

HIGHLAND CHILD PROTECTION COMMITTEE

Minutes of the meeting held on the 9th June 2015, Highland Council HQ, INVERNESS

Present

Mr Bill Alexander, Director of Care and Learning, HC (Chair)
 Ms Sandra Campbell, Head of Children’s Services, HC
 Ms Stephanie Bruce, Director of Keeping Children Safe
 Mr Tom Boyd, Locality Reporter Manager, Highlands & Islands
 Ms Fiona Malcolm, Legal Manager, Highland Council
 Ms Debbie Milton, Area Manager – Mid, HC
 Ms Pam Tosh, Child Protection Adviser, HC
 Mr Gordon McPhee, HR Manager, Highlife Highland
 D.Sgt. Margaret McShane, Police Scotland
 Ms Suzann Barr, Children’s Panel
 Ms Cath King, Health Improvement Policy Manager, HC
 Mr Pat Hannan, Welfare Officer, Forces Welfare
 Ms Susan Vaughan, NHS Highland
 Carolyn Thain, Housing Policy Manager, HC
 Ms Pene Rowe, CP Development Officer, HC
 Ms Donna Munro, CP Training Officer, HC
 Ms Isabel Green, Clerk to the Committee (Minutes)

Apologies

DCI Vince McLaughlin, PPU, H&I Division, Police Scotland
 Mr Steve Barron, Chief Executive, HC
 Ms Elaine Mead, Chief Executive, NHH
 Cllr Linda Munro, Political Champion
 Ms Sally Amor, Children’s Commissioner, NHH
 Ms Jackie McCauley, Families Officer, SPS
 Mr David Goldie, Head of Housing, HC
 Mr Ian Murray, CEO, Highlife Highland
 Ms Heather Williams, Third Sector Interface
 Ms Maggie Brownlie, Third Sector Interface
 Mr Hugo Van Woerden, Director of Public Health, NHH
 Ms Helen Jackson, Care Inspectorate
 Ms Linda MacLennan-Shareef, Resource Manager, CP& TCAC, HC
 Deborah Shanks, Consultant Paediatrician, NHH
 Kath Clarke, Lead CPA, HC

	Item	Summary	Action
1.	Welcome and Introductions	Bill Alexander explained that it would be beneficial for a new chair to be in place for the committee. After discussion with Safer Highland, DCI Vince McLaughlin has been appointed as new chair and Sandra Campbell as Vice Chair. This will enable more	

		systematic processes such as ICRs and QA to start with new chair. Tom Boyd led the group to thank Bill for his time as chair.	
2.	In Camera	<p>a) Matters Arising: 2.2 Actions relating to the ICR 1(13) Action Plan There was some discussion regarding NHS Highland representation on the group. Susan Vaughan to suggest Kath Clarke as a member of the group in Sally Amor's absence. <i>Sandra Campbell to pull group together to look at progress of action plan.</i></p> <p>b) SCR 3(14) Bill Alexander updated the group that he had envisaged a discussion of the draft report at this meeting; however, work had been delayed. This should commence in June. <i>Report to come to September CPC.</i></p> <p>C) ICR 1(14) Sandra Campbell presented the review to the committee. After some discussion, <i>the committee agreed that it did not meet criteria for progression to a SCR.</i> However, there was a lot of learning. There was an element of disguised compliance in the case. In addition to the learning identified it was suggested that advice should be sought on what to advise mothers regarding the use of cannabis whilst breastfeeding. <i>Sandra Campbell to circulate learning points and recommendations.</i></p> <p>ICR 2(14) Sandra Campbell presented the review to the committee. Again, there were lessons to be learned from this ICR but <i>the committee agreed that it did not meet criteria for progression to a SCR.</i> <i>Sandra Campbell to circulate learning points and recommendations.</i></p>	<p><i>SV/KC/SC</i></p> <p><i>BA/JK</i></p> <p><i>SC</i></p> <p><i>SC</i></p>

2 ctd	In Camera Ctd	<p>ICR 4(14) Sandra Campbell presented the review to the committee and noted that, had certain facts been known, an ICR would probably not have been required. <i>The committee agreed that it did not meet criteria for progression to a SCR.</i> However, the case raised some issues such as cross border information sharing. It was noted that issues can arise where Local Authorities in other parts of the UK are reluctant to share information, citing data protection, and also the time spent trying to retrieve information. There was some discussion on the process to follow if having difficulty retrieving information from other Local Authorities. The suggestions were to go to their Data Protection officer or escalate in writing to the Director of the relevant Local Authority. It was agreed that a formal procedure is required for escalating concerns when there is a delay in receipt of information <i>Sandra Campbell to discuss with Children's Services Managers.</i></p>	SC
3	Minutes of the meeting of 17 th March 2015	The Minutes were agreed to be a correct account	
4	Matters Arising:	<p>2.1 National Protocol for conducting SCRs in sub judice situations Pene Rowe updated the committee regarding the circulated protocol. In future, terms of reference should be based on national protocol, which covers FAI and Criminal Proceedings. Bill Alexander added that this had been helpful with a current SCR. It was noted that, although he had attended the development day in March, the Procurator Fiscal had been unable to attend a CPC meeting for some time.</p> <p>2.4 SCR Training Kath Clarke and Linda MacLennan-Shareef had attended the Social Care Institute for Excellence (SCIE) "Learning Together" Foundation Course.</p>	

