kept under review by the CPC and used to inform the annual work plan. (See Appendix 4) Each agency has an internal action plan with specific objectives and key deliverables which contribute to the delivery of the Committee’s workplan. The standing agenda for Lead Officer Group meetings is based on the key elements of the action plan and allows for detailed monitoring of progress. The Quality Assurance group has developed a framework to record evidence of progress and evidence is collated and reviewed at regular intervals.

Highland Child Protection Committee Annual Report April 2008– March 2009

The Child Protection Development Officer sits on the Integrated Children's Services Lead Officer Group and reports accordingly. Highland Council was restructured during 2007 and, from April 2008, the CPC's core staff have been located with other strategic leads within the framework of Integrated Children's Services.

The national guidance has supported the continued and sustained implementation of actions and processes to ensure effective joint working and the protection of children in Highland. This was reflected in the pilot child protection inspection (2005), the subsequent interim follow-through inspection (2006) and the final follow-through inspection which took place in January 2008. It has also been reflected in the ongoing evaluation of key outcomes for children in Highland, both through external consultation and through the ongoing development of in-house and multi-agency quality assurance processes. From April 2009, the CPC Quality Assurance Group will become part of the Integrated Children's Services Quality Assurance Group.

Highland is a pathfinder area for the implementation of '*Getting It Right For very Child*'. The pathfinder, which was initially limited to the Inverness area of Highland, began a phased roll-out to the rest of Highland during 2007/08. It is expected that this will be complete by March 2011. This continues to present some unique challenges for the CPC:

1. The integration of child protection processes into the emerging holistic framework of assessment and support and the re-writing of guidance to reflect this.
2. The development of training to reflect the new framework and procedures.

Evaluation and Inspection:

Self Evaluation - At the beginning of 2006 the Committee established a standing Quality Assurance Group (QuAG) to introduce multi-agency Quality Assurance processes. This group developed a quality assurance framework based on the revised *Services for Children* Quality Indicators and the guidance provided in '*How Well are Children and Young People Protected and Their Needs Met?: Self-evaluation using quality indicators*'.

During the year, a number of audits and reviews have been conducted within services, and appropriate reports have been presented to the Committee. A complete listing is noted under the 'Quality Assurance' heading (below).

Comparative Analysis – During 2009 an attempt was made to undertake a comparison of trends against both national trends and against trends for 3 areas considered to have roughly similar demographics to Highland – Argyll & Bute, Scottish Borders and (rural) Aberdeenshire.

**Highland Child Protection Committee Annual Report
April 2008– March 2009**

Comparative numbers of referrals, case conferences, CPR registrations and de-registrations, and numbers on CPR, by CPC area 2008/9 (compared to 2007/8)

CPC	Referrals / 1,000 pop	(Referrals / 1,000 pop)	CC's / 1,000 pop	(CC's / 1,000 pop)	CPR Reg / 1,000 pop	(CPR Reg / 1,000 pop)	CPR de-reg / 1,000 pop	(CPR de-reg / 1,000 pop)
HIGHLAND	7.0	(7.73)	1.4	(1.90)	0.7	(1.50)	0.7	(3.20)
Aberdeenshire	12.1	(20.06)	1.9	(1.45)	1.7	(1.35)	1.5	(2.06)
Argyll & Bute	8.3	(10.64)	4.0	(6.22)	2.9	(3.59)	2.3	(5.00)
Borders	8.8	(12.55)	2.9	(4.18)	2.1	(3.55)	3.6	(2.87)
SCOTLAND	13.7	(11.67)	4.7	(4.50)	3.1	(3.07)	3.5	(3.01)

CPC	On CPR / 1,000 pop	(On CPR / 1,000 pop)	Case Conferences as % of Referrals	(Case Conferences as % of Referrals)	CPR registrations as % of Case Conferences	(CPR registrations as % of Case Conferences)
HIGHLAND	1.8	(1.5)	20.2%	(24.6%)	54.4%	(79.0%)
Aberdeenshire	1.7	(1.7)	16.4%	(7.2%)	86.8%	(92.6%)
Argyll & Bute	2.1	(2.8)	48.8%	(58.0%)	71.4%	(57.7%)
Borders	2.3	(1.5)	33.5%	(33.3%)	72.9%	(84.9%)
SCOTLAND	2.9	(2.7)	34.7%	(38.5%)	65.5%	(68.3%)

The significant reduction in the number of Child Protection registrations per 1,000 population in Highland, compared to other areas, is believed to be attributable to the increasing confidence of staff in the viability of multi-agency Child's Plans without the perceived need for the authority of a registration to ensure joint working. During 2008/9 the Quality Assurance Group audited the decision making in 80 cases dealt with during the transition from the existing Case Conference system and the new Child Protection Plan Meeting, developed as part of the 'Getting It Right For Every Child' pathfinder. The audit found that, in the majority of cases, the decisions to register, continue registration or de-register, based on the available evidence, were sound and that, regardless of registration status, all children who had been assessed as requiring multi-agency support plans had these in place.

Inspections – Highland was subject to a number of inspections, which included reference to Child Protection links, during 2008/09. These included Care Commission inspections of Fostering & Adoption, Throughcare & Aftercare, Women's Aid Refuges and Early Years provision; SWIA inspection of Social Work Services; and HMIe inspections of educational establishments.

Highland participated in the pilot child protection inspection programme, which reported in June 2005 and was followed by an interim follow-through inspection June 2006. The final follow-through inspection took place in January 2008 and reported in May 2008. This concluded that no further inspection was required within the current national round of inspections. The next round begins during 2009 and it is understood that Highland Child Protection Services are likely to be inspected in 2010.

Highland Child Protection Committee Annual Report April 2008– March 2009

The recommendations from inspection and from local case reviews and audits inform the annual self evaluation exercise and the chief officer review of the CPC's rolling 3 year action plan. This influences the priorities for the coming year, which are incorporated into the Integrated Children's Services Plan. (See Appendix 4)

Fulfilling Functions

• Public Information:

During 2006 the CPC produced its first 3 year communications/public awareness strategy. This followed analysis of questions that had been included in the Highland Council's Public Performance Survey, which asked about awareness of Child Protection, confidence in the system, knowledge of who to contact with concerns and preferences with regard to awareness raising media.

The launch of Highland's 'See it, Hear it, Share your concern' campaign took place as part of a wider, national initiative to launch a new national telephone sign-posting service and website. This began as a phased campaign from February 2007. Highland benefited from wide-ranging national and local media coverage during the launch and during the subsequent phase 2 national roll-out from March to May 2008. Phase 2 included a major phone-box poster campaign and was followed, in Highland, by a cinema campaign. Throughout the two years Highland CPC ran a number of saturation radio campaigns together with a poster campaign on local bus services. Promotional materials were given out at all training, conferences and a variety of other events both for professionals and the general public. By March 2009 some 5,000 posters, 10,000 newspaper supplements, 15,000 information cards and 5,000 pens had been distributed.

In September 2005 the Protecting Highland's Children website was launched as a stand alone but linked section of the Integrated Children's Services 'For Highland's Children' website. The website displays information about the Child Protection Committee, its membership and its work, including access to the Interagency Procedures, publications and downloadable information leaflets, and key contacts. The site has links to partner agencies and to relevant publications such as the National Standards Framework, the HMIE report and critical incident reviews. It also includes links to other relevant childcare and Highland websites e.g. 'Getting it Right for Every Child'. The website was reviewed in 2008 and a tendering exercise was undertaken early in 2009 for its redesign.

Leaflets, sponsored by the Scottish Executive, are available in public venues, including GP surgeries, clinics and hospital settings, Police and Local Authority premises, to inform members of the public on action to take if they have concerns in respect of the safety and welfare of children.

Monitoring systems have been established to identify child protection referrals generated by the campaign and to track outcomes. In 2008/9 an audit of the outcomes of referrals between February 2007 and August 2008 was undertaken. A total of 26 calls regarding 43 children were transferred to Highland SWS. 25 cases, involving 40 children had been

Highland Child Protection Committee Annual Report April 2008– March 2009

followed up promptly and the final case was awaiting the return of the family from abroad. Half of the families were not previously known to SWS.

- 6 referrals resulted in Joint Investigations
- 4 referrals resulted in Liaison Group Meetings
- 12 referrals resulted in home visits by SWS and/or HV
- 3 referrals resulted in advice being given.

All referrals were appropriate and support for the children was strengthened as a result.

In August 2008, in its role as ‘corporate parent’, Highland Council encouraged its staff to attend performances of the National Theatre of Scotland production ‘*365 (one night to learn a lifetime)*’, a dramatic representation of the experience of a 16 year old care leaver, which ran for 4 days at Eden Court Theatre, Inverness.

• **Policies, Procedures and Protocols:**

The Committee oversees the development of all policies and procedures related to child protection to ensure that the needs and risks for a child remain at the centre of decision-making. Policy development is influenced by a range of factors including national guidance, reform programme initiatives, research recommendations in respect of good practice, local and national recommendations from Critical Incident Reviews and HMIE findings. These are progressed through the Highland Child Protection Committee in respect of multi-agency and interagency recommendations.

Highland CPC has comprehensive inter-agency policies and procedures, which were launched and distributed widely in the winter of 2003/04. A review of the guidelines, in 2006, recognised that the impact of the implementation of ‘*Getting It Right For Every Child*’ would need to be determined before a new edition of the guidance could be produced and disseminated. In 2008/9 the Scottish Government agreed and launched national guidance for ‘*Getting It Right For Every Child*’. Following this a CPC working party was convened to revise the Highland CPC interagency guidance, which will be launched in June 2009.

Changes in policy have been reflected in inter-agency training and events.

• **Management Information:**

The Chair of the Committee receives quarterly statistical reports on Child Protection referrals, registrations and de-registrations. An annual report is presented; utilizing a range of materials listed below, and includes an analysis of trends. (Extracts are included in Appendix 5) This enables the committee to maintain an overview of activity levels. In addition, the committee requests supplementary information, which is provided through audit and commissioned research.

Social Work Services’ CareFirst information management system was implemented in September 2007 and all staff have been trained in its use. This has enabled closer monitoring of record keeping and facilitated audit work.

Highland Child Protection Committee Annual Report April 2008– March 2009

The Police HOLMES system produces monthly data on referrals to the police, child protection joint investigations, medicals, etc., and this is shared with the CPC.

The Children Missing from Education System is generating data on the number of children reported as missing together with information on who has been found, when and where, etc. Complementary systems have been developed for collection of data in respect of vulnerable children and families known to other partner agencies, including voluntary sector Early Years services. The system also collects data on the movements of children of travelling families in order to avoid triggering unnecessary CME investigations.

The SCRA annual report and the Scottish Executive annual publication of Social Work Referral statistics provide both local information and information on which to base comparative analysis of trends. (See Appendix 5)

Statistics:

	Male	Female	Total	%
	2008/09			
1 The No of Referrals (<i>1 gender unknown</i>)	253	364	618	
2 The No of Children with the outcome of no further action			447	
3 The No of Children subject to a Case Conference (new)			141	
4 The No of Children Registered as a result of the Case Conference			120	
			Physical Injury	36
			Sexual Abuse	10
			Emotional Abuse	26
			Physical Neglect	48
			Not known	0
			TOTAL	120
5 The No of Children not Registered as a result of the Case Conference				21

* Due to change over of systems in 2007 the figures above are not directly comparable with those for 2007/08.

**Highland Child Protection Committee Annual Report
April 2008– March 2009**

2: Child Protection Referrals as a rate per 1000		
	2008/09	2007/08
	7.0	6.6
3: Rate of Case Conferences per 1000 Population 0 – 15 yrs		
	2008/09	2007/08
	1.4	1.3
4: Number of Children on the Child Protection Register		
	March 31 2009	March 31 2008
	69	60
5: Number of Children on the Child Protection Register as a Rate per 1000		
	March 31 2009	March 31 2008
	1.5	1.4
6: Rate of Registrations per 1000 population 0 – 15 yrs		
	March 31 2009	March 31 2008
	1.8	1.5
7: Registrations		
	March 31 2009	March 31 2008
Emotional Abuse	17	11
Physical Injury	15	27
Physical Neglect	31	20
Sexual Abuse	6	1
Failure to Thrive	0	1
TOTAL	69	60

• Quality Assurance:

The committee recognises that quality assurance has to be at the heart of its work if Highland's children are to be afforded the best possible protection. The recommendations of the HMIe pilot inspection, together with the publication of HMIe guidance on Self Evaluation, prompted the establishment of a standing Quality Assurance Group (QuAG) in March 2006. The QuAG was tasked with the production of a robust framework based upon the HMIe guidance, appropriate tools and a strategy for joint audit. In addition,

Highland Child Protection Committee Annual Report April 2008– March 2009

protocols were developed to enable joint review of selected child protection cases. in April/May 2006. This enabled the testing of the framework and informed the further development of tools for such reviews. The model also informed the formation, during 2007 of an overarching Quality Assurance Group for Integrated Children's Services, of which the CPC QuAG became a specialist sub-group.

