

**HIGHLAND CHILD PROTECTION COMMITTEE**

**Minutes of the Meeting held on 7<sup>th</sup> June 2017, Highland Council HQ, Inverness**

**Present :**

DCI Vince McLaughlin, PPU, H&I Division, Police Scotland (Chair)  
 Ms Sandra Campbell, Head of Children's Services, HC  
 Ms Sally Amor, Child Health Commissioner, NHS  
 DS Jennifer Baughan, Police Scotland  
 Ms Gillian Pincock, Lead Nurse Child Protection (Health)  
 Dr Stephanie Govenden, CP Lead Doctor, NHS  
 Ms Suzann Barr, Children's Panel  
 Ms Norma Ruettimann, CALA  
 Ms Donna Munro, CP Training Officer, HCPC  
 Mr Ian Murray, High Life Highland Council  
 Dr Hugo Van Woerden, Director of Public Health, NHS  
 Ms Fiona Malcolm, Legal Manager  
 Ms Sarah Black, Administrative Assistant (Minutes)

	<b>Item</b>	<b>Summary</b>	<b>Action</b>
1.	<b>Welcome &amp; Apologies</b>	DCI McLaughlin welcomed everyone to the meeting.  There were introductions around the table.  Apologies were received from:	

2.	<p><b>In Camera</b></p> <p><b>SCR (1) 13 Executive Summary</b>  <b>SCR (3) 15 Update</b>  <b>SCR (2) 16 Update</b></p>	<p>DCI McLaughlin provided an update to the meeting. He thanked everyone involved and the agencies around the table.</p>	
3.	<p><b>Minutes of the Meeting of 22<sup>nd</sup> March 2017</b></p>	<p>Minutes were agreed to be a true and accurate record of the meeting.</p>	
4.	<p><b>Matters Arising/Actions</b></p>	<p><b>a) Children Missing from Education Improvement Plan</b>  Ms Pincock provided the group with an update on the ongoing work around updating the Children Missing from Education policy. It has been recognised that we cannot use the same process right across the board. It was noted that the process is going to be updated as opposed to changing dramatically. Norma Young is leading on this and it is hoped that the new process will be ready in time for the beginning of the Autumn term.</p> <p><b>b) Practice Issues – Recording of IRD decisions and recording of Joint Investigative Interview briefings between agencies</b>  DCI McLaughlin advised that he is keen to reflect this as a piece of work. A model was presented by Police Scotland at a previous Child Protection Scotland meeting which does not fit with the service model in Highland. This piece of work is to be reflected in the CPC Improvement Plan.</p> <p><b>c) CP Co-ordinating Group</b>  Dr Govenden provided the group with an update and noted that the Chief Medical Officer has recognised that services for victims of sexual violence is a priority. A paper is currently being prepared, Dr Govenden will circulate this once it has been finalised.</p> <p><b>d) Child Protection Line</b>  Ms Munro explained that a request has been raised to remove the Child Protection line and have this replaced with a recorded message. All reference to that phone number has been removed from the website. The new website is going to be</p>	<p><b>DM</b></p> <p><b>SG</b></p>

