



Stirling Child Protection Committee

Annual Report – 2007/08

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1. Preface from Chief Officers

The Stirling Child Protection Committee Annual Report reflects the commitment to achieving the tasks set out in the Action Plan for 2006-2007 and to performance improvement.

During the year there has been re-structuring of the governance arrangements across Forth Valley. Previously, the Forth Valley Child Protection Strategy Group (FVCPSG) reported to Chief Officers responsible for a wider portfolio.

Members of the FVCPSG reflected the agencies involved in all three Child Protection Committees across Forth Valley and representation was at a senior level with regular meetings.

The group reviewed the constitution and throughout the year discussed ways in which to clarify and re-structure governance arrangements. As the work of individual Child Protection Committees progressed, overlapping themes and issues of importance across Forth Valley emerged as dominant themes.

A new structure has evolved reflecting the importance attached to strong and dedicated leadership.

This group will now be known as the Forth Valley Child Protection Reporting Group (FVCPRG) responsible to the G5, comprising Chief Executives of the three Local Authorities, Police and Health.

Forth Valley Sub-Groups led by Lead Officers, will progress the Forth Valley agenda. Individual Child Protection Committees will be autonomous and responsible to Local Authority Chief Executives.

HMIE Inspections have had a significant impact over the last year with two of the three Child Protection Committees being involved in inspections. This has impacted on all three areas and influenced the direction of our work.

The Forth Valley area has worked hard to achieve effective partnership working and develop networks and action plans. There has been distinctive success in all three areas, reflected in the individual annual reports, providing a platform to build future good practice and to learn from one another.

Equally, developing working together will be a stimulating challenge, as will developing informative management information and ensuring our policies and procedures provide a secure base for practitioners.

There are now three Lead Officers, one attached to each Child Protection Committee, rather than two, and this will be particularly helpful to support and initiate innovative and creative work processes and practice.

The Chief Officers acknowledge the effort and hard work of the members of each Child Protection Committee and the Forth Valley Child Protection Reporting Group and endorse the Annual Report and Business Plan.

Keith Yates
Chief Executive
Stirling Council

Andrew Cameron
Chief Constable
Central Scotland Police

Fiona Mackenzie
Chief Executive
NHS Forth Valley

2. Foreword to CPC Annual report 2007/08

This has been a busy and interesting year for the Child Protection Committee. Our work was largely dominated by preparation for and participation in the inspection of child protection services in the Stirling area by Her Majesties Inspectorate of Education. This included; preparing our own evaluation of the services that we provided, developing a bank of information for inspectors on the range of services available, identification of case files for inspection (based upon guidelines from HMIE), briefings for staff in the various agencies and information out to young people and their carers on the potential for being interviewed by Inspectors.

The inspection team was in the authority reading case files in December and followed this up with a two-week visit in January where they interviewed a range of staff from both statutory and voluntary organisations, parents and young people. The final report will be published in June 2008 and the action plan prepared in response to the inspection forms the basis of the business plan for the CPC in the coming year. This is included in the annual report.

The report has been welcomed by the CPC as giving reassurance that children get the help they need when it is needed in situations where risk has been identified. It has highlighted areas requiring further work but these were already known to the committee and partner agencies and are addressed through the action plan.

The Lead Officer for the Child Protection Committee left to take up a full time post with Clackmannanshire Council as Lead Officer for their Child Protection Committee. Previously the post was shared between Stirling and Clackmannanshire. Our thanks to Sara Lovelock for her support and hard work for the committee.

There was a gap of several months between Sara leaving and a new appointment being made. Stirling CPC has appointed Anne Salter as its Lead Officer and she will take up post in June 2008. Anne brings a wealth of experience from previous posts as a social worker, manager, children's rights officer and domestic violence co-ordinator and will be an asset to the committee.

Training has continued to be a major commitment at both inter-agency and single agency level and is detailed in the report. We also commenced a pilot in the electronic sharing of information between the police and social work during the year aimed at informing operational police officers about current or prior child protection concerns in relation to individual children. The lessons from this pilot will be invaluable as we move forward in the development and delivery of child protection messaging across Forth Valley. The provision of information for the public has also been a priority and the Inspectorates finding that the public knew who to refer their concerns to reassured us.

