

HIGHLAND CHILD PROTECTION COMMITTEE

Minutes of the meeting held on the 2nd December 2014, CR4, Highland Council HQ, INVERNESS

Present

Mr Bill Alexander, Director of Care and Learning (Chair)
Ms Kath Clarke, Principal Child Protection Advisor, Highland Council
Ms Sally Amor, Child Health Commissioner, NHS Highland
Ms Stephanie Bruce, Director of Keeping Children Safe
Mr Pat Hannan, Welfare Officer, Forces Welfare
Ms Fiona Malcolm, Legal Manager, Highland Council
Mr Tom Boyd, Locality Reporting Manager, Highlands & Islands
Ms Linda MacLennan-Shareef, Resource Manager, CP & TCAC, HC
Ms Sandra Campbell, Head of Children's Services, HC
Ms Dawn Grant, Area Children's Services Manager – North, HC
DCI Vince McLaughlin, PPU, H&I Division, Police Scotland
Mr Ian Murray, CEO, Highlife Highland
Ms Pene Rowe, Development Officer (CPC/ASPC), Safer Highland
Ms Isabel Green, Clerk to the Committee (Minutes)

Apologies

Dr Annie Griffiths, Lead Doctor in CP, NHS
Mr Andrew Laing, Procurator Fiscal
Mr Steve Barron, Chief Executive, HC
Ms Donna Munro, CP Training Officer, HC
Ms Jackie McCauley, Families Officer, SPS
Ms Suzann Barr, Children's Panel
Cllr Linda Munro, Political Champion

	Item	Summary	Action
1.	Welcome and Introductions	Bill Alexander welcomed Sandra Campbell for her first meeting and acknowledged Dr Annie Griffiths' last meeting and thanked her for her work to date.	
2.	Minutes of the Meeting 1st July 2014	The minutes were agreed to be a correct account	

3.	Matters Arising	<p>8. Sexual Violence in school settings</p> <p>Cath King had reassured Bill Alexander that Head Teachers had been involved in producing the document. Pamela Ross had retired before she could be consulted.</p> <p>Action: Pene Rowe to send document to Vince McLaughlin for comment.</p>	PR/VM
4.	Improvement Plan	<p>The Improvement Plan had been circulated. Pene Rowe reported that, despite repeated requests for ownership of actions, there remained a number of incomplete sections in terms of named leads, time-scales and BRAG ratings.</p> <p>Actions:</p> <ul style="list-style-type: none"> • ALL to review the plan and send the required information to enable Pene Rowe to complete it • Bill Alexander asked that members send updates in advance of future meetings. <p>Updates:</p> <p>1a (i) National Disability Toolkit</p> <p>Donna Munro had circulated a report stating that an initial meeting had been held and a decision made for Amelia Wilson and Jonathan Turner to progress this in relation to training needs. However, further discussions are required as priority has had to be on training for new family teams and will be progressed in 2015.</p> <p>Action: Pene Rowe to ask Marilyn Campbell for timescales.</p> <p>1b Risks to CAPSM</p> <p>Dawn Grant reported that the CAPSM short life working group had met on 3rd November. The draft protocol document had been pulled together mainly by Children's services as there was a lack of capacity for Adult Services involvement. It was currently out for comment and would then go to the ADP and CPC for endorsement. It was noted that a decision would be required in respect of the future of the CAPSM SLWG.</p> <p>Action: Dawn Grant to bring to the next CPC meeting as a dedicated item.</p>	<p>All</p> <p>All</p> <p>PR</p> <p>DG</p>

