

HIGHLAND CHILD PROTECTION COMMITTEE

Minutes of the Meeting held on 13th March, Highland Council HQ, Inverness, 2pm-4pm

Present :

DCI Vince McLaughlin (VM), PPU, H&I Division, Police Scotland (Chair)
 Ms Sandra Campbell (SC), Head of Children's Services, HC
 Ms Sally Amor (SA), Child Health Commissioner, NHSH
 Ms Stephanie Govenden (SG), Lead Doctor Child Protection, NHS Highland
 Ms Gillian Pincock (GP), Lead Nurse Child Protection (Health)
 Ms Suzann Barr (SB), Children's Panel
 Ms Kate Stephen (KS) Councillor, HC
 Ms Diane Smith (DS) Chair of CSE Sub-Committee, Police Scotland
 Ms Karen Erskine (KE), Authority Reporter, SCRA
 Ms Norma Ruettimann (NR), CALA
 Ms Tracie McDermott (TMc), Welfare Officer, Forces Welfare
 Ms Donna Munro (DM), CP Training Officer, HCPC
 Ms Fiona Malcolm (FM), Legal Manager
 Ms Bernadette Cairns (BC), Head of Additional Support for Learning, HC
 Ms Gillian Gunn (GG), Violence Against Women Training and Development Officer, NHSH
 Ms Dawn Main Fraser, Children's Reporter (DMF), SCRA
 Ms Pamela Cameron, Clerical Assistant (Minutes)

| | Item | Summary | Action |
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| 1. | Welcome & Apologies | Chair welcomed everyone to the meeting. There were introductions around the table. Apologies were received from: Hugo Van Woerden (HVW), Lead Director Children's Services, NHS Highland Ian Murray (IM) CEO, High Life Highland Debbie Milton (DMi), District Manager, Care and Learning Service DM advised that Maggie Brownlie (MB), Barnardos had now retired and a new representative from Third Sector Interface would be requested. | |

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| 2. | In Camera | Chair updated members on progress of case reviews. Chief Officer Group has now been established and will meet regularly to consider Findings and Dissemination of learning from Case Reviews. The group will also monitor progress in regards to actions arising from case reviews. | |
| 3. | Minutes of the Meeting of 7th December 2017 | Minutes were agreed to be true and accurate record of meeting | |
| 4. | Matters Arising/Actions | <p>SC will follow up on methods for seeking the views of parents of children that have been previously involved in child protection processes.</p> <p>GCP training will roll out from 28th March. Amelia Wilson & DM working on a model to monitor use of GCP.</p> <p>VM advised that since last meeting Sharon Vincent has been approached to analyse findings from local case reviews. She will deliver presentation at Conference and a produce a final report for CPC in April.</p> <p>Quality Assurance Sub Group are currently developing an Improvement Plan.</p> <p>ACES - 5/4/18 meeting with DM/BC/SA/James McTaggart to discuss training and master classes.</p> <p>VM – CPC has agreed to support roll out of FEARLESS Crimestoppers project across Highland. DCI Mick Sutherland is leading on this from the Police and will liaise with Vince.</p> <p>DM confirmed that Rock Challenge is on 26th, 27th and 28th March and has been supported by HCPC for prizes. Tickets are available for and CPC members who would like to attend.</p> <p>Shortened Child Concern Form still being used in Belford and Raigmore Hospitals. Feedback still not completed however no complaints received. Checklist will be taken to HPM.</p> | <p>SC</p> <p>DM/AW</p> <p>GP</p> <p>DM</p> <p>VM</p> <p>ALL</p> <p>GP</p> |
| 5. | Analysis of SCR/ICR Update from Chair | Sharon Vincent conducting an analysis of case reviews in order to identify any themes/areas for learning. Development day on 25/05/2018 will consider the Findings of the report and this should help inform future priorities. | |
| 6. | HCPC Guidance – Verbal Update/Demonstration | <p>Process is ongoing and Consultant is awaiting feedback from key agencies.</p> <p>DM – Advised she had met Mike Mawby on previous Friday and draft will be delivered at</p> | ALL |