The workload has increased again in terms of the numbers of children registered and it is notable that the main focus is on younger children where there are concerns regarding parenting and substance misuse.

We have also said goodbye to some committee members and welcomed new members as their replacement. My thanks go to members old and new for their continued commitment and support for the work of the committee. Thanks also to operational staff and managers in all agencies as well as voluntary organisation staff and volunteers for the work that they have done to protect children.

Bill Eadie, Chair Stirling Child Protection Committee

3. Evaluation and Inspection

The Child Protection Committee had established an Audit Subgroup during 2005/06 to drive forward self-evaluation and case file auditing.

During the past year the Child Protection Committee initially focused on taking forward an action plan based on findings from self-evaluation exercises and a multi-agency audit, which had been undertaken by the Audit Subgroup during the previous year.

During 2007 the Child Protection Committee commissioned an audit of the participation of children and young people in the child protection process which was undertaken by the Children's Rights' Officer as a focussed piece of work during September. Recommendations for improvement in this area of practice are now included in the action plan for the coming year.

The Child Protection Committee also commissioned an audit of the attendance of professionals at Child Protection Case Conferences. The Child Protection Co-ordinator undertook this audit, which required manual checking of records. Subsequently an electronic process has been developed to gather this information, and this process will be implemented in the forthcoming year. This will form part of performance reporting information to the Child Protection Committee.

NHS Forth Valley carried out an audit of all child protection documentation, including Inter-Agency Child Protection Guidelines and all other materials, to ensure that all departments across the organisation had relevant and up to date material to support staff.

Further self evaluation using all the quality indicators was also undertaken by agencies during 2007. This was a requirement for the HMle Joint Inspection of Services to Protect Children and Young People in the Stirling Council Area, which took place between September 2007 and January 2008.

During 2007 the Child Protection Committee developed a further multi-agency subgroup, the Continuous Improvement Group. This group had representation from NHS Forth Valley, Central Scotland Police, the Reporter's office, social work, early years and education. This group monitored progress in the work required for the inspection process.

Child protection services have undergone a rigorous inspection by HMle with 63 case files being read and 19 cases audit trailed, in addition to a number of interviews of staff from the local authority, partner agencies and voluntary organisation.

A multi-agency draft action plan has been developed following feedback from the inspection process. Implementation of the action plan will be monitored through the Continuous Improvement Group and regular reports to the Child Protection Committee.

The Lead Officer to Stirling Child Protection Committee was also Lead Officer to Clackmannanshire Child Protection Committee. During the past year the Lead Officer's time was predominately spent in Clackmannanshire due to work required regarding the HMle Inspection of Child Protection Services in that area. This had an impact on work being undertaken in Stirling. The appointment of a new Lead Officer to Stirling Child Protection Committee will assist in the co-ordination of work required to drive forward improvements in services to protect children and young people.

Information regarding national and local statistical trends is located in the following section Fulfilling Functions, part 4.3 Management Information.

4. Fulfilling Functions

4.1. Public Information

The Child Protection Committee established a Public Information Subgroup during the previous year. A range of information has since been made available to the public that aimed to increase knowledge about who to contact if they have a concern about a child. Examples include:

- Regular article in Stirling In Focus magazine, delivered to every household in the Stirling Council area four times a year.
- Leaflet in council employees' payslips
- Posters displayed in eg public offices, libraries, health centres
- Advert on carrier bags distributed to the public using library services
- Information available on NHS Forth Valley website
- Development of a guide for practitioners and members of the public about children and families affected by substance misuse
- Bookmarks with contact details of agencies distributed through libraries during the 16 Days of Action (Nov 25th – Dec 10th 2007)
- White Ribbon campaign in schools and council buildings during the 16 Days of Action.
- 104 Pairs of Shoes Exhibition in public venues re. Domestic Abuse
- Public launch event at the McRobert Arts Centre of Forth Valley Professional Guidelines on Working with Children and Young people Sexually Abused Through Prostitution at the showing of the film Lilya-4-Ever, a film about trafficking and child prostitution.
- Exhibition in various high schools, libraries and council buildings of Amnesty International Slave Britain on Trafficking and Prostitution during the 16 Days of Action.