Most agencies in membership of the CPC have at least one member of staff trained as an associate inspector for HMIE inspections and are continuing to work towards embedding quality assurance via staff supervision at individual agency level. All agencies have internal systems to sample reports and case files on a regular basis. SWS reviewing all CPDoc initial referrals, Review reports and sampling case files; Police daily assessment and audit of all CP cases referred at local level and HQ via daily 'Tactical' meetings and peer review on a quarterly basis; NHS rolling audit of CP Advisor activity. During 2007 training in the use of the self-evaluation framework was delivered to other managers and Voluntary Sector child protection leads and this was cascaded during 2008/09.

Work undertaken this year under the quality assurance banner included:

Specific Audits, Evaluations and Reviews:

Multi-agency (QuAG) or Joint (involving more than 1 agency):

- Audit of decision making processes for 80 cases where a child protection referral had been made. This covered the transition period from old style Child Protection Case Conferences to the GIRFEC Child's Plan Meetings format (November 2007 – June 2008). Within this audit the opportunity was taken to audit the following issues:
 - Child Protection decision making by presenting issue
 - Child Protection decision making – Children of Substance Misusing Parents
 - Child Protection decision making - deregistration decisions
 - Child Protection decision making - decisions not to register
 - Child Protection decision making - registered 12 months or more
 - Child Protection decision making - one off issues
- Audit of outcomes for children referred via the National Child Protection Line.
- CPC self-evaluation exercise – this revisited the 2008 self-evaluation and considered both areas of weakness and areas of good or very good practice where it was felt that excellence could be achieved. This informed the CPC review day.

Social Work Services:

Due to a desire for independent corroboration the majority of audits instigated by SWS are in the section above.

- Audit of Child's Plan Meetings

Education:

- Audit of HMIE inspection reports for primary and secondary schools to assess overall performance against the QIs for meeting children's needs and staff awareness of child protection issues.
- Review of school exclusions for cyber-bullying 2006 -2008
- Comparative review of school exclusions, with causes, 2005 - 2007

Highland Child Protection Committee Annual Report April 2008– March 2009

Voluntary Sector:

- Audit of HMIe inspection reports for Early Years settings to assess overall performance against the QI for meeting Children's needs.
- Audit of outcomes for children by Caithness & Sutherland Women's Aid.

Health:

- Audit of recommendations from two local Critical Incident Reviews and appropriate action planning.
- Audit of recommendations of Harringey Serious Case Review (Baby P)
- Re-audit of information sharing between NHS24 and NHS Highland in respect of out of hours child contacts.
- Re-audit of GP to Health Visitor communication in respect of newly registered families with pre-school aged children.
- Revision following re-audit of practice standard and protocol for the handover from Health Visitor to School Nurse.
- Revision of DNA policy following review.
- Audit of revision of process for NHS 24 contacts.
- Evaluation of Raigmore briefing sessions.
- Benchmarking of internal quality assurance.
- Development of audit for public health records, including recording of children's views.

Northern Constabulary:

- Daily assessment and audit of all child protection cases referred both at local level and at Headquarters, via tactical meetings and Crime Support meetings.
- Peer review of files from all Divisions on a 3-monthly basis.
- Ongoing audit of the Child Welfare Concern forms
- Audit of all joint investigations involving a medical examination.

Commissioned Work:

- 'Are We There Yet?' final report of a 3 year study obtaining the views of children and young people on the impact of the Second Integrated Children's Services Plan on the key areas: Safe, Healthy, Achieving, Nurtured, Active, Respected & Responsible, and Included. (G. Newman – Highland Children's Forum.) It should be noted that Highland CPC action plan forms the major part of the 'Safe' element.
- Ongoing evaluation - 'Delivering Integrated Services for Children in Highland: an overview of challenges, developments and outcomes', (R. Stradling and M. MacNeil – UHI)

In order to inform continuous improvement, each partner agency has established an internal Child Protection mechanism for reviewing the findings of audits and informing the single agency version of the action plan. Where joint action is required, the outcomes of audits and reviews are reported to the CPC.

Highland Child Protection Committee Annual Report April 2008– March 2009

Additionally, the CPC reports progress to the Joint Committee on Children and Young People through the Integrated Children's Services Lead Officer Group and will participate in its quality assurance processes as these develop.

• Promotion of Good Practice:

Good practice findings from national inspection, audits and critical incident reviews are brought to the attention of the CPC through the CP Development Officer and incorporated into guidance updates and inter-agency training. During 2008/09 the CPC continued to review progress against best practice examples emerging from published HMIE inspection reports together with the recommendations of key serious case reviews e.g. Baby Peter. The use of the multi-agency debrief model for complex local cases also provides an opportunity for learning from practice. In addition the Development Officer takes a proactive approach to circulating information regarding research, guidance and legislative changes.

CP staff and senior officers from all partner agencies maintain strong national links with peers, to enhance knowledge and inform best practice. Most CPC partner agencies have appointed specific staff to act as child protection leads across a variety of disciplines. These staff have received more specialised training in child protection issues and many are engaged in undertaking one of the many certificate, diploma and higher degree courses offered by Dundee, Stirling and West of Scotland Universities.

During 2008/9 there has been ongoing networking between CP leads in different agencies via the National CP Lead Officer Forum, the National CP Training Co-ordinator's Forum and the Scottish Child Protection Nurse Advisor Forum. In addition, Local Area Children's Forums continued to engage with the CPC to develop occasional training for staff across a range of children's services and, during 2008 a conference was held for grass roots workers on the topic of Facilitating short and long term recovery for Children and Young People who have experienced abuse.

Other developments in 2008/09 include:

- Roll out of 'Getting It Right For Every Child' across Highland, with continued refinement of processes and guidance.
- Piloting of the revised Child Concern Form.
- Development of Perinatal Mental Health Good Practice Guidelines.
- The production of guidance for NHS community practitioners on how to deal with 'No Access' to children situations.
- Development of robust Child Protection supervision for Child Protection Advisors, Case holders and front-line staff.
- Further development of the Clinical supervision debrief tool, together with buddy support and peer review.
- NHS safer pre and post employment checks.
- Improved MAPPA arrangements, including management of Sex Offenders on Hospital premises.
- Amendment of Police audit tool to reflect relevant Quality Indicators as well as Force processes.
- Development of a Children's Participation policy for Early Years

Highland Child Protection Committee Annual Report April 2008– March 2009

- **Training and Staff Development:**

Training Provision

With the continued roll out of Getting It Right for Every Child (GIRFEC) across Highland, the Training Group were required to monitor and redesign Programme 2 training regularly to ensure consistent messages were given to staff, and that child protection work was firmly embedded within the Getting It Right ethos. The recruitment of a full time Training Officer within Social Work Services, and the secondment of a Training Co-ordinator within NHS Highland has increased the capacity to design and deliver courses at a number of different Programme levels.

As a result, two new courses were designed and entitled Getting It Right In Child Protection – Identifying Concerns, and Responding to Concerns. It was also agreed that there should be a change in language to ensure staff were aware of where training programmes fitted together. Therefore, all training relating to children and families will now be developed in Programme areas (rather than ‘Tiers’). This matches the four Tiers outlined by the National Framework but will be further developed to extend out with child protection training (to include training in relation to GIRFEC, children in distress, suicide and self harm, child and adolescent mental health, and violence against women and children).

In 2008/09, the Committee delivered 34 inter agency training days, an increase on training numbers from previous years. The mix of participants attending the training has changed considerably with more applications from qualified staff such as Senior Social Workers, GPs, Paediatricians, Head Teachers and Educational Psychologists. Non-attendance has been an issue in previous years leading to a tightening of the Committee Administration procedures in relation to training. As a result of these, the final quarter of this financial year has seen only two incidents of non-attendance across six courses.

Training has been further supported by Chief and Lead Officers who attended and delivered an introduction and welcome to staff at each of the training sessions. Delivery of single agency Programme 1 training continued with numbers increasing further on 2007/08.

In relation to children affected by parental substance misuse, the Training Group continued to deliver the Programme 2 Hidden Harm Training course. However, they were also invited to speak at two Highland Conferences on this issue - The Church of Scotland, Presbytery of Inverness Church and Community Committee organised the first event in April 2008 attended by over 50 people from across the City. The second event looked at Alcohol Misuse in particular and was organised by the Inverness Drug and Alcohol Forum Day in Portree, Skye. Over 70 people attended this event from across Inverness, Ross-shire and Skye.

Highland Child Protection Committee Annual Report April 2008– March 2009

Programme 3 and 4 training included further training for Chairs delivered by Reconstruct, and a Minute Takers course for staff required to minute child protection meetings. These courses were specifically redesigned to take into account changes arising from the implementation of Getting It Right for Every Child. Also, continued roll out of the Joint Investigation and Interviewing Training programme.

The Trainer's Forum met in May 2008 to discuss training techniques, learning styles and practical training tools such as ice breakers, energisers and closing activities.

The Certificate of Child Care and Protection moved to the University of Stirling and courses will now be offered from the University campus in the Health Sciences Centre, Inverness. Lead Officers and members of the Training Group have been involved in the development of this course, and other modules relating to work with children and families.

The Committee held a Recovery Service Conference on the 27th November 2008 at Eden Court Theatre, Inverness with 122 delegates attending. The delegates included a range of front line staff and volunteers, very experienced and qualified child protection professionals, and senior managers and Committee representatives. The event was chaired by Councillor Margaret Davidson, Chair of the Housing and Social Work Committee. Speakers included Richard Rose from the national recovery service SACCS, Dr Sandra Ferguson talked about the trauma experienced by survivors of child sexual abuse, and Marina Barnard from the University of Glasgow talking about children affected by parental substance misuse. Irene Bloomfield, Manager of the Highland Fostering and Adoption Service also provided an overview of the needs of children going through the Permanency process. The Parallel sessions focussed on further local examples of Recovery Services to highlight good practice and share experiences. The day evaluated extremely well, with networking opportunities, along with the marketplace highlighting examples of services available in Highland being well received by the delegates.

In 2009/10, the Committee has increase provision of Programme 2 training to 49 dates with further training being developed in relation to children in distress, child and adolescent mental health and children affected by violence. The We Can and Must Do Better materials produced by Scottish Government in 2008 will also form part of the wider training programme. 2009/10 will also see the continued development of Programme 3 and 4 training by way of four master classes focussing on Trauma, Foetal Alcohol Spectrum Disorders, Reflective Practice and Fabricated and Induced Illness. These are aimed at qualified and specialised child protection staff, as well as managers and supervisors of child protection cases. The theme for the annual conference in 2009 will draw on serious case reviews in terms of working with challenging families and cases.

**Highland Child Protection Committee Annual Report
April 2008– March 2009**

External Links

In order to address the key priorities, the CPC Training Officer has links with a number of other strategic groups across Integrated Children's Services. In August 2008 this resulted in a joint venture with Highland Wellbeing Alliance to host a conference on Sexual Exploitation of women, young men and children. In addition the CPC Training Officer participates in both the National Child Protection Trainers Forum and the NSPCC PIAT (Promoting Inter-Agency Training) group.

