

HIGHLAND CHILD PROTECTION COMMITTEE

Minutes of the Meeting Held on Wednesday 3rd March 2021, Virtually Via Microsoft TEAMS

PRESENT:

Jacquelyn Jennett – Head of Service, Chief Social Work Officer (**Vice-chair**)
Donna-Marie Munro - Lead Officer – Highland Child Protection Committee
Stephanie Govenden – Lead Doctor Child Protection, NHS Highland
Ian Kyle – Head of Integrated Children’s Services, Highland Council
Karen Erskine – Locality Reporter Manager, H&I Locality, SCRA
Tracie McDermott – Welfare Support Officer, Army Welfare Service
Richard Baird (DCI) – PPU, H&I Division, Police Scotland
Craig Thomson (DI) – Chair, Exploitation Sub-Committee
Jane Park – Chair CAPSM Sub-Committee
Carrie McLaughlin – Chair CPC/YJ sub-committee
Tina Stones -Head Teacher, Dornoch Academy
Norma Ruettimann – Training & Development Manager, CALA (Keeping Children Safe)
Sally Amor - Child Health Commissioner/Public Health Specialist, NHS Highland
Nancy Healey – Acting Lead nurse Child Protection (Health), Highland Council
Suzann Barr – Lead Panel Rep, Children’s Hearings, Scotland
Fiona Duncan - ECO Health and Social Care, Highland Council
Mary Cameron – CPC Administration, Highland Council (**Minutes**)

APOLOGIES:

Mhairi Grant – Independent Chair
Gillian Pincock - Acting Principal Officer (Health), Highland Council
Nicola Sinclair – Councillor/THC Children’s Services
Heidi May – Board Nurse Director, NHS Highland
James Martin – Head of Development, Highlife Highland
Steve Walsh – Chief Executive, Highlife Highland
Nicky Grant – ECO Education and Learning, Highland Council
Fiona Malcolm – Interim Head-Integration Adult Social Care, Highland Council

	ITEM	SUMMARY
1	Welcome and Apologies	Jacquelyn welcomed all to the meeting
2	Minute of Previous Meeting	No issues arising from the previous minutes (03/12/2020)
3	SCR/ICR Updates (in camera)	Update provided to CPC members
4	CPC Roles and Responsibilities-Discussion	A discussion is needed to review membership of CPC and establish who/what the membership should be: police, health, social work, CPC, education, legal as a start. The induction training pack will be updated to hand out to new members. We need clarity around the difference between strategic and operational authority. This will be discussed out with the meeting and brought back to the committee. Donna/Mary to organise meeting with Health, Education, Social Work and Police members.
5	HCPC Improvement Plan – Draft Update Discussion Paper Attached	Factors leading to this include: the previous 2019-2022 plan and the impact on it of COVID-19, The Promise, UNCRC. Where possible it needs to work with the Integrated Children’s Service Plan and in line with the Corporate Parenting Board. The sub-committee approach will continue. Governance and scrutiny has been written into the plan. Two main changes: Pg. 5, reporting structure QA group moves up alongside the Mandated Sub-Group to ensure it has clear governance. Pg. 10, how we evidence our direct responsibilities. QA is in place with an audit cycle; make sure we start using it now and that all our mechanisms are in place and working ready for the audit. Triennial review is out in May and will further promote learning and possible actions for the Improvement Plan. Committee agreed unanimously with updated plan
6	Standing Items	<p>a) CP Data – Have approached the COG for help with the workload but no progress at present. Fiona Duncan updated that data analyst support is currently being explored in Highland Council and may be able to provide some support. Also want to link ‘child concerns’ into the data. CELCIS have been helpful advising of questions to interrogate the data.</p> <p>b) Sub-committee Updates – Exception Reporting Only</p> <p>i. QA – Paper attached with proposed audit cycle</p> <p>ii. L & D – Paper attached. Online training is being delivered and evaluating well. Further training to be developed. Training and Communications post is being discussed (point 8).</p>

		<p>iii. CAPSM – Verbal update – Terms of reference have been developed and planning now in place.</p> <p>iv. Exploitation - Paper attached. Hollie Drever has developed a self-evaluation tool for criminal exploitation which has been submitted to CPC for sign off. Agreed. Template to be sent out to CPC members. Action for Children have been given a grant of £10k to work with the CPC in developing approaches to Serious and Organised Crime. PLACE newsletter is attached to papers, are CP happy to agree to the newsletter going forward? Agreed.</p> <p>a. KCS – Paper attached, uptake of child protection training is excellent with positive feedback. Over 6500 different training modules have been accessed across the Highlands. Thoughts welcome on the Communicating with our Youngest Children toolkit and are CPC happy to sign it off? Agenda Item 9. Agreed.</p> <p>v. CPC/YJ – paper attached. Care and Risk Management Procedures have been updated. Pg. 5, 3.5 - It is Care and Risk Management. Pg. 6, above 3.7 - Rights of the child to be upheld. End - Escalation of the processes we have. Are committee happy to agree to changes and protocol to be updated? Agreed. Harmful Sexual Behaviour briefings will be made available for Education staff.</p> <p>Committee noted that there is much to come to light as we emerge from lockdown and schools return. Jacquelyn advised that COG discussed this and acknowledged it will be a challenging time and adaptation will be needed.</p>
7	Lead Officer Report Paper Attached	Paper attached, nothing to add.
8	Training & Communication Officer Proposal – Paper Attached	<p>Following confirmation of Lead Officer post, the Training Officer post has remained vacant with training delivered by Nancy, Donna, Eliz and Louise in addition to their own roles. With the additional workload from COVID it is not possible to continue in this manner. With Richard’s permission to use the £31k police payment, it is intended to fund a new role for a Training, Communication and Media Officer for an initial 18 month period, after which time it will go to the COG for permanent approval if needed.</p> <p>Agreed. Donna to confirm agreement of Police Scotland to carry over underspend with Highland Council Finance Team.</p>
9	CALA toolkit for communicating With Early Years – Toolkit attached	<p>All discussed earlier Point 6 v.</p> <p>Toolkit attached</p> <p>Action: Donna to upload toolkit to CPC Website. Norma to promote via social media through CALA.</p>

10	National Updates – Verbal Update	National Child Protection Guidance – a final version is due in the Spring. Chair has asked we review our own guidance Highland Child Protections Procedures. National Learning Review Guidance is due in May. North Consortium is being held in September; it will discuss case reviews during COVID.
11	AOCB	Stephanie – Health will be putting together a ‘Child Death Review’ process. A new government requirement that all child deaths, no-matter what the cause, will be reviewed. <u>Some of these will obviously involve the CPC.</u> The new process is due to be launched on the 1 st of April but there is movement on this at present. Attachment from Karen Erskine PRACTICE NOTE - Advocacy Services Jacquelyn thanked all for attending and agreeing to the several proposals. Meeting closed 1554.