In addition leaflets have been developed for young people who are involved in the Child Protection Case Conference process and a separate leaflet has also been developed for parents. These leaflets are now routinely sent to young people and parents, when a letter is sent inviting them to attend a Case Conference.

Projects planned for the coming year include:

- Development of information on the Council Website
- A Forth Valley public information strategy which links to each Child Protection Committee

4.2. Policies, Procedures and Protocols

During the past year Stirling Child Protection Committee worked in partnership with Stirling Action for Change and Clackmannanshire and Falkirk's Child Protection Committees to develop and launch a protocol for Children at Risk of Sexual Exploitation. The Child Protection Committee submitted a response to the national consultation on the Sexual Activity of Young People under the age of 16 years.

An information sharing protocol has been developed between the voluntary sector and the social work Initial Assessment Team regarding families affected by substance misuse. The implementation of the protocol is now at the pilot phase.

A Short Term Working Group was commissioned by Forth Valley Child Protection Strategy Group (FVCPSG) to ascertain if all partners were involved when making a decision regarding the supervision and prescribing of methadone to new clients. The short-term working group recommended that when a new client presents to Signpost or CADS routine checks should not only be made to the local authority, but also to Central Scotland Police Family Unit. The report from the short-term working group will be considered by the Forth Valley Child Protection Strategic Support Group (previously known as FVCPSG).

An information sharing protocol is under development to support the national child protection messaging initiative.

Procedures have been introduced to monitor referrals received by social work through the national Child Protection Helpline.

Procedures about the arrangements for Child Protection Case Conferences have been reviewed and letters to parents and young people now include a leaflet with information about the case conference process.

All existing NHS guidance and documentation have been reviewed and updated in line with national guidance and recommendations from public inquiries. The NHS Forth Valley "Child Protection Manual" is now available on their website and is also being disseminated in paper format. NHS Forth Valley also developed a policy for the ratification of child protection documents and guidance. NHS Forth Valley Child Protection Department have developed a protocol regarding Incident Reporting in consultation with the Risk Management Department.

NHS Forth Valley also undertook a review of the existing guidance for health professionals in relation to sexual health for young people. In addition procedures regarding pre-birth planning have also been reviewed. Guidance has recently been circulated by NHS Forth Valley to Lead Nurses regarding the attendance of school nurses at child protection case conferences where appropriate.

Through the work being undertaken within GIRFEC a multi-agency group reviewed and revised the material used to develop a Comprehensive Assessment and Child/Young Person's Plan. This material is used not only for children attending a Children's Hearing, but also for children involved in a Child Protection Case Conference and has an improved chronology section and assessment of risk and needs.

4.3. Management Information

4.3.1. Introduction

This section provides statistical information about child protection work undertaken between 1st April 2007 and 31st March 2008. Analysis of the information provides comment on general trends and possible influences on the data.

National child protection statistics for the current year are not due for publication by the Scottish Government until October 2008. Comparisons with national trends will therefore be based on figures published for 2006/07. Many factors can affect data therefore comments made are not clear assertions about underlying causes.

The local authority has also introduced a monthly reporting system (known as Stirling Stat) on a range of measures across all local authority services. This has increased awareness of work undertaken and areas of pressure.

Child protection information reported to Stirling Stat:

- Number of child protection investigations
- Number of children's names added to the Child Protection Register
- Number of children's names deregistered
- Number of case conferences

4.3.2. National Trends at 31st March 2007

- In 2006/07 there were 11,960 child protection referrals, of which 47% were for boys, 50% were for girls and 2% were for children whose gender was unknown (due to being unborn).
- Thirty nine per cent of child protection referrals resulted in an inter-agency case conference in 2006/07. (38% in 2005/06).
- Over 80% of children who were subject to a case conference were living at home prior to being referred. For 85% of children who were subject to a case conference the primary known or suspected abuser was the child's birth parent.
- Of the 4,608 case conferences, 68% resulted in the child's name being placed on the local child protection register, compared to 70% the previous year.
- In 2006/07 the number of registrations on to child protection registers as a result of emotional abuse were up by 26%, and registrations for physical neglect were up by 21%. The number of registrations due to sexual abuse was down by 11%.
- Twelve per cent of registrations on to child protection registers in 2006/07 were of children who were known to have previously been on a child protection register.
- The number of de-registrations from child protection registers between 1st April 2006 and 31st March 2007 was 3,084. Nearly 80% of these de-registrations were for children who had been on the register for less than one year.
- As at 31st March 2007, there were 2,593 children on child protection registers, an increase of 13% compared with the previous year. A similar number of boys and girls were on child protection registers and just over 80% were under the age of 11 years old.
- At 31st March 2007, 49% of all children on local child protection registers were registered because of physical neglect, 23% because of physical injury, 18% because of emotional abuse and 9% because of sexual abuse.