4 ctd	Improvement Plan ctd	<p>1c (i) Domestic Abuse Pene Rowe reported that, due to staff maternity leave, there was a delay in meeting up to discuss training. Action: To be updated for next CPC meeting.</p> <p>(ii) It was reported that there had been no recent meeting of the Practice Model group. However, Linda MacLennan-Shareef and Amelia Wilson had met to discuss the use of the QA Group to track Domestic Abuse and Child's plans.</p> <p>1d i) Parental Mental Health Kath Clarke reported that training had started with Adult Mental Health Services and specific training for Psychologists and Psychiatrists had been delivered. A meeting was planned for end of December to update the GOPR training; this would specifically look at condensing the course as staff were finding that 2 days inaccessible. A shorter 1 day course would be likely to reach more people. Kath Clarke reported that she was working on a specific training strategy for Health staff. The planned 2015 conference would also discuss Parental Mental Health. Action: Kath Clarke, Sally Amor and Sandra Campbell to supply detail for the progress report.</p> <p>1e) Child Sexual Abuse Vince McLaughlin updated the committee:</p> <ul style="list-style-type: none"> • Nothing to report from "Operation Dash" Yet • Push in last 4-6 weeks regarding the development of Child Sex abuse units as part of National Action Plan to tackle Child Sexual exploitation. The Hub would be in Livingston with smaller units in Inverness, Aberdeen and Dundee. Officers would be in post by December. The hubs would bring additional resources so there should be significant benefits. • Other issues he highlighted included, awareness, indicators and correct labelling of cases as child sexual exploitation rather than child sexual abuse. 	<p>PR</p> <p>KC/SA/SC</p>
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<p>4 ctd</p>	<p>Improvement Plan ctd</p>	<p>Other issues discussed:</p> <ul style="list-style-type: none"> • Since the last meeting publication of the Brock, Rotherham and Barnardos reports all highlighted the issues of CSE. These had been discussed at a meeting between PPU staff and SW managers on 18th November resulting in a number of recommendations, some of which would lead into issues around night time economy and licensing. • Sandra Campbell felt the terminology of young people “not officially looked after” was unhelpful in terms of young people below the radar of services. • Linda MacLennan-Shareef suggested linkages with LAC and TCAC. Sandra Campbell and Dawn Grant highlighted the need for proper linkage to children and young people who go missing and how they are viewed and responded to on their return to care placements. It was noted that the Northern Ireland Action Plan included 18 – 21 year olds. Vince McLaughlin reported that people (adults or children) who go missing in Highland are asked the same 5 key questions on their return. • Bill Alexander invited Sandra Campbell and Vince McLaughlin to reflect on progress and review required actions for Scottish Government Action Plan. <p><i>Action: A short life working group to be set up with Vince McLaughlin and Sandra Campbell, as joint leads. Further representation to be sought from: Care and Learning, Police Scotland, Highlife Highland, Sexual Health Services, Springboard and Paediatrics.</i></p> <p>1f (i) Local CP Guidance</p> <p>Sandra Campbell reported that the Practice Model Guidance was being updated. In respect of information sharing, the Scottish Government would be issuing clear guidance as part of its overall guidance on the Children and Young People (Scotland) Act 2014. Current practice relied on the ICO advice letters issued in 2013.</p>	<p>SC&VM</p>
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<p>4 ctd</p>	<p>Improvement Plan ctd</p>	<p>Pene Rowe reported that the Inter-agency Child Protection guidance was being reviewed and updated. The first stage of the update, to bring it into line with updated National guidance, was complete. The second stage would bring it into line with recent changes in local structures and terminology.</p> <p>Action: Update recommendations to be presented to next CPC 17th March</p> <p>1f (ii) Training Each agency to review and update training – Donna Munro’s report was noted. Pene Rowe reported that all agencies were committed to a core curriculum of CP training, as outlined in the leaflet circulated with the report, and this had been reviewed by the multi-agency training group. This would be a continuous process as the Children and Young People Act is enacted. In respect of training for trainers across partner agencies, two courses were due to take place:</p> <ul style="list-style-type: none"> • 10th/11th December 2014 and 24th February 2015 • 13th/14th January 2015 and 17th March 2015 <p>Bill Alexander requested that each individual partner agency confirm that In-House training had also been reviewed.</p> <p>Action: Each agency to report reviews to Pene Rowe and a collated report to be produced for the next CPC meeting of 17th March.</p> <p>1f (iii) Letter to GPs It was noted that Margaret Somerville, Director of Public Health, had written to all Highland GPs about the current guidance and new structures in managing concerns regarding the safety and wellbeing of children and young people.</p> <p>1f (iv) Implementation of Integrated Family Teams Bill Alexander reported that these were largely in place.</p> <p>1f (vii) Review of the role of the Child Protection Advisor It was reported that the review was under way.</p>	<p>PR</p> <p>All</p>