**Inter Agency Child Protection Training and Awareness Raising
1st April 2008-31st March 2009**

Training	Number of Participants
Programme 1	
Training for Culduthel Christian Centre	40
Presbytery of Inverness	53
Inverness Drug and Alcohol Forum Conference	78
Cauldeen School – Parent Support Course	8
Day 1 Mentoring Service	16
Total Number:	195
Programme 2	
Protecting Children A Shared Responsibility	127
Getting It Right In CP – Identifying Concerns	250
Getting It Right In CP – Responding to Concerns	212
Hidden Harm – CP and Parental Substance Misuse	65
Total Number:	654
Programme 3	
Recovery Service Conference	122
Attachment Based Therapeutic Training	26
Total Number:	148
Programme 4	
Chairs Training – 2 days	17
Training for Minute Takers – 1 day	16
Training for Trainers – Forum Day	22
Total Number:	55
Total Trained – Interagency	1052
Total Trained - Single Service (breakdown on following page)	2771
Total Number of Staff trained in 2007/08	3823

**Highland Child Protection Committee Annual Report
April 2008– March 2009**

Single Agency Training Provision

Northern Constabulary

Training	Number of Participants
Training for Probationers and newly promoted Sergeants	20
Training for Police Inspectors/Police Sergeants	20
Joint Investigative and Interviewing Training	89
Total	129

* Breakdown: 47 – Police and 42 – Social Work

Training Provided by HCPC Training Officer/Social Work Service

Social Work and Housing Training	Number of Participants
An Introduction to Child Protection for Social Work and Housing Staff (including foster carers/home care staff)	174
An Introduction to Child Protection for Housing staff	22
Foundation Course in Child Care and Protection Studies: An Introduction to Child Abuse and Neglect – Trainer: Maureen Devlin	30
Foster Carer specific Child Protection Training Session	8
Total	234

Highland Council Education Culture and Sport Training Officer

Training	Number of Participants
Basic Awareness in Child Protection – Education Staff	888
Basic Awareness in Child Protection – CLL Staff*	173
Total	1061

Keeping Children Safe Training and Development Co-ordinator

Training	Number of Participants
Basic Awareness Raising and POCSA – Childcare and Family Support Staff	277
Basic Awareness Raising and POCSA – CLL Staff*	293
Basic Awareness Raising and POCSA – Private/Other	85
Personal Safety Training	28
Total	683

* CLL - Community Learning and Leisure

NHS Highland

Training	Number of Participants
An Introduction to Child Protection/Child Protection Awareness Training	664
Total	664

Highland Child Protection Committee Annual Report April 2008– March 2009

• **Communication and Co-operation:**

The Highland Child Protection Committee facilitates essential communication, working and co-operation across agencies and provides an annual and topic specific reports to member agencies and their committees. The CPC membership is at chief officer level, which ensures appropriate communication with local authority elected members and non-executive directors of the Highland Health Board.

The Lead Officer Group takes responsibility for dissemination of child protection policy and good practice guidance within individual agencies. Lead Officers also take responsibility for reporting progress against assigned CPC activities. Each partner agency has in-house mechanisms to monitor the implementation of single agency operational plans deriving from the over-arching CPC workplan, to which all are signed up.

Members of the Lead Officer Group are the Child Protection policy advisors for partner agencies of the CPC. They are responsible for the development of a network of Child Protection leads who act as advisers on child protection issues or signpost other staff to sources of advice. Such posts exist across Health, Education, Leisure Services, the Police and Voluntary Sector Childcare Services. Post holders receive a high level of training including training on quality assurance. Many are also undertaking Child Protection qualifications up to degree and post graduate levels. This network provides a conduit for communication and the implementation of change within and across organisations.

A multi-agency training forum exists to promote further networking between Child Protection Advisors and trainers. The advisors are well respected and valued within their localities and provide access for all agencies and voluntary organisations to appropriate agency personnel within those localities. The ability to communicate and co-operate with others within and outwith their agency is requisite to an advisor appointment. HMIE inspections have commended the efficacy of this framework.

The Highland Information Sharing Policy is a pan-Highland policy endorsed by Chief Officers. It forms the basis for all other information sharing policies e.g. for Quality Assurance purposes and *'Getting Our Priorities Right'*, etc. It is disseminated via inter-agency training, specific information sharing seminars run by Northern Constabulary, through *'Getting It Right For Every Child'* and through the CPC website. In addition work continues to promote and improve information sharing in relation to missing children and families.

Members of Highland CPC participate in a wide variety of national forums and have engaged in collaborative work on many topics including: the national telephone signposting service, training, information sharing, single shared assessment, missing children and Hidden Harm, etc. Highland endeavours to work closely with neighbouring CPCs and has collaborated on training on a number of occasions, hosting, facilitating or attending events involving staff from Orkney, Shetland, Western Isles, Moray, Aberdeen and Argyll & Bute. Members of CPC staff also have involvement in National CPC Lead Officer Forum and the National CPC Training Co-ordinator Forum. Highland's early experience of HMIE inspection and its role as a pathfinder for *'Getting It Right For Every Child'* have also led to the sharing of experience with other CPCs.

Highland Child Protection Committee Annual Report April 2008– March 2009

Planning and Connections:

During 2005, the structure and membership of the CPC, its Lead Officer Group and sub-groups was reviewed and amended to ensure appropriate representation that would enable the dissemination of policy decisions within partner agencies. This was further reviewed in January 2009, when consideration was given to the public protection aspects of child protection in addition to the need to fit with the '*Getting it Right for Every Child*' agenda. As a result of this review, a new, over-arching Leadership Group will be established in April 2009 and the structures of 6 committees, including the CPC, will be rationalised.

The CPC produces a rolling 3 year work plan which forms the major part of the 'Safe' element of Highland's Integrated Children's Services Plan. In 2008/9 the plan was restructured around the key Quality Indicators contained within the HMIe self evaluation and inspection framework. It forms the basis for the annual action plan which is reviewed on an ongoing basis using a traffic light system to track progress.

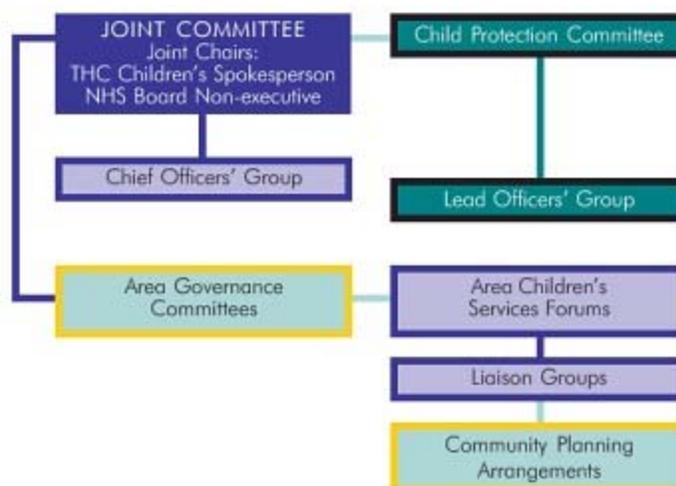
Partner agencies produce their own operational plans to take single agency, contributory actions forward. These are supported by in-house meetings e.g. NHS Highland's Child Protection Action Group (CPAG), Northern Constabulary's Force Executive Group, Social Work's Child and Family Team Managers Group, Education's Senior Management Team and the Voluntary Sector's 'Keeping Children Safe' steering group.

In 2007 this process was further enhanced by the introduction of an annual review and forward planning day, supported by a full scale self-evaluation exercise. This was built on in 2008 when, following the publication of the Final Follow Through Inspection report, it was decided that a more proactive approach to prioritisation should be introduced. Whilst the rolling plan continues, each year will focus on specific key priorities to address areas for improvement identified from the self-evaluation exercise.

Being a Chief Officer Group, members of the CPC take responsibility for reporting to and from a wide variety of committees and for keeping elected members and non-executive directors informed about CPC issues and progress.

Within Highland, the CPC has formal links with the Joint Committee for Children and Young People, which receives the CPC annual report, and the 'For Highland's Children' strategic planning forum. This provides links to all strategic planning groups with a remit for children and young people's services:

Highland Child Protection Committee Annual Report April 2008– March 2009



Specific links are maintained with the Domestic Abuse Forum, Highland Children's Forum, Highland Young Carers and Highland Drug & Alcohol Action Team in respect of progressing national guidance and developing joint consultation and training.

As previously mentioned, Highland has been a path-finder for '*Getting It Right For Every Child*' and CPC members and staff continued to work closely with the project team to ensure integration of child protection issues and to avoid duplication of effort in respect of developing assessment tools and training, etc. An integrated children's services training framework exists to facilitate comprehensive planning of core and specialist training for staff across partner agencies.

In addition to the national links detailed in the 'Promotion of Good Practice' section of this report, the CPC Chair and Development Officer are active participants in the National Chairs' and Co-ordinators' group which meets with the Scottish Executive several times a year. This forum has developed a number of national task groups to progress common issues. Additionally, the Development and Training Officers belong to appropriate national peer forums and co-operate on a number of joint pieces of development work as well as representing Scotland at the UK PIAT (Promoting Inter Agency Training) group.

Through Northern Constabulary, NHS Highland and Criminal Justice Services, Highland CPC maintains close links with CPCs in Orkney, Shetland, the Western Isles, Argyll & Bute and the Grampian region. This includes the facility to commission joint training from Dundee University for delivery in Inverness.

• **Listening to Children and Young People:**

Highland has a Youth Convenor supported by Highland Youth Voice, a representative body of young people from across Highland schools. The Education, Culture and Sport Service has worked with young people to develop clear mechanisms for engagement in every school and pupils have been involved in the development of a number of information leaflets and posters, including one on internet safety and input into the

Highland Child Protection Committee Annual Report April 2008– March 2009

wording of a CPC radio campaign targeting young people in 2009/10. Input was also requested and given for the 2009 self evaluation exercise to inform the work plan for 2009 – 12.

Additionally, Highland Apprentice Day provides an opportunity for young people to shadow officials across the Wellbeing Alliance.

Highland Children's Forum continues to elicit the views of vulnerable children and young people in respect of the impact of 'For Highland's Children' on their lives and produces an annual report outlining their responses. In 2008/9 the third report, 'Are We There Yet? – A Way To Go', was published. It was clear that, whilst the majority of children feel nurtured and can identify a 'Trusted Adult' to confide in, there is still a small percentage of children who feel unsafe at home and struggle to identify a 'Trusted Adult'. This will be the focus of publicity in 2009/10.

During 2008/9, CPC partner agencies reviewed their paperwork to ensure that all forms contain prompts to obtain the views of children and their families and have specific sections in which to record responses. In addition, Social Work Services reviewed and reinforced its guidance on inviting young people to be present at their child's plan meeting or review.

The perspectives of children and young people and their families have been taken account of in a number of ways. During 2008/9 the recommendations of a report on the research, into the views of children and families in respect of their experiences of initial and review case conferences, were actioned.

Young Carers across Highland were consulted on the production of a new Young Carer's Strategy, which will be launched in 2009.

Community Leisure and Learning Services continue to engage with appropriate representatives from target groups affected by proposed policies and policy changes to elicit views.

The Children in Highland Information Point (CHIP) provides information on a variety of issues of interest to children and young people. In addition, Northern Constabulary's Community Safety Department works in partnership with other agencies and has a large amount of positive contact with children and young people across the area. 3,000 visited the 'Safe Highlanders' event in 2008/09 and received information on a wide range of safety issues including child protection materials.

In addition to obtaining the views of children and young people in Highland, consideration is given to the views expressed in national consultations such as those published by the Children's Commissioner, NSPCC Childline, and reports from specific groups e.g. LGBT Youth Scotland and the Coalition of Young Runaways.

Highland Child Protection Committee Annual Report April 2008– March 2009

Future Planning:

The Child Protection Committee plays a key role in the development of the Integrated Children's Services Plan in relation to the 'Safe' theme. This involves members of the Committee participating in interagency planning seminars that focus discussion on needs and priorities, and confirm each 3-year action plan. Implementation and progress is regularly reviewed and updated on the For Highlands Children website:

<http://www.forhighlandschildren.org/htm/integrated-planning/integrated-planning-fhc2-updates.php>

The action plan for 2009 – 2012 is priorities driven and will form the basis for 14 key improvement objectives in the new Integrated Children's Services plan 'For Highland's Children 3'. A summary version of this rolling action plan is attached at Appendix 6.

Conclusion:

Once again, 2008/09 has seen significant progress against the CPC action plan. There continue to be some constraints in connection with the pace of development of the '*Getting it Right for Every Child*' pathfinder, other national initiatives and national shortages of specialist staff. Actions affected by these were reviewed and rolled forward with modified target dates where appropriate.