(The Scottish Government Statistics Publication Notice: Health and Care Series: Child Protection Statistics 2006/2007). (Accessed 04/06/2008)
<http://www.scotland.gov.uk/Publications/2007/09/201611825/1>

4.3.3. Local Trends as at 31st March 2008

Table 1: Comparison of child protection activity in Stirling Council area with national data from the previous year.

	C.P. Referrals		Subject to an Initial Case Conference		Registrations	
	Number	% change	Number	% change	Number	% change
Stirling (2007-08)	249	0%	77	+26.2%	61	+3.3%
Scotland (2006-07)	11,960	+13.2%	4,608	+14.2%	3,148	+12.8%

National 06/07 statistics from

<http://www.scotland.gov.uk/Topics/Statistics/Browse/Children/TrendChildProtection>

(Accessed 09/06/08)

During the previous year there had been a significant increase in the number of child protection referrals received by the Child Protection Co-ordinator in Stirling Council. During the past year this number has remained constant. However national trends indicate a continued increase in the number of children referred due to child protection concerns. Of the 249 children referred in Stirling, 159 were investigated under formal child protection procedures, an increase of 4% from the previous year. The remaining 90 children were either subject to further assessment or were diverted for less formal family support services. In a small number of cases no further action was taken following preliminary enquiries.

There has been a significant increase in the number of children considered by an Initial Case Conference, up by 26% on the previous year. Although this figure has also increased nationally, it has not increased to the same extent as in Stirling.

There has also been an increase (3%) in the number of children whose names have been entered on the child protection register during the past twelve months. However there has been a greater increase across Scotland in the number of children registered on child protection registers, which is up by 12% on the previous year.

Table 2: Children whose names were entered on the child protection register during 2007/8 by risk category and gender.

Risk Category	Male	Female	TOTAL
Emotional	3	2	5
Neglect	10	13	23
Physical	13	16	29
Sexual	3	1	4
TOTAL	29	32	61

During the past twelve months 61 children's names have been entered on the child protection register. Although the majority of children were registered under the category of physical abuse (29) a high number were also registered under the category of physical neglect (23). 37% of all registrations were in the category of physical neglect compared with 20% the previous year. This increasing trend is also reflected in the national statistics for 2006/07. In Stirling a significant change during 2007/08 is an increase in the number of registrations due to sexual abuse, compared with the previous year where there were none. Nationally the number of registrations due to sexual abuse had decreased by 11%.

A similar number of girls and boys were subject to child protection registration during the past year, which is a reflection of the national picture.

Table 3: Children whose names were entered on the child protection register during the year 2007/08 by risk category and age.

Risk Category	0 – 4 Years	5 – 10 Years	11 – 15 Years	TOTAL
Emotional	2	2	1	5
Neglect	10	10	3	23
Physical	13	8	8	29
Sexual	0	3	1	4
TOTAL	25	23	13	61

During the year 2007/08 there has been a change in the range of ages of children entered on the child protection register. During 2006/07 the majority of children registered were 4 years old or under (64% of all those registered), whereas during 2007/08 this figure had changed to 40% of the total. However there has been an increase in children registered between 5 – 11 years old (37%) during the past twelve months, compared with the previous year (29%). There has also been an increase in the number of children registered in the older age category 11 – 15 years, which was 21% of total registrations for the year, compared with only 6% the previous year.

Of the children of primary school age and under 4 years the main reasons for registration included parental substance misuse or domestic abuse. Children living with parents who misuse substances also often experience domestic abuse and it is crucial that children are identified at the earliest opportunity so they can receive the help they need. Information sharing at an early stage is an important aspect in protecting children and processes and systems within the Stirling Council area are continually being identified for improvement.

