

## ABOUT THIS GUIDE

This guide is intended to be a handy reference to the Inter-Agency Guidelines produced by Highland Child Protection Committee.

It should be used as an aide-memoire once you have familiarised yourself with the contents of the full guidelines. If in any doubt about a situation please refer to the full guidelines.

All designated persons, social work offices, police stations, schools and health establishments will hold the Guidelines. They are continually reviewed and updated. If you have any queries about the guidelines, or wish further information re child protection please don't hesitate to contact the Development Officer (Child Protection), Kinmylies Building, Leachkin Road, Inverness, IV3 8NN, 01463 703483.

Child protection is the concern of us all, and is not the responsibility of one agency. We all have a duty to ensure that children's rights are protected as per the UN Convention of Human Rights. If you have any concerns at all about a child you must follow the guidance laid down in the Guidelines.

**If you do not have enough information yourself to be sure that the child has not been abused, it is your duty to that child to report your suspicions. Children have a right to be protected.**

## WHAT IS ABUSE?

### Definition

Children may be in need of protection when their basic needs are not being met, in a manner appropriate to their age and stage of development, and they will be at risk through avoidable acts of commission or omission on the part of their parent(s), sibling(s), or a carer.

### Categories of Abuse

- Physical Injury
- Sexual Abuse
- Non-organic Failure to Thrive
- Emotional Abuse
- Physical Neglect

For a fuller explanation of the above please refer to the Inter-agency guidelines on page 4.

## CHILD PROTECTION REGISTER

The Register is maintained by Social Work Services who appoint a Keeper of the Register to oversee the management of it. The Register can be accessed 24 hrs a day by contacting - 01463 703462 (9am - 5pm) or 08457 697284 (out of hours). When making an enquiry you will be asked to give your name and telephone number and then called back. This allows the staff to verify that the caller is bona fide and maintains confidentiality. The result of your enquiry will be communicated through the Area Team (Social Work), this gives you the opportunity to discuss any concerns you may have. It is important to make use of the Register, it can enable the pooling of information and concerns from a number of different agencies.



## PROCEDURES FOR REFERRAL

### CASES COMING TO THE NOTICE OF SOCIAL WORK SERVICES

1. Any worker who suspects abuse of a child is to inform their line manager, who in turn will inform the duty social worker and/or senior social worker/team manager.
2. All referrals of child abuse and neglect will be given priority.
3. Keep clear, concise notes of your observations at the time.
4. Checks should be made of a) SSID and b) the Child Protection Register.
5. The senior social worker/team manager will liaise with the designated person (police) with regard to a joint investigation.
6. See page 15 of the Inter-agency guidelines.

### CASES COMING TO THE NOTICE OF SCHOOLS

1. Any member of school staff that suspects abuse has occurred/is likely to occur must notify the designated person.
2. The designated person in a primary school is the head teacher, in a secondary school the designated person is the head teacher or the member of the senior management team who has responsibility for 'support for learning'.
3. If, following discussion, concerns remain then the designated person will contact the senior social worker/team manager from the local social work services office.
4. See page 24 of the Inter-agency guidelines.

### CASES COMING TO THE NOTICE OF POLICE

1. The Area Co-ordinator must be notified through the chain of command.
2. The Area Inspector is the designated person (police), and will liaise with the senior social worker/team manager regarding any joint investigation.
3. Any officer assigned to carry out such an investigation will be trained in child protection issues.
4. See page 18 of the Inter-agency guidelines.

### CASES COMING TO THE NOTICE OF HEALTH PROFESSIONALS

1. Any health professional who has concern for a child should refer that child to the senior social worker/team manager. If you experience difficulty contacting them ensure that their office is aware that you wish to speak to them as a matter of urgency concerning a Child Protection issue.
2. The GMC, BMA and all of the Medical Defence Societies declare that the safety of a child is paramount and over-rides considerations of confidentiality.
3. All hospital staff should have free access to the Guidelines and should consult them, if in doubt contact the designated person for advice and guidance.
4. Community Nurses who are not caseload holders should consult with a colleague who is a caseload holder as a matter of urgency.
5. Community Nurses should assess the situation with the appropriate people. If abuse has occurred/is likely to occur the case must be referred to the senior social worker/team manager and the designated person (health).
6. PAMs should follow the advice for Community Nurses.
7. See page 21 of the Inter-agency guidelines.