**Highland Child Protection Committee Annual Report
April 2008– March 2009**

**Appendix 1
CPC Membership:**

Highland Child Protection Committee membership

1. Mr Alistair Dodds, Chief Executive, The Highland Council (Chair)
2. Ms Harriet Dempster, Director of Social Work, The Highland Council (Vice Chair)
3. Chief Constable Ian Latimer, Northern Constabulary
4. Mr Roger Gibbins, Chief Executive, NHS Highland
5. Mr Andrew Laing, Procurator Fiscal, Inverness
6. Mr Tom Boyd, SCRA, Children’s Reporter
7. Ms Jan Baird, Director of Community Care, NHS Highland
8. Mr Hugh Fraser, Director of Education, The Highland Council
9. Mr Steve Barron, Director of Housing and Property, The Highland Council
10. Mr Bill Alexander, Head of Service, The Highland Council & NHS Highland
11. Ms Leslie Johnstone, Legal Manager, Litigation and People Services, The Highland Council
12. Ms Fiona Malcolm (Depute to Ms Leslie Johnstone)
13. Ms Rhona Morrison, Chair of Children’s Panel
14. Mr Liam O’Neill (Depute to Ms Rhona Morrison 2008)
15. Mr Ken Ross (Depute to Ms Rhona Morrison 2009)
16. Ms Pene Rowe, Development Officer

**Highland Child Protection Committee Annual Report
April 2008– March 2009**

**Appendix 2:
Resources dedicated to the CPC**

<u>BUDGET 2008/09</u>			
<u>CHILD PROTECTION COMMITTEE (18JA011)</u>			
		£	£
<i>Budget as assigned:</i>			
Staffing & Administration costs		104,500	
Training Courses & Other Activities		41,500	
Awareness Raising		13,000	
Publications (Guidance & Publicity updates)		19,000	
	Total:	178,000	
<i>Income</i>			
Underspend Rolled Forward from 2006/7 budget			40,767
CCSF contribution			10,000
Education Service			30,000
Northern Constabulary			30,000
Highland Health Board			30,000
Social Work Contribution			30,000
Housing			5,500
	Total:		176,267
<i>Some underspend is anticipated in relation to awareness and publicity. This will be rolled forward as 'committed' funds against these activities in 2009/10.</i>			
<i>Staffing:</i>			
Development Officer	POA		1.0
Training Officer			1.0
Senior Clerical Assistant	GS3		0.8
			2.8

Highland Child Protection Committee Annual Report April 2008– March 2009

Appendix 3: Sub group/working groups

Highland CPC Lead Officer Group:

The Lead Officer Group consists of child protection leads for all member agencies of the CPC. It meets 6-8 times per year to allocate tasks and cascade information on behalf of the CPC. In addition it monitors progress of activity against the workplan, receives reports from all task groups and individual members, and agrees recommendations to be taken forward to the CPC.

Outputs:

The outputs are recorded against the action plan headings in the 'Safe' section of the Integrated Children's Services Plan. (See Appendix 4)

Membership 2008/09:

1. Ms Harriet Dempster, Director of Social Work, The Highland Council (Chair)
2. Mr Bill Alexander, Head of Integrated Children's Service, The Highland Council & NHS
3. Ms Alison Wylie, Procurator Fiscal, Fort William
4. Ms Rhona Morrison, Chair, Highland Children's Panel
5. DI Mhairi Grant, Child Protection Unit, Northern Constabulary
6. Mr Ian Murray, Head of Community Learning & Leisure Services, The Highland Council
7. Captain Alan Kennedy, Army Welfare Services Highlands
8. Mr David Goldie, Head of Housing Strategy, The Highland Council
9. Ms Ann Brady, Voluntary Sector – Director Keeping Children Safe
10. Mr Laurence Young, Area Education Manager, The Highland Council
11. Ms Leslie Johnstone, Legal Manager, Litigation and People Services, The Highland Council
12. Linda MacLennan, Principal Officer Looked After Children & Child Protection, The Highland Council
13. Dr Baljinder Singh, Consultant Paediatrician
14. Mr Tom Boyd, SCRA, Children's Reporter
15. Kath Clarke, Lead Nurse Specialist – Child Protection, NHS Highland
16. Mr Liam O'Neill (Depute to Ms Rhona Morrison 2008)
17. Mr Ken Ross Depute to Ms Rhona Morrison 2009)
18. Ms Claire Collins (Depute to Ms Ann Brady)
19. Ms Fiona Malcolm (Depute to Ms Leslie Johnstone)
20. DS Eddie Ross (Depute to DI Mhairi Grant)
21. Ms Suzy Calder, Co-ordinator, Highland Drug & Alcohol Action Team
22. Ms Pene Rowe, Development Officer & chair of Quality Assurance Group.
23. Ms Donna Munro, Training Officer & chair of Training Sub Group.

Highland Child Protection Committee Annual Report April 2008– March 2009

Highland CPC Training Group:

The Highland Child Protection Training Group meets six to eight times per year. The training group brings together a range of trainers with a specific child protection remit for their own agencies. The primary remit of this sub-group is to undertake training needs assessment and advise the CPC on training strategy. The group makes recommendations about the content of the annual training action plan and is responsible for the development and delivery of inter-agency child protection training. In addition the group monitors the content and delivery of single agency training.

Additionally, a wider Training Forum meets 2-3 times annually. This involves trainers from related disciplines and staff, from a variety of organisations, who have undertaken training for trainers with a view to delivering child protection awareness and basic level training. The forum shares experience, explores delivery styles and materials and seeks to promote continuous improvement.

Outputs:

The outputs are clearly evidenced in the Training section of this report.

Membership 2008/09:

1. Ms Donna Munro, CPC Training Officer (Chair)
2. Ms Cath Neill, Education, Child Protection Training Co-ordinator, The Highland Council
3. Kath Clarke, Lead Nurse Specialist – Child Protection, NHS Highland
4. Ms Claire Collins, Voluntary Sector, Training and Development Officer (Keeping Children Safe)
5. Ms Mairi Gillies, Training Officer, Social Work Services, The Highland Council
6. DS Eddie Ross, Child Protection Unit, Northern Constabulary
7. Mr Kevin Thomson, Sports Development Co-ordinator, The Highland Council
8. Ms Pene Rowe, Child Protection Committee, Development Officer
- 10 Lisa McClymont, Clerk to the Child Protection Committee (Minutes)

Linda MacLennan, Principal Officer (Looked after Children & Child Protection) has also acted as an adviser to the Training Group to ensure the specific needs of children, young people and families across Integrated Children's Services are addressed within the Training Plan.

Co-opted Trainers from specialist partner agencies e.g. Domestic Violence, Substance Misuse, Mental Health, Disabilities, etc.

Highland Child Protection Committee Annual Report April 2008– March 2009

Quality Assurance Group:

The Quality Assurance Group (QuAG) was established in March 2006 and was initially involved in evidence gathering for the HMIE Interim Follow-through Inspection. The inspection also afforded the group the opportunity to develop and test mechanisms for joint review of case files for self-evaluation purposes. The group is tasked with developing self evaluation and quality assurance systems and tools and with raising awareness of quality assurance in addition to conducting an annual programme of audit.

Outputs:

The outputs of this group are described in the Quality Assurance Section of this report.

Membership 2008/09:

1. Ms Pene Rowe, Child Protection Committee, Development Officer (Chair)
2. Mr Tony McCulloch, Quality Development Manager, Education, The Highland Council
3. Ms Janet Spence, Programme Manager for Modernisation, Social Work Services, The Highland Council
4. Ms Mirian Morrison, Quality Assurance Officer, NHS Highland
5. Ms Stephanie Bruce, Quality Assurance Officer, HPS (Representing Highland Connections – a Voluntary Sector Kite-marking project)
6. Ms Mhairi Grant*, Detective Inspector-Child Protection, Northern Constabulary
7. Mr Laurence Young, Area Education Manager, The Highland Council
8. Ms Linda MacLennan*, Principal Officer (Looked after Children and Child Protection)
9. Mr Tom Boyd, SCRA, Children's Reporter
10. Kath Clarke, Lead Nurse Specialist – Child Protection, NHS Highland
11. Ms Claire Collins, Voluntary Sector, Training and Development Officer (Keeping Children Safe)
12. Mr Kevin Thomson, Community Learning & Leisure Services

* *Associate HMIE inspectors*

Highland Child Protection Committee Annual Report April 2008– March 2009

Missing Children & Families:

The Missing Children and Families Group was originally established to monitor the implementation of the Children Missing from Education (CME) guidance. Its remit has expanded to encompass a range of issues relating to missing children and families, including vulnerable groups and child trafficking.

Outputs:

During 2008/09 the group continued to work on Health, Social Work and Early Years mechanisms for monitoring and responding to missing children and families. The task group also acted as a consultation group for the development of Education Culture and Sport policies on vetting of hosts for visits away. In addition the group provided a forum for the discussion of a range of associated topics including:

Including:

- Children of families entering Witness Protection
- Children in Home or Private Education
- Children of traditional travellers, non-traditional travellers and migrant families
- Child Trafficking
- Runaways
- Sexual and other exploitation
- Children from minority ethnic groups travelling between countries for economic, religious and cultural purposes, including potential FGM and forced marriage .

In August 2008 the group concluded that it had probably dealt with as much as it could under current legislation and guidance. It requested the CPC to discontinue regular meetings until such time as further guidance emerges from Scottish Government in relation to these various issues. The CPC acceded to this request in September 2008.

Membership 2008/09:

Mr Bill Alexander, Head of Service, The Highland Council & NHS Highland

Mr Laurence Young, Area Education Manager, The Highland Council

Ms Sandie Young, Child Protection Advisor, NHS Highland

Ms Kath Clarke, Lead Nurse Specialist – Integrated Children’s Services

Ms Ann Brady, Director, Highland Preschool Services

Ms Claire Collins, Keeping Children Safe

Ms Samantha Brogan, Senior Childcare and Family Resource Officer, The Highland Council

DI Mhairi Grant, Child Protection Unit, Northern Constabulary

Ms Linda MacLennan, Principal Officer (Looked after Children and Child Protection)

Ms Pene Rowe, Child Protection Committee, Development Officer

Mr David Goldie, Head of Housing Strategy, The Highland Council

APPENDIX 4

HIGHLAND CHILD PROTECTION COMMITTEE

ACTION PLAN

2008 – 2011

Summary Report

Highland Child Protection Committee
Workplan 2008 – 2011 - Summary

Legend:

RAG rating	
B	Completed
G	On course for completion to timescale
A	Progressing but some slippage
R	No significant progress
	Progress not yet required

Glossary of Acronyms:			
CHP	Children in Highland Information Point	PIN	Partnership Information Project
COPFS	Crown Office & Procurator Fiscal Service	PMU	Performance Management Unit
CPA	Child Protection Advisor (In-house Child Protection Lead)	PO LAC	
CPDO	Child Protection Development Officer	& CP	Principle Officer Looked After Children and Child Protection
CPTO	Child Protection Training Officer	QA	Quality Assurance
CXs	Chief Officers	QuAG	Quality Assurance Group
DP	Designated Person (In-house Child Protection Lead)	SARP	Single Assessment Record & Plan
DSW	Director of Social Work Service	SCRA	Scottish Children's Reporters Administration
ECS or ECL	Education Culture & Leisure Services	SE	Scottish Executive
FHC3	For Highland's Children (Version 3)	SLA	Service Level Agreement
GIRFEC	Getting It Right For Every Child	SLG	School Liaison Group
Hall 4	Health for All (Version 4)	SSID	Social Services Information Database
IAF	Integrated Assessment Framework	SWS	Social Work Service
JHoCS	Joint Head of Children's Services	YCP	Young Carer Project
JCCYP	Joint Committee on Children & Young People		
KCS	Keeping Children Safe		
NHS	National Health Service		

Highland Child Protection Committee
Workplan 2008 – 2011 - Summary

1) Ensuring that children get effective help when they need it.					
1.1 Children and young people are listened to, understood and respected.					
Themes:					
<ul style="list-style-type: none"> • Communication • Building Trust 					
What do we want to achieve?					
<ul style="list-style-type: none"> • Children and young people are engaged with and their views are sought in respect of their needs and/or perceptions of risk. • The child's views are not only obtained but shared appropriately and fully considered in decision making processes. • Children are kept informed of the progress of initial investigations 					
How will we know we have achieved it?					
<ul style="list-style-type: none"> • Children and young people will report that their views have been sought, listened to and responded to appropriately. • All written records will include a section detailing how views were sought and what, if any, views were expressed. • Minutes of the meetings and case notes will show a link between the views being offered and the decisions subsequently taken. 					
What needs to be done?	Timescale	Lead officer/ Agency	Signed off by/date	Progress to date:	RAG
<ul style="list-style-type: none"> • GIRFEC guidance for staff to be explicit re: involvement of children and young people and how views are to be taken into consideration. Training and supervision will reinforce standards and this will be monitored through quality assurance processes. 	Sept 2008	GIRFEC Board		Clearly explored in part 2 of Highland GIRFEC Pathfinder Guidance Document and raised in training. Next stage will be universal roll-out and further review.	B
<ul style="list-style-type: none"> • All agency records will include a section where views of children and families should be reported. 	Sept 2008	C Exs		Section now included in multi-agency child's plan. Also in Public Health Record being rolled out across Highland with GIRFEC and RONC developments. Guidance issued to schools in autumn 2008. AWS has open door policy and strategies in place.	B
<ul style="list-style-type: none"> • Identify means by which children with English as a second language can articulate any concerns they have within schools 	Sept 2008	ECS		'Who can I tell?' leaflets and Child Protection information for parents to be translated into minority languages. Also Gaelic versions to be produced for Gaelic medium schools.	A
<ul style="list-style-type: none"> • Review roles of Children's Rights Officer and Who Cares? Scotland 	Sept 2008	SWS		Role has been reviewed and new job description drawn up.	B