Table 4: Children whose names have been removed from the child protection register during 2007/08 by length of time on the register and gender.

Length of Registration	Male	Female	TOTAL
Less Than 6 months	9	16	25
6 months to 1 Year	9	7	16
1 Year to 18 months	7	2	9
18 months to 2 Years	0	0	0
2 years +	0	1	1
TOTAL	25	26	51

The majority of children subject to child protection registration (80%) had been on the register for less than one year, a similar overall percentage to the previous year and also to the national figure for 2006/07. Only a very small number of children (2%) had remained on the register for more than two years.

There has been an increase in the number of children whose names have been removed from the child protection register during the past twelve months, up by 10% on the previous year.

Of the 51 children whose names were removed from the child protection register during the past year, the children's home situation had improved and risks reduced resulting in de-registration in 76% of cases. However, for a number of children (19%) the risks were still considered to be too high and arrangements were made for them to become accommodated away from home. In addition a small number of children (5%) had been placed on the child protection register in Stirling, but moved to live in another local authority during the past year.

The number of girls (26) and boys (25) whose names were removed from the register were almost identical.

Table 5: Children whose names were on the child protection register at 31st March 2008 by gender and age band.

Age Band	Male	Female	TOTAL
0 - 4 Years	10	10	20
5 -10 Years	10	10	20
11 -15 Years	2	5	7
16+ Years	1	0	1
TOTAL	23	25	48

There has been a significant increase in the total number of children (48) whose names were on the child protection register on 31st March 2008, compared with the same date in 2007 (29). This is an increase of 65%. National trends also reflect an increase in the number of children's names on the register, although the national percentage increase was considerably lower at 13%.

The majority of children on the register on 31st March 2008 (83%) were 10 years or under, compared with last year when the majority of children were in the younger age group of 4 years and under. This is reflected in the national trends where just over 80% of children on the register were under the age of 11 years old. The number of children between the ages of 11 – 15 years (14% of the total) was higher than on the same date in the previous year (10%). This year there was also a very small number of young people over the age of 16 years on the child protection register at 31st March (2%).

There were similar numbers of boys and girls on the child protection register on 31st March 2008, which was the same as last year and also reflects the national trend.

Table 6: Children whose names were on the child protection register at 31st March 2008 by risk category and gender.

Risk Category	Male	Female	TOTAL
Emotional	2	1	3
Neglect	8	10	18
Physical	9	13	22
Sexual	4	1	5
TOTAL	23	25	48

Although the majority of children were registered under the category of physical abuse (45%) this was a significantly lower number than the previous year (72%).

This year a higher number were registered under the category of neglect (37%) compared with the previous year (13%). Last year there were no children registered under the category of sexual abuse on 31st March, however on the same date this year 10% of all children registered came into this category, the majority of whom were boys. Although some of Stirling's figures were similar to the national scene there was a higher incidence of children registered for physical abuse in Stirling than nationally and a lower number registered for neglect in Stirling than was reflected in national trends.

Table 7: Children whose names were on the child protection register on 31st March 2008 by risk category and age band.

Risk Category	0 – 4 Years	5 – 10 Years	11 – 15 Years	16+ Years	TOTAL
Emotional	0	2	1	0	3
Neglect	10	8	0	0	18
Physical	10	7	5	0	22
Sexual	0	3	1	1	5
TOTAL	20	20	7	1	48

The figures this year relating to children on the child protection register at 31st March reflect a significant change. This year in the 4 years and under age band there were equal numbers of children registered under the categories of neglect and physical abuse, whereas last year 70% of children of this age were registered under physical abuse. In the 5 – 10 years age band there were similar numbers of children registered for neglect and physical abuse in 2008 whereas on the same date in 2007 the majority of children in this age range were registered for physical abuse.

Table 8: Children referred between 1st April 2007 and 31st March 2008, by gender, age band and risk category.

