

HIGHLAND CHILD PROTECTION COMMITTEE
Minutes of the Meeting held on Tuesday 28th May 2019, Police HQ, Old Perth Road, Inverness

Present :

DCI Vince McLaughlin - PPU, H&I Division, Police Scotland (Chair)
 Ms Stephanie Govenden - Lead Doctor Child Protection, NHS Highland
 Ms Gillian Pincock - Lead Nurse Child Protection (Health), Highland Council
 Ms Donna-Marie Munro - CP Training Officer, Highland Child Protection Committee
 Ms Fiona Malcolm - Legal Manager, Highland Council
 Mr Ian Kyle – Children’s Planning Manager, Highland Council
 Mr James Martin – Head of Development, High Life Highland
 Ms Norma Reuttimann – Training and Development Manager, Care and Learning Alliance (Keeping Children Safe)
 Ms Sally Amor - Child Health Commissioner/Public Health Specialist, NHS Highland
 Ms Sandra Beaton – Administrative Assistant (Minutes), Highland Council

Apologies:

Ms Karen Ralston – Head of Children’s Services, Care and Learning Service, Highland Council
 Ms Suzann Barr - Lead Panel Rep, Children Hearings Scotland
 Ms Tracie McDermott – Welfare Support Officer, Army Welfare Service
 Cllr Linda Munro – Member/ Children’s Champion, Highland Council
 Ms Debbie Milton, Area Manager, Highland Council
 Ms Karen Erskine, Locality Reporter Manager, SCRA
 DC Diane Smith, PPU, H&I Division, Police Scotland (Chair)

	Item	Summary
1.	Welcome & Apologies	Chair welcomed everyone to the meeting. There were introductions around the table. Apologies were received as above.
2.	Presentation - UHI BA Visual Communication and Design Students – CSE and	It is recommended we work with Oskar over summer to develop poster/leaflet content then Rachael in 2019/20 to develop APP in partnership with CALA/SSF/Waverley Care. Positive experience of partnership working with UHI and we hope to repeat this in the future. Oskar and Rachael presented their work to the meeting.

	Relationships project	<p>The use of Emojis in relation to copyright to be clarified with Apple – DM to action</p> <p>Agreement to be sought to clarify that the work produced would be property of the CPC – DM/FM to action</p> <p>Members formally thanked Oskar and Rachael for their work.</p>
3.	SCR/ ICR - 'In Camera' and ICR/SCR Action Plan (attached) – ICR (1) 19 and Learning Review updates	<p>Learning Review (1) 19 – first meeting held next due on 19th June 2019, final meeting 5th July 2019 and reporting to the CPC in August – very positive meeting/process so far.</p> <p>Initial Case Review (1) 19 – split decision – recommendation to hold Learning Review to establish full facts of the case then recommendation to go to CPC (complete full Learning Review or go to SCR)</p> <p>Suzann Barr has provided an update in relation to The Children’s Hearing/SCRA training.</p> <p>It was noted that there is a gap in reporting to meetings from Education – VM to clarify Education representation</p>
4.	Matters Arising – Action Tracking Table (attached)	<p>Karen has provided updates – CSWO now being covered by Karen.</p> <p>It was noted that this was a true and accurate account of the meeting.</p>
5.	Improvement Plan 2019-2022 – (draft attached)	<p>As discussed – welcome views but want to get it on the website and start working towards actions.</p> <p>The meeting noted that credit was due to Donna and Ian for their work on this. A formal thank you was also given to Stephanie and Barry Collard for drawing out the branding from the badge for the animations, which were subject to change if anyone had any views.</p> <p>It was confirmed that it was the decision of the Committee that Viewpoint would be offered to children over the age of 5. Any comments should be sent to Donna by the end of June 2019 for publication live on the website on 1st July 2019.</p>
6.	Child Protection Guidance (draft attached)	<p>Welcome views – intention to set date of 30th June 2019 for any final comments and publication on website after 1st July 2019 and before school summer holidays ended.</p> <p>All present asked to look at the various links to see if anything is missing – the links and their purpose were explained to the meeting.</p>

		<p>No major issues were noted in the body of the document (pages 1-20).</p> <p>Once all comments are received and the Guidance is published on the website, the hyperlinks will be active.</p>
7.	Standing item - Data Set Review (attached)	<p>National minimum data set now available – workshop to be held August/September for Highland and Islands. We are hosting. In the meantime, we have studied the data available and picked a few areas for further consideration within audit cycle (see report):</p> <ul style="list-style-type: none"> • Children registered for over 1 year – seems quite high • Neglect – still high but data seems to be reducing in this area • Deregistration and outcomes for children – following the audit recently undertaken • Non-engaging families – registrations with this as risk factor have increased • IRD processes – once the new process has been in place for 12 months • Parental Drug/Alcohol misuse – still highest registrations along with neglect <p>The data had remained consistent in terms of registration etc, picked up on a number of children that had been registered for over a year, this wasn't significantly higher, but a bit higher than expected. Neglect registrations had come down and non engaging families had spiked quite significantly. All this information was relative, but in terms of the case reviews, people were using non engaging as a term rather than knowing what it actually meant.</p> <p>The Quality Assurance Group and representatives from Highland Council and NHS to attend national dataset event and report back to next CPC.</p> <p>Donna explained the reporting cycle to the meeting.</p>
8.	Sub Committee Updates – exception reporting only (papers attached)	<p>Learning and Development – 'Level 3/4 training' under review. E-learning uptake has increased significantly in 2019.</p> <p>CAPSM – moving forward with CAPSM Co-ordinator post.</p> <p>CSE – requesting approval to take forward information packs for events and promotional materials for Belladrum etc. Approved. The coverage in the Press & Journal with Diane was noted and praised.</p> <p>QA Sub-Group – Audit undertaken and discussed by CPC (report attached). Ratification of 7 minute briefing model process required (attached to QA report). Chair formally thanked Gillian and the working group for the Audit work</p>

		<p>undertaken. Actions for Care and Learning to be added to Tracking Table and reviewed in 6 months.</p> <p>Keeping Children Safe – Developed a self-assessment/audit tool for community groups and third sector organisations to check they have effective policies/procedures in place for child protection. This is being marketed alongside the community guidance and third sector toolkit.</p> <p>Chair noted that a lot of work was going on in the Sub-Committees and encouraged members to read the updates from Sub-Committee Chairs.</p>
9.	Annual Report (attached)	<p>2016-18 plan approved by PP COG. 2018/19 plan in development</p> <p>It was noted that anything being published had to be ratified with the Committee.</p>
10.	For Noting	<p>The Scottish Government has published a new resource for professionals which aims to help them support young people in their understanding of healthy relationships and consent: https://www.gov.scot/publications/key-messages-young-people-healthy-relationships-consent-resource-professionals-working-young-people/</p> <p>CELCIS update report – for information re: national data set and case review oversight group (Chair representing Highland).</p> <p>CPC Development day feedback for noting.</p> <p>National CP Guidance update – looking early 2020 to publish updated Guidance.</p>
11.	AOCB	<p>Additional Paper from Stephanie for ratification (perplexing presentations/FII) – CPC agreed to ratify</p> <p>Vince advised the Committee that he had been successful in a promotion within the Police in a post of Super Intendant and would be resigning as Chair of the Committee. He proposed that an Independent Chair was appointed for the Committee. Stephanie thanked Vince for being an excellent Chair and for paying great attention to detail. The CPC acknowledged the difficulty in individual organisation's chairing and progress options for appointing an Independent Chair. Vince/Karen to explore options.</p>