Highland Child Protection Committee
Workplan 2008 – 2011 - Summary

1) Ensuring that children get effective help when they need it.					
1.2 Children and young people benefit from strategies to minimise harm.					
Themes:					
<ul style="list-style-type: none"> • Support for vulnerable children, young people and families. • Children’s and young people’s awareness of keeping themselves safe. 					
What do we want to achieve?					
<ul style="list-style-type: none"> • Information and services will be accessible to hard-to-reach groups, including ethnic minorities. • Professionals working mainly with adults develop confidence in identifying child abuse; risk assessment tools in adult services address child abuse concerns. • A comprehensive, co-ordinated and effective abuse reduction strategy from pre-school to secondary school • Children and young people will be aware of the child protection issues arising during use of modern technology. • To build resilience and self-esteem in all children to offset life adversities. 					
How will we know we have achieved it?					
<ul style="list-style-type: none"> • Audit of cases files and referral information • Children will demonstrate recall of messages given. • Substantially increase the number of vulnerable families of 0-3 year olds accessing services supported by “SureStart” funding stream • Increased number of parents participating in funded parenting programmes 					
What needs to be done?	Timescale	Lead officer/ Agency	Signed off by/date	Progress to date:	RAG
• Roll out of GIRFEC to be completed in line with project plan.	March 09	GIRFEC Board		Ongoing.	G
• Substantially increase the number of vulnerable families of 0-3 year olds accessing services supported by “SureStart” funding stream	Ongoing	Resource Mgr Family Resources		Baseline Quarter 4 07/08 = 1537 families. This was the peak for 2007/08, which had an average of 1198 across the 4 quarters. During 2008/09 the number of families peaked at 1640 and averaged 1499 across the 4 quarters.	G
• Increase the number of parents participating in funded parenting programmes	Ongoing	SWS		Baseline Quarter 4 07/08 = 305 parents. This was the peak for 2007/08, which had an average of 232 across the 4 quarters. During 2008/09 the number of parents peaked at 398 and averaged 311 across the 4 quarters.	G
• Training group to build upon work undertaken with adult services and extend to Mental Health and Disabilities.	March 10	CPTO		National work underway on these themes and CPTO engaged via National CPC Training Co-ordinators’ Group.	G
<ul style="list-style-type: none"> • Further actions from Hidden Harm to be implemented. These include: • Implementation and review of the Substance Misuse and Pregnancy pathway. <ul style="list-style-type: none"> • Audit implementation. • Collect data on numbers involved. • Develop sexual health and family planning literature for substance misusers. 	Sept 09 Sept 09 Dec 08	CPC/HDAAT NHS		Template for FP leaflet under discussion. Capacity issues are delaying this item.	A

Highland Child Protection Committee
Workplan 2008 – 2011 - Summary

<ul style="list-style-type: none"> Implementation of generic Hidden Harm protocol, linked within GIRFEC. Implement recommendations from local Hidden Harm Audit: <ul style="list-style-type: none"> Improve identification and recording of cases, consistency across agencies. Further multi-agency Hidden Harm training. Further audit of Hidden Harm cases Development of family support, young carer options in line with Young Carer Strategy. 	March 09	CPC/HDAAT		Seconded to HDAAT audited knowledge and use of existing GOPR protocol and areas for clarification. Process on hold pending outcome of wider GIRFEC scoping exercise with Adult Services	A
	2010	CPC/HDAAT CPTO CPDO YCP		<p>Report went to HDAAT 15th May and LOG 20th May. Action plan drawn up based on Road to Recovery strategy – to be agreed. Further sessions included in annual training calendar. Ongoing audit of referrals to SWS. Due to staff sickness it is unclear whether prospective NHS audit has been implemented.</p> <p>Meeting of 7th May between HDAAT, CPC and Young Carer’s Project coordinators agreed input to YC strategy delivery. Action for Children and Children 1st funded to offer support to Family members and Kinship Carers. CPDO and CPTO producing additional support materials.</p>	A
<ul style="list-style-type: none"> Collaboration between ECS and partner agencies to develop an overall strategy to enable children to keep themselves safe. 	Dec 08	ECS		Meeting 26 th April established that new e-safety group would become focus group for co-ordination of CP input across the curriculum. Voluntary sector awareness raising groups and CPDO have been included in the membership of this group. Further discussion to take place at LOG as e-safety group may not be best forum to take this forward.	A
<ul style="list-style-type: none"> Review Personal and Social Education as part of A Curriculum for Excellence. 	Mar 08	ECS		Reviewed. Primary school pilots being developed. Discussions held 20 th November 2008 with PSE working	B
<ul style="list-style-type: none"> Appropriate programmes on internet safety to be developed. <p>Half-day session to be held to bring together trainers to discuss a schedule to cover all S2 pupils.</p> <p>Training to be offered to staff through CPD calendar.</p> <p>Dedicated website on e-safety issues to be developed, including materials in minority languages, and press release prepared for Director.</p> <p>Cyber-bullying materials to be made available in all schools.</p> <p>Draft school policy on appropriate use of internet and use of images, etc, to be completed and circulated to schools.</p>	<p>Mar 09</p> <p>August 2009.</p> <p>October 2008</p> <p>October 2008-12-04</p> <p>September 2008</p>	ECS		<p>E-safety group established and initial presentation to parents has been piloted. 38 individuals from Education, Health, Police and Voluntary Sector have undertaken ‘Think U Know’ training. Training given to residential centre managers and being rolled out to foster carers. ThinkUKnow questionnaire being used to profile Highland children’s risk-taking behaviour. Roll-out of ThinkUKnow to all S2 pupils in 08/09 academic year. Policy statement on Internet safety and cyber bullying went to ECS committee 13th November 2008.</p> <p>Discussions taking place re materials appropriate for use in Airport House, An Cala, The Bridge, St Clement’s School, St Dthus and Drummond School.</p> <p>Head teachers’ views being sought re use of Hector Protector and Grid club resources.</p>	G

Highland Child Protection Committee
Workplan 2008 – 2011 - Summary

1) Ensuring that children get effective help when they need it.					
1.3 Children and young people are helped by the actions taken in immediate response to concerns.					
Themes:					
<ul style="list-style-type: none"> • Professionals' initial response to children, young people and families who need help. • What do we want to achieve? • Improve identification of concern and encourage appropriate level of referral within the GIRFEC framework. • Tripartite planning for delivery of co-ordinated, competent, comprehensive medical examinations. • Improve arrangements for obtaining paediatric advice and arranging paediatric/forensic medical examinations. • Clear and agreed implementation of 'A Shared Responsibility' guidance for non-forensic medical examinations. 					
How will we know we have achieved it?					
<ul style="list-style-type: none"> • Ongoing Quality Assurance processes. • There is weekend cover for forensic medical examinations. • Annual review of forensic medical examinations. 					
What needs to be done?	Timescale	Lead officer/ Agency	Signed off by/date	Progress to date:	RAG
<ul style="list-style-type: none"> • CPC Training to be co-ordinated with GIRFEC training to ensure complementary content. 	March 08	CPTO with GIRFEC		Coordination under way and cooperation between trainers from both groups in delivery of CPC/GIRFEC training. Merger began in September 08.	B
<ul style="list-style-type: none"> • Availability of Paediatrician and Police Surgeon for all Forensic Medical Examinations. 	Ongoing	NHS/Police		Paediatric Consultant vacancy now filled. However cover has recently reduced and availability to acceptable timescales is an issue at present. National shortages are affecting recruitment but the risk is being managed and partners kept informed of progress..	A

1) Ensuring that children get effective help when they need it.					
1.4 Children's and young people's needs are met.					
Themes:					
<ul style="list-style-type: none"> • Meeting assessed needs. • Reducing the longer term effects of abuse or neglect. 					
What do we want to achieve?					
<ul style="list-style-type: none"> • Improved risk assessment for children with disability /additional support needs. • Streamlining of links between stages of intervention; seamless approach at interface between child at risk and child in need processes; appropriate response to children in need who are not at immediate risk of harm; all agencies understand the role of each other with regard to early intervention. • Effective planning and co-ordination between acute CP services and services for chronic care, to meet longer term therapeutic and recovery needs. • An adequate and effective range of recovery services. • To develop the knowledge and skills of carers and foster carers to support children and young people coping with the effects of abuse. • To build resilience and self-esteem in all children to offset life adversities. • Decisive action when long term need is not being met. 					
How will we know we have achieved it?					
<ul style="list-style-type: none"> • All children assessed as having long-term therapeutic or recovery needs will have a long-term plan in place and a lead professional assigned to co-ordinate it. • Review meetings at 12 months and beyond will record evidence of effectiveness of the child's plan. 					

Highland Child Protection Committee
Workplan 2008 – 2011 - Summary

<ul style="list-style-type: none"> • The percentage of children re-registered within 6 months of deregistration will reduce year on year. • The percentage of children remaining on the Child Protection Register for 12 months or more, because of unmet need, will reduce year on year. • Above 80% of children and families in need of longer-term support report feeling that they have someone they can turn to for assistance. • % decrease in the number of children who are placed with more than two different foster-carers over the course of a year. • Annual report of Fostering and Adoption Panel to Committee and quarterly performance monitoring information to Director SWS. • time taken to achieve permanency for children • Increase proportion of children looked after at home 					
What needs to be done?	Timescale	Lead officer/ Agency	Signed off by/date	Progress to date:	RAG
• Review recovery services and implement recommendations.	March 10	SWS/ Bill Alexander		ICS QuAG are undertaking a comprehensive review of through care and after care services.	G
• Reduce the time taken to achieve permanency for children	Ongoing	SWS		Baseline data available but complex to reduce to a single measure.	
• Increase proportion of children looked after at home	Ongoing			Baseline 2007/08: Average 43.3% at home + 12.4% in kinship care. 2008/09 Average 36.6% at home + 14.5% in kinship care.	R
• Implement transitions protocol.	March 09	SWS/ Marlyn Campbell		Protocol drafted and launched .	B
• Ensure that professionals know the services available to children in their areas	Ongoing	Integrated Services Co-ordinator		Conference on recovery resources held in November 2008.	B
• Implementation of new legislation on adoption support and assessment services.	TBA	SWS		Council has responded to consultation and participated in local training. Publication awaited.	G
• Implement new LAC regulations	TBA	SWS		Council has responded to consultation . Publication awaited.	G
• Continue and develop post-adoption support service.	Ongoing	SWS		Commissioned post-adoption service for all adopted children.	G
• All foster carers to receive Safer Carer training – 2 workshops per year to be included in CPC training strategy.	March 09 and ongoing	CPTO		Sessions for 2008/9 delivered.	B
• Redesign of Primary Mental Health Worker roles	March 10	NHS			
• Ensure that every child not in full-time education has a child's plan.	March 09	ECS		Awareness seminars held summer 08 to ensure that all teachers know what is expected of them. Working group established.	G
• Implement outcomes of review of youth work.	Sept 08	ECS		Review completed. Full complement covering all school groups by Sept 08. Youth Work policy has been implemented with youth development officer working with each ILC. Funding distributed to ward managers to facilitate youth work.	B

Highland Child Protection Committee
Workplan 2008 – 2011 - Summary

2) Ensuring that agencies and the community work together effectively to keep children and young people safe					
2.1 Public awareness of the safety and protection of children and young people.					
Themes: <ul style="list-style-type: none"> Public confidence in services. Responses to concerns raised by members of the public about a child's or young person's safety or welfare. 					
What do we want to achieve? <ul style="list-style-type: none"> High levels of public awareness and confidence. Increased referral of concerns from members of the public to professionals in children's services and the Police. Swift responses in acute cases and good feedback to referrers who request it. 					
How will we know we have achieved it? <ul style="list-style-type: none"> Questions in the annual LA survey Monitoring information in relation to phone referrals, internet hits and other referral sources. 					
What needs to be done?	Timescale	Lead officer/ Agency	Signed off by/date	Progress to date:	RAG
<ul style="list-style-type: none"> Evaluation of effectiveness and continued development of awareness raising opportunities. 	March 09	CPDO		Evaluation ongoing. Audit of outcomes for calls received presented to October CPC.	G
<ul style="list-style-type: none"> Continued participation in national awareness raising initiatives. 	Ongoing	CPDO		2 nd tranche national campaign ran from March to June 2008. Materials distributed widely across Highland.	B
<ul style="list-style-type: none"> Improve visibility of materials. 	Ongoing	CPDO		Ongoing. 15,000 aide memoires distributed. Additional leaflets, posters, pens and fridge magnets acquired for distribution via Safe, Strong & Free and other events. Feasibility of copying TV advertisement for use in GP surgeries and other information points being considered. Local media coverage commissioned for school holidays - Radio and Cinema. Weeklong awareness raising event at Raigmore in September 08.	G