	<p><i>Feedback to be provided for next meeting.</i></p> <p>4 (3.8) Sexual Violence in Schools Cath King updated the committee; this guidance is intended to support staff dealing with post investigation issues where alleged child perpetrator and child victim are still at the same school. Bill Alexander asked Cath whether Head Teachers had been involved in the final draft, Cath said that some had. <i>Cath King to recirculate to group for comments</i></p> <p>4 (7b) FGM letter to the NHS It is a Scottish Government requirement that NHS collects statistics on FGM. Pene Rowe reported that she had written to the Director of Public Health to find out whether the CPC and VAWP could receive annual updates but had no reply. <i>Susan Vaughan to find out situation as meeting Hugo Van Woerden shortly.</i></p> <p>Bill Alexander added the Highland Council will also be looking for a report on FGM.</p>	<p><i>LMS/KC</i></p> <p><i>CK</i></p> <p><i>SV</i></p>
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5.	Improvement Plan	<p>a) Update Reports</p> <ul style="list-style-type: none"> • 1b CAPSM Update <p>Debbie Milton spoke to the committee. Updates included:</p> <ul style="list-style-type: none"> • <u>Catalyst Project</u>: This is collaboration with third sector which has been piloted in Alness. Its aim is to use young peoples' view on substance misuse to help shape future delivery and develop resources. Links have been made with Family Firm Initiative with a view to get young people involved and get some work experience. • <u>Stakeholder event</u>: This is hosted by HADP and there will be a launch of the GOPR protocol • <u>Rock Challenge Event 2015</u>: This took place in Eden Court in March and had excellent evaluations • <u>A.D.A.M website</u>: This has recently been launched by Alcohol Focus Scotland; it is for children and young people who are affected or concerned by another person's drinking. Details are being sent to Head Teachers of secondary schools across Highland. • <u>Near Fatal Overdoses</u>: lists are sent to CAPSM members of children's services and names are checked against care first to identify any children living with household. Guidance sent to Children's Service Managers on supporting staff working with children who have lost a parent or carer. <p>Bill Alexander also added that he sent out a survey monkey link from ADP, if people could be encouraged to respond. If no survey received then drop him an email.</p>	ALL
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<p>5 Ctd</p>	<p>Improvement Plan ctd</p>	<ul style="list-style-type: none"> • 1f (i) Local CP Inter-agency Guidance Pene Rowe reported that she had not received any comments since the draft went out at last meeting. <i>Pene to recirculate and allow 2 weeks for comments</i> • 1f(viii) Standing Group for benchmarking against high-profile SCRs Suggested Terms of Reference had been circulated but there had been no time for discussion at previous meetings and, in the interim, the development event had recommended that a whole new approach to QA was needed. The committee were asked whether a stand-alone benchmarking group should still be considered separately. It was agreed that the decision should be deferred and that an event should be set up to review the approach to QA, including training /learning for CPC members and others from SCRs and research, etc. <i>Sandra Campbell and Vince McLaughlin to lead on this</i> • 1f(xi) Biennial Report Pene reported that once it is signed by chief officers it is to be put on the website. A 4-page supplement had been designed for the public, with key points in an infographic, and this would be issued in the June Edition of Highland Life Magazine. Bill Alexander thanked Pene Rowe for her work in producing this report. <p>B) Self-evaluation against indicator 1.1 An initial draft was presented. After some discussion it was decided to establish a small working group including Pene Rowe, Tom Boyd, Bill Alexander, Pam Tosh or Kath Clarke, Debbie Milton, Donna Munro and Margaret McShane. Sandra Campbell stated that if anyone else interested then to email her. <i>All to send initial comments to Pene Rowe, by 23rd June, for collation and Sandra to organise group</i></p>	<p><i>PR/ALL</i></p> <p><i>SC/VM</i></p> <p><i>ALL/PR/SC</i></p>
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5	Improvement Plan Ctd	<p>C) Draft Improvement Plan 2015/18 The Improvement Plan had been sent out to those proposed as leads. The Improvement plan had been revised based on issues raised at Development Day held in March. The plan was approved subject to the following amendments:</p> <ul style="list-style-type: none"> - A Glossary of acronyms would be useful together with web-links to access other plans. PR - 1a (i) - Sandra Campbell looked for clarification on timescales noted on 1c whether 6 monthly progress or by April 2016, Pene clarified that there needs to be progress by April and 6 monthly updates to CPC. - 1c (ii) - Cath King added there was a funding issue with CEDAR so date will have to move back. CK - 1f (v) – Change lead to Chair/Vice Chair CPC PR - 2a (iv) - Take out “Radicalisation” PR <p>Pene Rowe gave a progress update on behalf of Kath Clarke: Child Protection clinical lead post job plan has been prepared and job advertised. NHSH to fund 4 sessions for training for CP Clinical lead. Kath attended the training on SCRs and her feedback was that it had been excellent; there is a further date in October. Review of the role of CPA is ongoing.</p> <p>D) NHS Needs Assessment Report Pene Rowe had circulated the paper with only the child protection related sections included. The recommendations were discussed.</p> <ul style="list-style-type: none"> - It was felt that the first two recommendations were internal to NHSH and the third was part of the ongoing review of the role of CPAs. 	
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<p>5 ctd</p>	<p>Improvement Plan Ctd</p>	<ul style="list-style-type: none"> - The fourth, fifth and sixth recommendations are already encompassed in actions within the CPC Improvement plan, however it was felt that recommendation 4, “All those identifying a child at risk of harm should explicitly be included in feedback from any subsequent investigations” should be more explicit, adding “subject to the issue of confidentiality.” Recommendation 6 might relate to the Child Concern Form and was therefore for the Highland Practice Model Improvement Group. - The seventh and eighth recommendations were accepted as items for future consideration as Scottish Government has yet to publish recommendations and guidance in relation to the introduction of child death reviews. - The ninth and tenth recommendations were clearly for the LAC Improvement Group. - The final, ADP recommendation – to be checked by CAPSM group 	<p>DM</p>
<p>6.</p>	<p>Standing Items</p>	<p>a) Update from Safer Highland and CPP i) Update from SW/PPU meeting 18th May Feedback suggested this was a useful opportunity for networking. Margaret McShane spoke to the agenda. The primary discussions had been around the Missing Persons process and streamlining the submission of Vulnerable Peoples Database forms. The next meeting will be in 6 months and CPC members are invited to contribute to the agenda.</p> <p>ii) Local Guidance on SCRs The document was circulated prior to meeting. Pene recommended Safer Highland be advised that changes will have to be made to the Local protocol. There was some discussion regarding confusion over acronyms (SCR and ICR). In Scotland, SCR stands for ‘Significant’ case review rather than ‘Serious’ case review (which is what is used</p>	<p>ALL</p>