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| | | Conference for feedback. | |
| 7. | Community Guidance and Launch Event | <p>DM – Final draft had been circulated. KCS Sub-group have been working on this with High Life Highland.</p> <p>Original guidance is now formatted as a toolkit. There are 2 versions of the toolkit available one for Third Sector Organisations and a second more abbreviated version for smaller Community Groups. Launch event is 4pm-6pm on Wednesday 21st March 2018 at Inverness Rugby club. All CPC Members welcome to attend.</p> <p>Guidance will be promoted via-Website and High Life Highland already ask to see CP Policy when groups are booking venues.</p> <p>FM asked if Community Public Halls could ask for CP Policy when booking. DM responded that this could be requested and would be good practice in line with Community Guidance.</p> <p>VM –Requested Agencies promote the Community Guidance within their teams/communities.</p> <p>VM thanked the Keeping Children Safe Sub-Group for their work on developing the toolkit.</p> | <p>ALL</p> <p>ALL</p> |
| 8. | Viewpoint Update | <p>VM – Highlighted that the tool was to gather the views of C&YP in care and how it can be used to improve the system and process. And viewpoint could deliver this.</p> <p>DM – Original aim of achieving CSE feedback not achieved. It has however given feedback on young person’s experiences that would otherwise not have been captured. Updated plan to work with Quality Assurance and Reviewing Officers to identify young people to use it as part of their normal assessment and planning processes. SC – Agreed that it should be persevered with and it should be refocused to encourage children to use it. VM recommended that Aims & Objectives of what reports are expected should be updated for next meeting. In recognising the issues are wider than CSE, it was agreed that Viewpoint should be moved to the Quality Assurance Group Improvement Plan.</p> | DM/GP |
| 9. | Care and Learning Representation on CPC | <p>SC Report – Consideration of representation from Education.</p> <p>CPC discussed representation from Care and Learning Service and Education in particular. Whilst all members agreed representation is required, discussion focussed on the role(s) required in relation to decision making and implementation of the Improvement Plan within each service.</p> | SC/BC/VM |

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| | | Further discussion and clarification within Care and Learning is required – Deferred to next meeting | |
| 10. | CPC Support Staff | VM highlighted the need to consider a Lead Officer role for the CPC as required by Scottish Government. In recognising an increasing focus on data sets, consultation and the wider work of the Committee, this could not be delivered by the existing support team. DM/SC/VM to develop a paper to be taken to Chief Officer's Group for consideration. | VM/SC/DM |
| 11. | Data Collection/Reporting – Verbal Update | DM circulated existing data set in line with North Consortium. VM asked CPC to consider what additional data would be useful. Trend data needs to be presented at each CPC meeting for consideration Quality Assurance Group need to develop data set and bring to CPC Development Day. | QA Group SG/GP |
| 12. | Standing Items | | |
| | (a) QA Sub-group report attached | GP reported that recommendations from audit on domestic abuse were now available and further discussions would now take place on how to progress this. Initial Referral Discussion group has met and by next sub group should be done. Jennifer Baughan from Police Scotland will take this forward Positive feedback on format of SCR's – further work to consider quality of review processes. | GP JB GP/DM |
| | (b) CSE Sub-group | DS reported that an updated Improvement Plan is currently being developed. The CSE Group has now been streamlined to ensure appropriate and effective representation. Work will be taken forward by SLWGs to be fully inclusive with leads meeting regularly to establish progress. Wider CSE Group will meet twice per annum. | DS |
| | (c) CAPSM Sub-group | CAPSM Toolkit is now in draft format and will be presented in a workshop at the CPC Conference for consultation. The toolkit aims to provide practical hints and tips for practitioners along with worksheets for direct work with children, young people and parents. Work is also ongoing to look at support required for parents who have children taken into care. In particular, where there are known substance misuse issues. | DM/DMi DMi |

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| | (d) Learning and Development Sub-group | <p>DM updated the group:</p> <p>Developing Competence in Child Protection will be core child protection training</p> <p>Working Towards Positive Outcomes incorporates Practice Model training</p> <p>Graded Care Profile Training to be rolled out from March 2018</p> <p>Masterclasses to pick up on specific issues being raised through case reviews, teams or within regular training sessions.</p> | |
| | (e) Keeping Children Safe Group | <p>NR reported that KCS Group has strengthened in numbers and contributions particularly with development of Community Guidance, workshops etc.</p> <p>E-learning numbers continuing to increase Dec-March:</p> <ul style="list-style-type: none"> • Introduction to Child Protection - 29 users • Child Sexual Exploitation - 64 • CAPSM -81 <p>KCS have developed n e-learning flyer which will be used to promote courses at the Community Event launch and the CPC Conference.</p> | |
| 13. | AOCB | DM – gave overview of Conference programme and aims of the day | |
| 14. | Date of Next Meeting | Highland Council HQ, Glenurquhart Road, 26 th June 2018 | |