Highland Child Protection Committee
Workplan 2008 – 2011 - Summary

3) Ensuring quality delivery of key processes.					
3.1 Involving children, young people and their families in key processes.					
Themes:					
<ul style="list-style-type: none"> • Keeping children, young people and their families informed and involved. • Addressing dissatisfaction and complaints. 					
What do we want to achieve?					
<ul style="list-style-type: none"> • Children and families have a clear understanding of the processes that they are engaged in, their roles and rights within these processes and of the possible outcomes. • Children and families are made aware of additional mechanisms, e.g. Advocacy and Rights groups, Family Group Conferencing, etc, that can assist and support engagement and the expression of views. • Each agency should be able to demonstrate that staff have taken the views of children and families into account in the decision making process. • There should be an active link between the views expressed and the decisions reached, with clear explanations given when the decision goes against the expressed views of the child • Children and carers/parents play as full a role as possible within children’s hearings. • Children and young people will play an effective part in decision making in relations to issues that affect them. • Parents/carers and children are aware of and feel supported to use complaints procedures. 					
How will we know we have achieved it?					
<ul style="list-style-type: none"> • Audit/inspection identifies that children and families report that their views have been sought, listened to and responded to appropriately. • Audit/inspection identifies that children and families report that they understood what the process was about and were enabled to engage appropriately. • All written records will include a section detailing how views were sought and what, if any, views were expressed. • Minutes of decision making meetings will evidence the consideration of the child’s and family’s views and record the outcome. • Children’s plans will make clear to children and their carers what is required from them and from others, where responsibility for each action lies, expected outcomes and timescales, dates for review and any consequences that may result from failure to achieve outcomes to time. 					
What needs to be done?	Timescale	Lead officer/ Agency	Signed off by/date	Progress to date:	RAG
• Information for children and families involved in child protection processes is sufficient , easy to understand and appropriately disseminated.	Ongoing	C Execs		Standard letters and documentation has been redesigned to fit with new GIRFEC process. Leaflets to be updated once restructuring is complete and contact points clarified. AWS has system in place.	G
• The recommendations from research into families’ experience of Child Plan meetings are translated into action	Sept 09	Designated PO		Report presented to March CPC. Recommendations being implemented.	G
• Systems should be established to seek and disseminate feedback on children’s and families’ views of service delivery.	Ongoing	C Execs		CPDO met with Youth Convener May 6 th to discuss opportunities for input from young people. AWS system in place. NHS using Public Health Record to record views and actively promoting. Audit of through-care and after-care underway.	G

Highland Child Protection Committee
Workplan 2008 – 2011 - Summary

3) Ensuring quality delivery of key processes.					
3.2 Information sharing and recording.					
Themes: <ul style="list-style-type: none"> • Appropriate sharing of information • Joint understanding of information • Management and recording of information 					
What do we want to achieve? <ul style="list-style-type: none"> • Basic information concerning children and families is accurate, kept up to date and accessible when required. • Improvements in the standard of paper and electronically held CP and other child records. 					
How will we know we have achieved it? <ul style="list-style-type: none"> • Audit of practice records. • A standard for pupil records in all schools 					
What needs to be done?	Timescale	Lead officer/ Agency	Signed off by/date	Progress to date:	RAG
<ul style="list-style-type: none"> • Modernisation of all information systems and processes in relation to GIRFEC. 	April 09	GIRFEC Board		Ongoing. New police concern form in use. Guidance on assessment of need issued and being evaluated. CareFirst upgraded to improve utility and capacity. ECS has finalised guidance on good practice with information sharing within schools and this is being implemented. NHS and CALA are piloting the consolidation of practice and information exchange. Best practice learning to be rolled out in 2009. CALA, KCS and GIRFEC Team collaborating to run awareness raising workshops for community groups.	G
<ul style="list-style-type: none"> • Implement Child Protection Messaging within the GIRFEC process. Successfully link CareFirst to e-care framework. 	April 09	Data Sharing Partnership		Ongoing. Report to June CPC. Working with OLM and ATOS Origin to connect adaptor from CareFirst to e-care framework. Following a meeting of partnership leads a paper went to October CPC recommending alternative measures to CP messaging. Scottish Government approval of recommendations has been given.	On Hold.
<ul style="list-style-type: none"> • Implement standard for pupil records in all schools 	May 09	ECS		Guidance on pupil records issued to all schools.	G

Highland Child Protection Committee
Workplan 2008 – 2011 - Summary

3) Ensuring quality delivery of key processes.					
3.3 Recognising and assessing risks and needs.					
Themes: <ul style="list-style-type: none"> • Recognising a child or young person needs help. • Initial information gathering and investigation. • Assessment of risks and needs. 					
What do we want to achieve? <ul style="list-style-type: none"> • Improved recognition and reporting of child protection concerns by workers in services for adults. • Early reporting of concerns and avoidance of the Friday afternoon syndrome 					
How will we know we have achieved it? <ul style="list-style-type: none"> • Audit of records. 					
What needs to be done?	Timescale	Lead officer/ Agency	Signed off by/date	Progress to date:	RAG
<ul style="list-style-type: none"> • Implementation of updated training programme. 	March 09	CPTO		New inter-agency programme piloted and delivery underway. Training strategy being extended to 2011 to complement CPC workplan.	B
<ul style="list-style-type: none"> • Implementation of GIRFEC processes in line with project plan 	March 09	GIRFEC Board		Ongoing. Model of assessment in place.	G

Highland Child Protection Committee
Workplan 2008 – 2011 - Summary

3) Ensuring quality delivery of key processes.					
3.4 Effectiveness of planning to meet needs.					
Themes:					
<ul style="list-style-type: none"> • Decision making, identifying responsibilities and meeting needs. • Taking account of changing circumstances. 					
What do we want to achieve?					
<ul style="list-style-type: none"> • Every child subject to a Level 3 Plan will have a contactable Lead Professional , or Acting Lead Professional, identified at all times. • The Plan for every child subject to a supervision requirement will set out clear anticipated outcomes and the actions required to achieve them. • A decrease in children experiencing multiple foster-care placements and placements outwith their school/nursery catchment area. 					
How will we know we have achieved it?					
<ul style="list-style-type: none"> • SOA target (70% to standard) for reports to CHS • Audit. 					
What needs to be done?	Timescale	Lead officer/ Agency	Signed off by/date	Progress to date:	RAG
• Implementation of GIRFEC Processes in line with project plan	March 09	GIRFEC Board		Ongoing. Electronic child's plan commissioned.	G
• Plans are presented to Children's Hearings timeously, including all necessary information.	Ongoing	SWS		(Baseline 07/08 = Average 44%, Peak 49% - target 100%). Multi-agency meeting with Children's Reporter noted that new Hearings protocol has had a very significant impact on ensuring prompt provision of reports by SWS. A meeting in June agreed to extend the protocol to include basic criteria that each Hearing report must satisfy before the Hearing can proceed. The amended protocol to be in place by November. A meeting has taken place between GIRFEC, Panel members and Reporters to consider how to make best use of the Child's Plan as the main report for Hearings. AWS system has been recognised and is working. Average 2008/09 = 47%, Peak 59%	G
• Implementation of new review and quality assurance processes for children with high level plans, with lead professional.	March 09	FHC3 QuAG		ICS QuAG has convened and agreed its work programme. First priority is a thorough audit of through care and after care.	G
• Ensure effective, necessary, monitoring and review of children's plans where there is no external reviewing process.	March 09	Integrated Services Co-ordinator		This is dealt with in the GIRFEC guidance. Training for Lead Professional addresses this, supported by guidance and facilitated by the ISOs.	G

Highland Child Protection Committee
Workplan 2008 – 2011 - Summary

4) Ensuring effective operational management to protect children and meet their needs.					
4.1 Policies and procedures.					
Themes:					
<ul style="list-style-type: none"> • Range and framework of policies and link to vision, values and aims. • Managing, disseminating, evaluating and updating policies. 					
What do we want to achieve?					
<ul style="list-style-type: none"> • Development of a systematic and foolproof approach to dissemination of policy in an ever-changing world. • Integrated child welfare and child in need of protection guidance 					
How will we know we have achieved it?					
<ul style="list-style-type: none"> • Audit of cases evidences that procedures have been followed. 					
What needs to be done?	Timescale	Lead officer/ Agency	Signed off by/date	Progress to date:	RAG
<ul style="list-style-type: none"> • Update inter-agency guidance in line with GIRFEC processes, local restructuring and changes at national level. 	March 09	CPDO with GIRFEC Advisors		Final draft awaiting Scottish Government comments.	G
<ul style="list-style-type: none"> • Put in place a system to ensure that as procedures develop they can be updated timeously. 	March 09	CPDO with GIRFEC Board		Mechanism agreed.	B

Highland Child Protection Committee
Workplan 2008 – 2011 - Summary

4) Ensuring effective operational management to protect children and meet their needs.					
4.2 Operational planning.					
Themes:					
<ul style="list-style-type: none"> • Performance management and the planning framework. • Development and use of management information. 					
What do we want to achieve?					
<ul style="list-style-type: none"> • Effective integrated Quality Assurance processes and practice. • A robust, multi-agency systematic and strategic quality assurance and evaluative framework for the protection of children, including self evaluation; effective follow up to audits and reviews, and the implementation of recommendations. • Embed quality assurance and self evaluation across all agencies. • Review and evaluation of services commissioned from the independent sector. 					
How will we know we have achieved it?					
<ul style="list-style-type: none"> • Self evaluation, monitoring of workplan and 6 monthly review of evidence. 					
What needs to be done?	Timescale	Lead officer/ Agency	Signed off by/date	Progress to date:	RAG
<ul style="list-style-type: none"> • Develop a program of Quality Assurance to meet the evidence requirements for self evaluation of progress against national quality indicators and the local action plan towards improvement. 	Sept 08	CPDO with QuAG		Workplan agreed and being implemented. Capacity issues have impacted on joint audit work. Meeting held with ICS QuAG and GIRFEC QA staff to resolve capacity issues. Merging of ICS and CPC QuAGs proposed from April 2009.	G
<ul style="list-style-type: none"> • Complete, and continue annual review of, Child Protection Action Plan. 	October 08	CPDO with CPC & LOG		Following successful review day in 2007 a further self-evaluation exercise was undertaken and informed the Chief Officer Review day held on 10 th October 2008.	B

Highland Child Protection Committee
Workplan 2008 – 2011 - Summary

4) Ensuring effective operational management to protect children and meet their needs.					
4.3 Participation of children, young people, families and other relevant people in policy development.					
Themes:					
<ul style="list-style-type: none"> • Seeking views of children, young people and families. • Involving children, young people and families in developing services. 					
What do we want to achieve?					
<ul style="list-style-type: none"> • Children and young people are engaged with, and their views sought in respect of services delivered to them individually and as a population group. • Consistent mechanisms for engagement with young people in the Child Protection and Looked After systems. • Consultation with child and family service user groups in respect of current service delivery and future developments. • Children, young people and families will play an effective part in decision making and policy making in relations to issues that affect them. 					
How will we know we have achieved it?					
<ul style="list-style-type: none"> • Audit 					
What needs to be done?	Timescale	Lead officer/ Agency	Signed off by/date	Progress to date:	RAG
<ul style="list-style-type: none"> • Systems should be established to seek and disseminate feedback on children's and families' views of service delivery. 	March 09	C Exs		AWS Service User 'Exit Survey' system is in place. Included in Public Health Record. ECS auditing HMle reports for evidence of this process. Also held an event to elicit views of secondary school pupils in September 2008. Audit of Through-care and After-care using survey questionnaire with children and young people.	G
<ul style="list-style-type: none"> • Youth Convenor, Highland Youth Voice, representatives of hard-to-reach groups and other existing mechanisms to be actively involved in informing policy and service development. 	Ongoing	CPC		CPDO met with Youth Convenor May 6 th to discuss opportunities for input from young people. Young carers were consulted by SWIA, consulted to identify new objectives for the young carer strategy, what services GPs should develop for young carers and on design of Highland Council Children's Services Booklet. The views of children & young people were sought via the Youth Convenor, Young Carers, HCF and Advice & Rights Officer in respect of this workplan and future priorities for 2009/12. The Director of ECS hosted a successful conference of representatives of almost all secondary schools in Highland, in September 2008, to ascertain young people's views on a range of issues. A report will be published shortly.	G
<ul style="list-style-type: none"> • Schools to continue to develop an ethos and means for meaningful involvement of pupils in decision making processes. 	Ongoing	ECS		Pupil councils have been established in every primary and secondary school. Inspection reports evidence effectiveness. Audit of inspection findings being undertaken.	G