## KEY ROLES

### The Reviewing Officer Social Work Services

- ensures the smooth administration of Case Conferences and Reviews, and that all the necessary people are informed of Case Conference decisions.

### Senior Social Worker/Team Manager

- manages the Social Work response to any referrals, including keeping the Area Children's Services Manager informed and ensuring that all agencies are consulted.

### Designated person

- ensures that;
- their own agencies carry out the relevant procedures,
- referrals have been passed to senior social worker/team manager,
- they attend and contribute to Case Conferences and Reviews, and
- the senior social worker/team manager is made aware of anything that may affect case conference recommendations.

## CASE CONFERENCES

The purpose of the case conference is to allow the participants to pool their knowledge and to consider whether or not to register the child on the Child Protection Register. The threshold for registration is that a child's continuing safety and welfare are placed in jeopardy by an unacceptable level of risk, which can only be reduced/eliminated by establishing an inter-agency child protection plan.

## USEFUL TELEPHONE NUMBERS

### SOCIAL WORK SERVICES AREA OFFICES

Badenoch & Strathspey	01479 810251
Caithness	01955 605040
Inverness	01463 724220
Lochaber	01397 703397
Nairn	01667 453746
Ross & Cromarty	01349 868567
Skye & Lochalsh	01478 612943
Sutherland	01408 633033
Emergency out of hours service	08457 697284

### EDUCATION AREA OFFICES

Badenoch & Strathspey	01463 663800
Caithness	01955 602862
Inverness	01463 663800
Lochaber	01397 702466
Nairn	01463 663800
Ross & Cromarty	01349 863441
Skye & Lochalsh	01478 613697
Sutherland	01408 621382

### POLICE AREA COMMAND HQs

Caithness & Sutherland	01955 603551
Inverness	01463 715555
Lochaber	01397 702361
Nairn, Badenoch & Strathspey	01479 810222
Ross, Cromarty & Skye	01349 862444
Child Protection Unit	01463 720259

### HIGHLAND CHILD PROTECTION COMMITTEE

Clerk to the Committee	01463 703483
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### CHILD PROTECTION REGISTER

Monday to Friday, 9am - 5pm	01463 703462
Out of hours	08457 697284

## USEFUL TELEPHONE NUMBERS

### HEALTH

#### Child Protection Advisors, NHS Highland

Dr Malcolm Baxter, Consultant Paediatrician	01463 701310
Sandie Young, Senior Nurse Child Protection	01463 701309

#### Designated persons

Badenoch & Strathspey, HPCT Barbara Black	01479 872528
Caithness HAHT & HPCT Doreen Bell	01847 893442
East Ross, HPCT Christine Gilmour	01349 866410
Inverness & Culloden, HPCT Brian Lamond	01463 242860 Extn 3401

Lochaber, HAHT & HCPT Morag MacNeill	01397 702481 Extn 273
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Nairn, HPCT Cynthia May	01667 452618
Raigmore Acute Trust Christina MacKenzie	01463 704000 Extn 4357

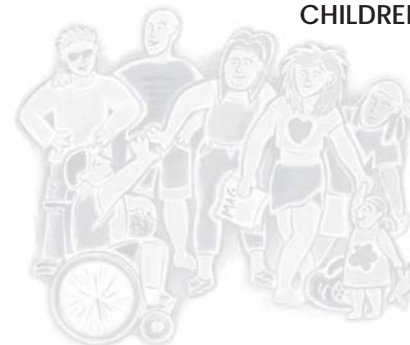
Skye & Lochalsh, HPCT Alison Hudson	01599 522331
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Sutherland, HPCT Valerie Wares	07748 761883
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West Ross, HPCT Gina Mackenzie	01854 633263
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### CHILDREN'S REPORTER

Authority Reporter  
(Highland)  
01463 245302



# Highland Child Protection Committee

## Working Together to Protect Children in the Highlands



How to use the Inter-agency  
guidelines for managing  
suspected and proven child  
abuse and neglect

A full copy of the guidelines can be found  
on Highland Council Intranet,  
Northern Constabulary Intranet  
or located in