		launched on Tuesday 20 <sup>th</sup> June.	
5.	<b>HPCP Terms of Reference - Draft</b>	Ms Munro explained that the document summarises the requirements of the committee in order to show the aims and objectives. The terms of reference will also help to clarify the role and membership of subgroups. It was noted that deputies will need to be identified in order to ensure that the group is quorate. It was agreed that the group is happy with this draft with some minor amendments to be made by Ms Munro before the final draft is circulated as the first iteration of the ToR.	<i>DM</i>
6.	<b>CPC Membership</b>	DCI McLaughlin asked if the group feel that there is adequate membership. It was noted that it is unclear whether Ms Cairns represents Education or Care & Learning, we may need to look at a representative for Education. There was also discussion around the possibility of including a representative from Violence Against Women either as part of the committee or a subgroup. Chair to seek clarity on Education representation.	<i>VM</i>
7.	<b>Feedback from Development Day/Improvement Plan</b>	Ms Munro advised that we haven't had feedback yet from Ian Kyle, however noted that two of the main areas are how we engage with Chief Officers and how this feeds into the Committee. DCI McLaughlin noted that Improvement Plan work is ongoing and added that the only red action within the Plan is the Highland Underage Sex Protocol, Ms Munro advised that there is a meeting next week to begin the review of this. DCI McLaughlin acknowledged that the Development Plan has been successful within the CPC over the past year and a half and thanked everyone for their input.	
8.	<b>Neglect Action Plan</b>	Ms Munro updated the group and explained that the priority had been getting the Graded Care Profile up and running. Amelia Wilson has identified two provisional dates in October to train up to 20 people, key people from Care & Learning and Health will be targeted. It has been suggested that there may be 5 people from each area, these people will also be trained to support people in using the tool. Ms Munro and Ms Wilson will be working together to look at a staged approach and link into consultation. The Chair requested that a written implementation plan is submitted to the Committee to ensure visibility and clarity given the funding provided for this development. Neglect Action plan is to be drafted.	<i>DM</i>
9.	<b>Education Update – Eliz MacIntosh</b>	Ms MacIntosh referred to the basic training delivered to schools and nurseries across Highland, this training is demanding and it has been suggested that it may be better to produce a short package of around 30 minutes which can be delivered by schools. All	

		<p>aspects of this training will be provided and the training package will change each year. All schools would register the date they hope to deliver the training so that this can be tracked, there will also be the option for a trainer to drop in and monitor sessions if a school requests this. Ms Munro added that she hopes to have a locked area of the website available for professionals to access support. The group decided that they are happy to support this with the caveat being the timetable and Learning and Development Strategy looking at whether or not this achieves what it should.</p>	
10.	<p><b>Standing Items:</b></p>	<p><b>a) QA Sub Group – Chair Report</b>  Dr Govenden explained that the QA Sub Group has been unable to meet since the last CPC, however the Domestic Abuse Audit is ongoing and the report is expected in time for the next committee. Another piece of ongoing work is around the markers within each agency to reflect Child Protection activity and monitor progress, a common dataset is being pulled together and should also be ready for the next committee.</p> <p><b>b) CSE Sub Group Chair Report</b>  DS Baughan advised that there was due to be a meeting on 18<sup>th</sup> May, however this is being re-scheduled. Work is still ongoing in relation to the night time economy, we are looking at providing badges and stickers for bars and taxi drivers who have completed the training. A draft version of the CSE toolkit has been sent out for feedback, once this is back it will be incorporated into the Highland Practice Model.</p> <p><b>c) CAPSM Group – Chair Report</b>  The CAPSM group are meeting in a couple of weeks to discuss updating the improvement plan, in the meantime there is continued discussion with Adult Services around informing staff in the Family Teams about the value of drug testing parents. Workshops are taking place in each area and are shared between Children’s and Adult Services. Osprey house have offered to carry out a session once a month for Children’s Services workers to go along and meet with Adult Services workers to discuss treatment. The updated improvement plan will be ready for the next committee.</p> <p><b>d) Learning &amp; Development Report</b>  The NHS training post has been advertised as has the Practice Support Officer post, both of these posts will be able to contribute to the multiagency training.</p>	

11.	<b>AOCB</b>	DCI McLaughlin explained that following some discussion around the progress of the review of the CP and Community guidance there have been meetings with Mike Mawby to look at external independent consultation with practitioners to inform guidance improvements and to consult with practitioners on child protection practice. This would involve discussion with practitioners and a period of consultation, it has been proposed that this will be completed towards the end of the year and cost around £4500. It was agreed after discussion that following feedback a decision will be made and the final decision circulated. Proposal agreed in principle by Committee.	
12.	<b>Date of Next Meeting</b>	Tuesday 26 <sup>th</sup> September 2017, Committee Room 3, Highland Council HQ	