Highland Child Protection Committee
Workplan 2008 – 2011 - Summary

4) Ensuring effective operational management to protect children and meet their needs.					
4.4 Recruitment and retention of staff.					
Themes:					
<ul style="list-style-type: none"> Identifying and meeting human resource needs. Safe recruitment and retention practice. 					
What do we want to achieve?					
<ul style="list-style-type: none"> Increased retention of social work staff. 					
How will we know we have achieved it?					
<ul style="list-style-type: none"> Audit 					
What needs to be done?	Timescale	Lead officer/ Agency	Signed off by/date	Progress to date:	RAG
Develop inter-agency workforce planning.	Ongoing	FHC3 LOG		ICS Planning Officer appointed. Staff from THC and NHS identified to take responsibility for presenting papers to Chief Officer Group.	G

4) Ensuring effective operational management to protect children and meet their needs.					
4.5 Development of staff.					
Themes:					
<ul style="list-style-type: none"> Professional competence and confidence. Staff development and training. 					
What do we want to achieve?					
<ul style="list-style-type: none"> Awareness amongst all staff of Child Protection issues. Best practice with children & families coming into contact with adult services.. Staff are encouraged to learn from best practice examples 					
How will we know we have achieved it?					
<ul style="list-style-type: none"> Audit of case files. Training feedback. 					
What needs to be done?	Timescale	Lead officer/ Agency	Signed off by/date	Progress to date:	RAG
<ul style="list-style-type: none"> Implementation of the child protection elements of the Integrated Children's Services training programme. 	March 09	CPTO		Training Calendar established and delivery under way.	G
<ul style="list-style-type: none"> Development of a best practice information resources (Library and web-based). 	March 09	CPTO/CPDO		Ongoing. Library established and updated.	G
<ul style="list-style-type: none"> Ensure each agency has a system to identify and record continuing professional development needs and to feed these back into the planning mechanisms for training. 	Ongoing	C Execs		AWS reports requirements for staff training are identified annually and reviewed every 6 mths. Most agencies have PDP or equivalent in place not all link to training needs assessment mechanisms..	
<ul style="list-style-type: none"> Ensure effective staff support and supervision arrangements in 	Ongoing	C Execs		SWS survey undertaken and action being considered. All agencies have	G

Highland Child Protection Committee
Workplan 2008 – 2011 - Summary

each agency				reported on staff supervision arrangements. Systems are in place in SWS, Police, and NHS. Models have been agreed for ECS and the voluntary sector. .Progress report going to December CPC.	
<ul style="list-style-type: none"> Continue to develop and effect role of child protection champions in ECS 	Ongoing	ECS		Full complement in CLL and ECS vacancies filled. 3 trainee CPAs will undertake study for appropriate qualifications in February 2009. There is currently only 1 fully qualified CPA in post.	G

5) Ensuring quality strategic leadership, individually and collectively.

5.1 Values vision and aims.

Themes: <ul style="list-style-type: none"> Clarity of vision and values. Appropriateness and clarity of aims. Promotion of positive attitudes to social and cultural diversity. 					
What do we want to achieve? <ul style="list-style-type: none"> Improved responses to the needs of the increasingly diverse population. Information and services will be accessible to hard-to-reach groups, including ethnic minorities. <p>The percentage of referrals from minority groups will reflect Highland demographics.</p>					
How will we know we have achieved it? <ul style="list-style-type: none"> We have a new children's plan in place. 					
What needs to be done?	Timescale	Lead officer/ Agency	Signed off by/date	Progress to date:	RAG
Continue to build on the SHANARI vision within new Children's Plan.	March 09	C Exs		Embedded in ethos and delivery of AWS.	
Downloadable information leaflets to be developed in minority languages and articles to be placed in minority language publications.	December 08	CPDO		Templates have been acquired for two leaflets in Polish and a number of other languages. These are currently with graphics pending publication.	G

Highland Child Protection Committee
Workplan 2008 – 2011 - Summary

5) Ensuring quality strategic leadership, individually and collectively.					
5.2 Leadership and direction.					
Themes:					
<ul style="list-style-type: none"> • Joint leadership within and across agencies. • Strategic deployment of resources. 					
What do we want to achieve?					
<ul style="list-style-type: none"> • Robust governance arrangements. 					
How will we know we have achieved it?					
<ul style="list-style-type: none"> • Feedback from inspection. 					
What needs to be done?	Timescale	Lead officer/ Agency	Signed off by/date	Progress to date:	RAG
Give further consideration to various governance arrangements in relation to Child Protection and Public Protection.	March 09	C Exs		National paper circulated to CPC members for discussion with member of SG CP Policy Unit at Review Day January 2009. Development of new governance arrangements to be part of 2009/10 work plan.	B
Establish longer-term SLAs with voluntary sector organisations.	December 08	SWS		Completed	B

5) Ensuring quality strategic leadership					
5.3 Leadership of people and partnerships.					
Themes:					
<ul style="list-style-type: none"> • Relationships with staff and development of teamwork across agencies. • Promotion of collaborative ethos. 					
What do we want to achieve?					
<ul style="list-style-type: none"> • Continued high quality leadership of child protection services 					
How will we know we have achieved it?					
<ul style="list-style-type: none"> • Quality Assurance processes 					
What needs to be done?	Timescale	Lead officer/ Agency	Signed off by/date	Progress to date:	RAG
<ul style="list-style-type: none"> • Annual partnership planning event for chief officers 	October 2008 and annually	C Execs		Chief Officer Review day took place 10 th October 2008 with additional meeting with Scottish Government colleagues in January 2009..	B

Highland Child Protection Committee
Workplan 2008 – 2011 - Summary

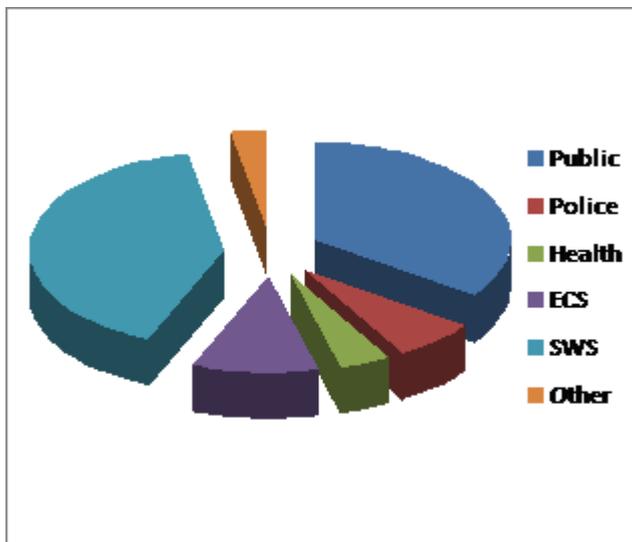
5) Ensuring quality strategic leadership					
5.4 Leadership of change and improvement.					
Themes: <ul style="list-style-type: none"> • Monitoring and development. • Building capacity for improvement. 					
What do we want to achieve? <ul style="list-style-type: none"> • Firm commitment to Quality Assurance and Audit. • Engagement with development of national policy • Implementation of national policy and legislation at local level 					
How will we know we have achieved it? Inspection.					
What needs to be done?	Timescale	Lead officer/ Agency	Signed off by/date	Progress to date:	RAG
<ul style="list-style-type: none"> • Development of a systematic approach to Quality Assurance across Integrated Children's Services. • Development of reflective practice with operational staff. 	Ongoing	FHC3 QuAG		ICS QuAG has convened and is considering its work programme.	G
	Ongoing	QuAG with CPDO/CPTO		QuAG action plan for 2008 – 11 agreed. Merger of both QuAGs with GIRFEC QA, to ease capacity issues, agreed from April 2009.	

**Highland Child Protection Committee Annual Report
April 2008– March 2009
APPENDIX 5**

Joint Investigations by referral source

2008/9	Public	Police	Health	ECS	SWS	Other	TOTAL
Apr	6	4	0	1	15	0	26
May	4	4	0	2	19	0	29
Jun	11	0	1	3	3	0	18
Jul	9	4	3	2	8	0	26
Aug	9	1	0	0	9	2	21
Sep	10	1	0	1	14	0	26
Oct	10	0	2	1	3	0	16
Nov	8	2	0	7	14	0	31
Dec	7	1	1	2	13	0	24
Jan	14	1	5	4	7	2	33
Feb	8	3	1	4	10	5	31
Mar	10	0	0	5	9	0	24
TOTAL	106	21	13	32	124	9	305

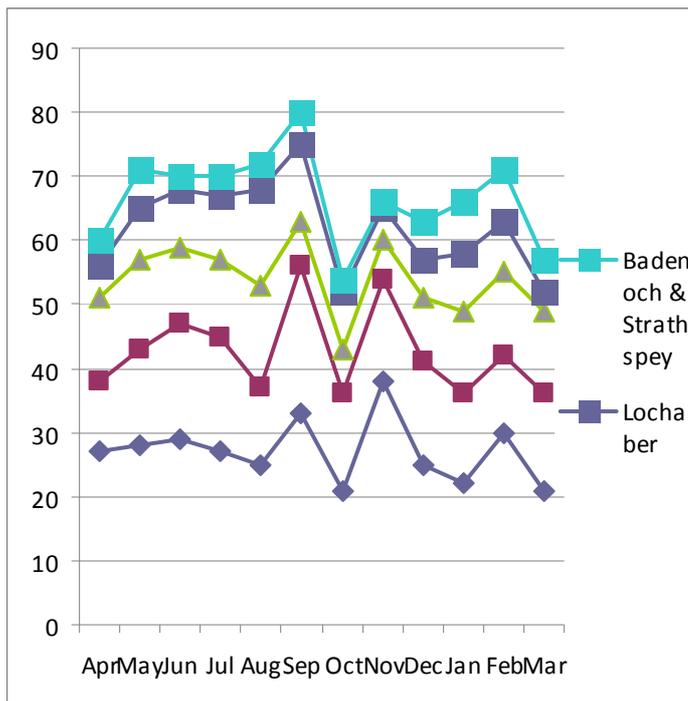
Public	Police	Health	ECS	SWS	Other
106	21	13	32	124	9



**Highland Child Protection Committee Annual Report
April 2008– March 2009
APPENDIX 5**

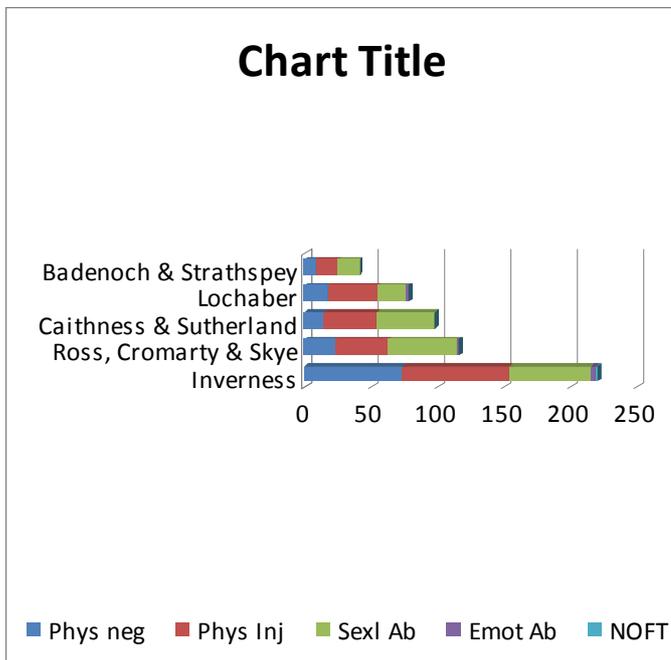
Referrals to Police by month and area

2008/9	Inverness	Ross, Cromarty & Skye	Caithness & Sutherland	Lochaber	Badenoch & Strathspey	TOTAL
Apr	27	11	13	5	4	60
May	28	15	14	8	6	71
Jun	29	18	12	9	2	70
Jul	27	18	12	10	3	70
Aug	25	12	16	15	4	72
Sep	33	23	7	12	5	80
Oct	21	15	7	9	2	54
Nov	38	16	6	5	1	66
Dec	25	16	10	6	6	63
Jan	22	14	13	9	8	66
Feb	30	12	13	8	8	71
Mar	21	15	13	3	5	57
TOTAL	326	185	136	99	54	800



**Highland Child Protection Committee Annual Report
April 2008– March 2009
APPENDIX 5**

2008/9	Inverness	Ross, Cromarty & Skye	Caithness & Sutherland	Lochaber	Badenoch & Strathspey	TOTAL
Phys neg	74	23	15	17	8	137
Phys Inj	80	40	39	39	17	215
Sexl Ab	61	51	44	21	16	193
Emot Ab	4	2	0	1	0	7
NOFT	1	0	0	0	0	1
Other	105	69	38	21	13	246
???	1	0	0	0	0	1
TOTAL	326	185	136	99	54	800



Highland Child Protection Committee Annual Report
April 2008– March 2009
APPENDIX 5

**Highland Child Protection Committee Annual Report
April 2008– March 2009
APPENDIX 6**

HIGHLAND CHILD PROTECTION COMMITTEE

ACTION PLAN 2009-2012

Highland Child Protection Committee Annual Report

April 2008– March 2009

APPENDIX 6

The Highland Child Protection Committee Action Plan 2009-2012 builds on the rolling 3 year work-plan and forms an integral part of the 'SAFE' element of Highland Integrated Children's Services Plan – 'For Highland's Children 3'.