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4 ctd	Improvement Plan ctd	<p>1f (viii) SCR Standing Group Pene Rowe reported that membership of the new standing group had been agreed but, due to conflicting priorities, the group had yet to be convened. It was noted that the name of the group was confusing as its purpose was to review high profile SCRs from other areas and benchmark local practice against recommendations. Action: Pene Rowe to produce Terms of Reference, including name change, for next CPC.</p> <p>1f(x) Electronic Information Sharing Bill Alexander reported that the information sharing model used in Ayrshire “Ayrshare” was being looked at, however there would be a cost attached. The group was of the view that 95% of the Ayrshire information sharing involved Adult plans that, in Highland, were the province of NHS Highland. This begged the question whether it would be cost effective to put a system in place.</p> <p>Sally Amor hi-lighted the need for some system to cover children’s services still with NHHSH and Adult Mental Health and CJS services that remained with Highland Council. Action: Bill Alexander requested ALL to reflect on whether there is still a need for an electronic solution to sharing the Child’s Plan/ Adult’s Personal Outcomes Plan, which are both e-mailable.</p> <p>Linda MacLennan-Shareef highlighted that there was still an issue regarding e-mailing voluntary organisations as they often did not have access to secure email, so hard copies still had to be printed off and posted.</p> <p>1 (g) Referral to the Reporter (i-iii) Linda MacLennan-Shareef reported that the ICS QAG had been systematically auditing the use of CPOs. Action: For discussion at Development Event in February and/or next CPC.</p>	<p>PR</p> <p>All</p> <p>LMS</p>
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	<p>2 (i) Communication Strategy</p> <p>Pene Rowe reported that she had met briefly with the new Youth Convener and discussed communication strategy including use of social media. It was noted that any social media would need regular updating to keep in vibrant and that the CPC did not have the staff capacity to undertake this role. Ian Murray reported that Alison MacNeil, Highland Council’s Senior Corporate Communications Officer, was recruiting a couple of graduates for placements to take a corporate approach to social media.</p> <p>It was noted that ‘Safe, Strong and Free’ and the NSPCC provide systematic input on Child Protection in nurseries and schools across Highland and that the Highland Schools Lifestyle Survey indicates that young people know who to refer to.</p> <p>Action: This improvement priority to be discussed at Development Event. Input to be requested from Cath King.</p> <p>2 (ii) E-Safety</p> <p>a) E-Safety group remit</p> <p>Pene Rowe reported that the establishment of a CPC e-safety group had stalled due to confusion over its remit. The existing e-safety group for schools dealt with education issues and concerns had been expressed that there were issues beyond its remit, e.g. police concerns and adults who may also be vulnerable. However, Police colleagues had since stated that the issues facing them were primarily internal and related to capacity to keep pace with changing technology and trends. Vince McLaughlin added that Police Scotland were taking a proactive approach to online safety however main issues are still around getting the message out to Children, young people and parents. This is within the remit of the existing e-safety group.</p> <p>Action: As the only other identified issues related to Adult Support and Protection Bill Alexander expressed the view that they should be remitted to the Adult Support and Protection committee rather than a new group. This action to be removed from the Improvement Plan.</p>	<p>PR/CK</p> <p>PR/ASPC</p>
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		<p>b) Safer Internet Day It was noted that Eliz MacIntosh had offered to lead on coordinating a Highland Schools contribution to the national Safer Internet Day on 10th February 2015. Action: Bill Alexander to request Highland Council's communications team to put in media.</p> <p>13a) Cultural differences and child protection issues (i) Training needs It was reported that the training needs assessment had been piloted but had yet to be rolled out. ii) Resources It was noted that there was no identified lead for this and a lack of clarity about the proposed single contact point. Action: This action point and the feasibility of a single point of contact to be discussed at development event.</p> <p>Cross Cutting issues Sandra Campbell raised the issue of annual reports on cross-cutting issues. Action: Development event to discuss whether such reports continue to be of value.</p>	<p>BA</p> <p>BA/PR</p> <p>BA/PR</p>
5.	Children & Young People (Scotland) Act 2014	<p>Plans for Implementation Sandra Campbell and Linda MacLennan-Shareef gave updates on progress at national level. The draft strategic guidance had been looked at with Scottish Government on 1st December and a formal consultation would take place in April 2015. It was noted that, as of February 2015, no-one from Highland would be on the team drawing up the guidance and it would therefore be necessary to ensure that the Highland Practice Model was reflected.</p>	