<p>6 Ctd</p>	<p>Standing Items Ctd</p>	<p>in England). ICR stands for ‘Initial’ case review rather than ‘Internal’ case review. The latter should now be referred to as a ‘Single Agency Review’ whilst Initial case reviews are generally multi-agency. Sandra Campbell suggested that everyone have ready access to the National Guidance, Pene Rowe said that it is on Scottish Government website and will <i>put it on For Highland’s Children website, if not already done.</i></p> <p>Further discussion took place with regards to decision to progress from ICR to SCR, the 2 options were to convene a full CPC or to establish a subgroup. <i>There was general agreement for the sub group option where the ICR report recommended that the case should not progress to SCR but, if possible, a full committee meeting should be convened where progression to SCR was a recommendation of the ICR .</i></p> <p>There was further discussion regarding single agency reviews and it was agreed that they must be a separate process from the multi-agency reviews and should not interfere with these processes. Information should be provided for ICR and SCR purposes even if an internal review was ongoing.</p> <p><i>Pene to reword the decision-making process guidance to take account of this agreement and recirculate.</i></p> <p>b) Update from National Groups i) National CP LOG & SCPCCF</p> <p>Pene Rowe spoke to the Scottish Government quarterly update. Main item of interest was SCR guidance and the role of Care Inspectorate - a lot of discussion and clarification of decision making. Every 2 years looking at SCRS across Scotland so needs a standardised formula to use so can easily cross reference. The National LOG had also raised the issue of Faith groups and schools and child protection procedures.</p>	<p>PR</p> <p>PR</p> <p>PR</p>
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6 Ctd	Standing Items Ctd	<p>ii) Police Scotland – National Risk and Concern Project and National Child Abuse Investigation Unit Both are still ongoing. Updates were included in the circulated papers.</p> <p>iii) Training Update Donna Munro updated the group; There are 5 training courses at the moment, however after the summer there will be 9 different courses which will cater better for different levels as some people need more than the basic level but not as in depth as the full day training. Donna also said that on the back of the new CAPSM guidance there is half day training being developed. There is also CSE pilot training on 12th June with 18 people attending – this will be rolled out in September. Donna invited CPC members to an extended training group meeting on 27th August and also said that the conference is on 27th November with the theme being “vulnerability”</p> <p>C) Update from Health CP Coordinating Group No update as postponed to 1st July</p>	
7.	Information for Noting	Information for noting was circulated. Sandra Campbell highlighted the letter that was circulated from Scottish Government regarding historic child abuse. She went on to explain that we may not be immune and key challenges would be locating records.	
8.	AOB	None	
9	Dates of Next Meeting	The date of the next meeting is 8 th September 2015, 1400 – 1600, Committee Room 3, Highland Council HQ	