The plan contributes to Highland's **Single Outcome Agreement: Local Outcome Priority 15 - The Cycle of deprivation is broken through intervention in early years.**

In line with this Agreement the following subsection contained in Section 4 of the Highland document 'Single Outcome Agreement 2 – 2009/11' is of particular relevance:

8.O Maintain good grading in Inspection reports of the Child Protection Committee inspection – this is clearly the primary area of focus for the Child protection Committee. However, much of the committee's work should contribute to achieving a range of other local outcomes:

- Local outcome 4.M Attitudes and behaviours towards alcohol and other drugs are changed and those in need are supported by better prevention and treatment services
 - Reduce the proportion of 13 and 15 year olds self-reporting using alcohol in the last week
 - Reduce the proportion of 13 and 15 year olds self-reporting using drugs in the last month
 (Explanatory note: Research links childhood abuse with earlier experimentation, addiction and long-term problematic use.)
- Local outcome 4.N The impact of poverty and disadvantage is reduced – All outcomes
(Explanatory note: Research links low educational achievement with both childhood abuse and being in the LAC system.)
- Local outcome 5.O The cycle of deprivation is broken through intervention in early years
- Local outcome 6.K Healthy life expectancy is improved especially for the most disadvantaged
(Explanatory note: Research links child abuse with development of mental health and other health problems impacting on life expectancy. Additionally, there is new research to demonstrate excess mortality rates for young people within 10 years of being NEET)
- The above outcomes are also reflected in Outcome 7.
- Local Outcome 9.B No increase in the number of persistent young offenders
(Explanatory note: Research links child abuse with various forms of induction into offending/)

Local Administration's Outcome targets for Children and Young People:

Young people are our future. This Administration will do all we can to foster their talents and work with them.

- to achieve full implementation of the Scottish Government's policy of "Getting it Right for Every Child" which will ensure that all children get the help they need when they need it, by 2008;
- to give a high priority to corporate parenting responsibilities for Highland's looked after children including educational attainment; transition to work; further and higher education and training; support at home; more family placements and fewer children living outwith the Highlands;
- to involve young people in the decision making process and to support the continued development of Highland Youth Voice and the Scottish Youth Parliament to represent the interests of young people in the Highlands;

Vision:

All Highland's children have the best start in life; enjoy being young; and are supported to develop as confident, capable and resilient, to fully maximise their potential.

Children and young people should be protected from abuse, neglect and harm by others, at home, at school and in the community.

Functions of the CPC:

In accordance with national standards and guidance, the functions of the CPC are as follows:

- To promote and facilitate continuous improvement of child protection work.
- To develop clear and robust inter-agency policies, procedures and protocols for the protection of children and young people.
- To maintain an overview of management information from all key agencies about their work to protect children and young people.
- To develop and implement inter-agency quality assurance mechanisms that directly contribute to the continuous improvement of services to protect children and young people.
- To identify and promote good practice, address issues of poor practice and encourage learning from practice.
- To maintain an overview of single agency child protection training and promote, commission, quality assure, deliver and review, at least annually, a programme of inter-agency child protection training.
- To promote and facilitate effective communication and co-operation within and between professions and agencies
- To develop, implement and regularly review a communications strategy for public information.
- To identify, clarify and develop key links into other multi-agency partnerships and structures in order to develop joint planning and protocols that maximise effective use of available resources.

Legend:

RAG rating	
B	Completed
G	On course for completion to timescale
A	Progressing but some slippage
R	No significant progress
	Progress not yet required

Highland Child Protection Committee Annual Report
April 2008– March 2009
APPENDIX 6

Glossary of Acronyms:	
CHP	Children in Highland Information Point
COPFS	Crown Office & Procurator Fiscal Service
CPA	Child Protection Advisor (In-house Child Protection Lead)
CPDO	Child Protection Development Officer
CPTO	Child Protection Training Officer
CXs	Chief Officers
DP	Designated Person (In-house Child Protection Lead)
DSW	Director of Social Work Service
ECS or ECL	Education Culture & Leisure Services
FHC3	For Highland's Children (Version 3)
GIRFEC	Getting It Right For Every Child
Hall 4	Health for All (Version 4)
IAF	Integrated Assessment Framework
JHoCS	Joint Head of Children's Services
JCCYP	Joint Committee on Children & Young People
KCS	Keeping Children Safe
NHS	National Health Service
PIN	Partnership Information Project
PMU	Performance Management Unit
PO LAC & CP	Principle Officer Looked After Children and Child Protection
QA	Quality Assurance
QuAG	Quality Assurance Group
SARP	Single Assessment Record & Plan
SCRA	Scottish Children's Reporters Administration
SE	Scottish Executive
SLA	Service Level Agreement
SLG	School Liaison Group
SSID	Social Services Information Database
SWS	Social Work Service
YCP	Young Carer Project

**Highland Child Protection Committee Annual Report
April 2008– March 2009
APPENDIX 6**

ACTION PLAN 2009-2012 – HIGHLAND CHILD PROTECTION COMMITTEE

PRIORITY	ACTIONS	TIMESCALE	RESPONSIBILITIES	PROGRESS	RAG
1) Children get consistent help from people they can trust	i - GIRFEC guidance to include advice on handover of Named Person or Lead Professional responsibilities	Sept 2009	GIRFEC Team		
	ii - Every plan specifically identifies named person or lead professional	Mar 2010	Service Manager's Groups		
	iii - Lead professional changes identified in chronology	Mar 2010	GIRFEC Team		
	iv - Focussed approach to recruitment and retention of specialist staff and social workers	Ongoing	NHS General Manager Women & Children's Services with Head of ICS		
2) Children's and young people are aware about keeping themselves safe in their use of the internet.	i - Complete suite of advice and guidance	June 2009	e-safety sub group.		
	ii - Rollout training programme through schools	Sept 2009	e-safety sub group.		
3) Young people involved in underage sex are protected from harm, and appropriately supported by services	i - Confirmation and implementation of protocol	Date to be set once national guidance available.	Sexual Health Protocol task group.		
	ii - Finalise and issue GIRFEC guidance	Sept 2009	Head of ICS & GIRFEC Team		
	iii - Finalise and issue CP guidance	June 2009	Head of ICS with guidance task group.		
4) Young people get access to services that are appropriate, proportionate and timely on the basis of assessed need	i - Sustain practice change as a result of implementation of GIRFEC	Ongoing	Service Manager's Groups		

**Highland Child Protection Committee Annual Report
April 2008– March 2009
APPENDIX 6**

5) Adult services are able to identify and act when a child is vulnerable and in need of support	i - Complete and act on work on GIRFEC tools in adult services	Original date March/June 2009. New date to be determined.	GIRFEC Team		
6) Effective provision and co-ordination of long-term counselling and support services	i - Strategy for counselling and support services	2010 -2011	Head of ICS		
	ii - Child's plans include long term support needs	Dec 2009	Service Manager's Groups		
	iii - Support effective transition into adult services	March 2011	Transitions COG		
	iv - Training of foster carers	March 2010 and annually Ongoing.	CPTO with Manager Adoption & Fostering		
7) Confidence that young people do refer and self-refer when they should	i - Revise processes to measure referrals from young people	2010 -2011	CPDO		
	ii - Public campaigns to focus on young people	2009 - 2011	CPDO		
8) Confidence in the positive impact of public awareness campaign	i - Revise processes to measure public confidence	Dec 2009	CPDO		
	ii - Roll out of revised Voluntary sector GIRFEC programme for community groups.	Ongoing from April 2009	KCS		
9) Involvement of children & young people in their own planning and decision making	i - Complete and act on work on GIRFEC tools for engagement with children & families	June 2010	GIRFEC Team		
	ii - Guidance for children and families about range of support, advice & advocacy services, during planning processes	March 2010	GIRFEC Team with CPDO		
	iii - Clear framework for	June 2010	ICS QuAG (Head of ICS)		

**Highland Child Protection Committee Annual Report
April 2008– March 2009
APPENDIX 6**

	<p>monitoring and QA across range of interventions</p> <p>iv - Roll out and extension of plans to Hearings protocol to include guidance on preparing children and families</p>	<p>Rollout complete</p> <p>Extension by 1/9/10</p>	<p>Authority Reporter SCRA</p>		
<p>10) Good assessment of risks and needs</p>	<p>i - Finalise and issue GIRFEC and CP guidance</p> <p>ii - Ensure suite of training for all staff involved in assessment</p> <p>iii - Ensure child concern form system is working</p> <p>iv - Full rota of paediatric support</p> <p>v - Ensure children who require specialist assessments are getting them through explicit pathways</p>	<p>Sept 2009</p>	<p>Head of ICS with guidance group.</p>		
		<p>Dec 2009 and ongoing.</p>	<p>CPTO with Training Group.</p>		
		<p>March 2010</p>			
		<p>June 2009</p>			
		<p>June 2009</p>			
		<p>2010 -2011</p>	<p>Service Manager's Groups/QuAG (Audit)</p> <p>NHS - Director Community Care</p> <p>Children's COG</p>		
<p>11) Written child's plans are fit for purpose; actions described in the plan are determined by the assessment and desired outcomes</p>	<p>i - Develop fit for purpose summary criteria for written child's plan</p> <p>ii - Rollout and evaluate impact of plans for Hearings protocol:</p> <ul style="list-style-type: none"> - Process - Quality 	<p>2010 - 2011</p>	<p>GIRFEC Team</p>		
		<p>Sept 2009</p>	<p>Authority Reporter SCRA with Service Manager's Groups</p>		
		<p>Evaluation by 18/12/09</p>			

**Highland Child Protection Committee Annual Report
April 2008– March 2009
APPENDIX 6**

12) There is a co-ordinated approach to youth involvement in policy and service development	i - Youth Convenor, Highland Youth Voice, representatives of hard-to-reach groups and other existing mechanisms to be actively involved in informing policy and service development – including review of membership of CPC.	March 2010 and ongoing	Chair of CPC with Leadership Group.		
	ii - Fully comprehensive youth participation strategy.	March 2010	Head of CLL.		
13) Ensure each agency has a system to identify and record professional development needs and to feed these back into the planning mechanisms for training	i - TBA	March 2012	Children's COG		
14) Strategic and deliverable approach to quality assurance	i - Annual review by chief officers to identify improvement priorities for the coming year.	March 2010	Leadership Group with CPC.		
	ii -New sources of data are identified and a framework is constructed to maximise effective use of information, including impact of child protection activities on outcomes for children.	March 2010	ICS QuAG (Head of ICS & CPDO)		
	iii - Strategic approach to QA across children's services.	March 2010	Head of ICS with QA colleagues.		
	iv - Mainstreaming of QA tools into operational management and practice	Ongoing	ICS QuAG		
	v - Build a reflective practice approach to Quality Assurance. Giving staff tools and positive support to build QA into normal business processes	Ongoing	Practitioner Forums with Service Manager's Group		

**Highland Child Protection Committee Annual Report
April 2008– March 2009**

Further Information:

Details of publications and other information about Highland CPC and its relationship to the Integrated Children's Service Plan can be found at:

<http://www.protectinghighlandschildren.org/htm/hcpc.php>

Contact Details:

Highland Child Protection Committee
Kinmylies Building
Leachkin Road
INVERNESS
IV3 8NN.

Phone: 01463 703483