6.	Standing Items	<p>a) Update from Safer Highland and CPP: It was noted that there was nothing of significance to report from the most recent meeting.</p> <p>b) Update from National Groups: i)Care inspectorate: a) Report on effectiveness of Child Protection Arrangements across Scotland. Bill Alexander noted that this Report was complimentary to Highland area in comparison with other areas.</p> <p>b) Report on Public Protection Arrangements – Highland Local Authority Area. Having been compiled just following the Highland inspection the report adds nothing new. Action: All to read and consider.</p> <p>c) Evaluation of Services. The Framework of Quality indicators had been circulated to the committee. There was some discussion regarding local self-evaluation - Pene Rowe explained that, whilst self-evaluation was embedded across the partner agencies, the CPC had committed to undertake 2-3 yearly overview exercises to evaluate the effectiveness of joint activity to address Child Protection issues. Such an exercise was due in 2014/15 but, with resources focussed on continued organisational changes, it had not been possible to pull a group together to undertake the task. Having discussed this delay with the Care Inspectorate representative it had been suggested that the delay would enable the new Framework to be utilised and it had been agreed that the exercise should begin in the 2014/15 financial year but could run into the following year. Pene Rowe asked the Committee whether they wished the evaluation to focus on a specific theme or be “broad brush stroke”. Action: Each committee member to look at the QIs and put forward ideas for consideration at the development event. Also to be discussed by Leadership group.</p>	<p><i>All</i></p> <p><i>All/PR</i></p> <p><i>BA</i></p>
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6 ctd	Standing Items ctd	<p>ii) New Chairs (National CP LOG & SCPCCF) It was noted that the National CP Log had appointed Jillian Ingram, North Ayrshire, as their new Chair. At that time no new Chair for SCPCCF had yet been appointed.</p> <p>iii) Police Scotland – National Risk & Concern Project. Vince McLaughlin spoke to the letter that had been circulated. This related to an internal Police Scotland project. Action: Committee to be kept updated on any recommendations of the final report.</p> <p>iv) Training update A report by Donna Munro was circulated prior to the meeting. This detailed a general update, training statistics 13/14, Key National and Local Priorities and challenges facing the training team. Ian Murray felt it would be useful to have training statistics for previous years to compare. Linda MacLennan-Shareef added that she believed that there had been an increase on previous years. Action: Bill Alexander asked that the annual report show a breakdown and comparison of trends over previous years.</p> <p>c) Update from Health CP Co-Ordinating Group Kath Clarke gave an update from the meeting on November 7th. Child Protection Advisor posts had been advertised and were closing 8th December. A new clinical lead will be required as Dr Annie Griffiths is retiring.</p> <p>i) information leaflet for parents Issues regarding whether there should be a single consent for medical and interview or whether they should be separate were discussed. Fiona Malcolm added that a further consent form for children aged 12 and over may be needed as they can consent themselves. It was agreed that the consents should be separate and consideration should be given to producing a separate leaflet for young people.</p>	<p>VM</p> <p>PR</p>
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7.	FGM	<p>a) FGM protocol Kath Clarke presented the revised protocol for ratification. This was agreed in principle, subject to any final comments. Action: Comments to Kath Clarke by Christmas and then to VAWP for sign off. Once signed off the protocol needs to be added to Child Protection guidance.</p> <p>b) Letter to NHS Noted for implications to management information. NHS will be required to collect data on FGM therefore it was agreed an annual report would be useful.</p>	<p>All /KC PR</p> <p>SA</p>
8.	Willful Neglect Consultation:	<p>Key question for the committee is "Should the new offense cover social care services for children and if so which services should it cover? Please list any children's services that you think should be excluded from the scope of the offense and explain your view"</p> <p>The general view of the meeting was that there seemed no reason why it should not be extended to cover services for children but they queried whether foster carers should be exempted.</p> <p>Action: comments should be forwarded to Pene Rowe before Christmas.</p>	All/PR
9.	Information for Noting	Information for noting was circulated	All to note

10.	AOB	<p>Kath Clarke mentioned, on behalf of Annie Griffiths, that health staff were having difficulty finding out who to contact within the new family teams and had particular difficulties with the geographical boundaries for each team, especially in and around Inverness. It would be helpful to have something to go out to GP practices etc. Sandra Campbell reported that there was a map showing associated school group areas and she was trying to get an electronic copy to circulate.</p> <p>Action Sandra Campbell to circulate map when obtained.</p>	SC
11.	Date of Next Meeting	<p>The dates of the meeting for 2015 are as follows:</p> <p>17th March</p> <p>9th June</p> <p>8th September</p> <p>8th December</p> <p>All will run from 1400 – 1600, in Committee Room 2, Highland Council HQ</p> <p>Development Event March 5th, 1300 – 1700 at Fairways Golf Club Function Rm.</p>	