	Male					Female					Total
	Unborn	0-4 Years	5-10 Years	11-15 Years	16+ Years	Unborn	0-4 Years	5-10 Years	11-15 Years	16+ Years	
Emotional Abuse	0	2	3	0	0	0	3	1	0	1	10
Neglect	1	4	6	1	0	1	7	8	3	1	32
Physical Abuse	0	20	22	20	2	0	25	27	23	1	140
Sexual Abuse	0	4	16	10	1	0	9	11	13	1	65
Child Perpetrator	0	0	2	0	0	0	0	0	0	0	2
Total	1	30	49	31	3	1	44	47	39	4	249

This table refers to children who were referred due to child protection concerns and the referral was passed on to the local authority Child Protection Co-ordinator. As previously mentioned the total number of referrals increased significantly during the previous year (2006/07), and this high number of referrals has been sustained during the past year. Referrals are received not only from a range of agencies and services but also from members of the public, some of whom prefer to remain anonymous. All referrals receive the same service regardless of the referrer's wish to remain anonymous. The continued high rate of referrals may be partly attributed to the ongoing work in publicising child protection information to members of the public.

This table illustrates that the largest number of referrals was for physical abuse (56%) with a higher number of girls referred than boys under this category. The majority of children referred were under the age of 11 years (69%) with more girls than boys being referred.

4.3.4. Long Term Trends

The following three graphs have been developed from statistics collated over a twelve-year period. They provide information about the number of referrals received by the local authority Child Protection Co-ordinator over that period, the number of children registered by age and gender and the length of time their names were on the register.

Figure 1: Number of referrals and number of children referred by year.

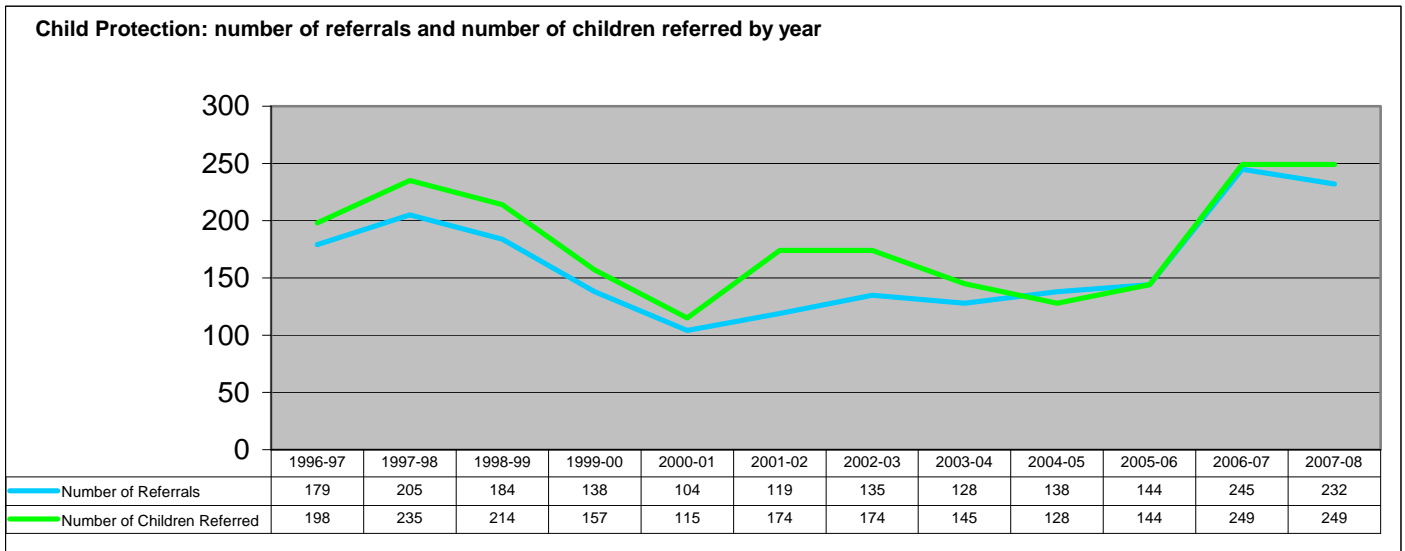


Figure 1 provides information about the steady increase in the number of referrals received since the year 2000/01 and the significant increase between 2005/06 that has been sustained during 2007/08.

Figure 2: Number of children on the Child Protection Register at 31st March by gender and year.

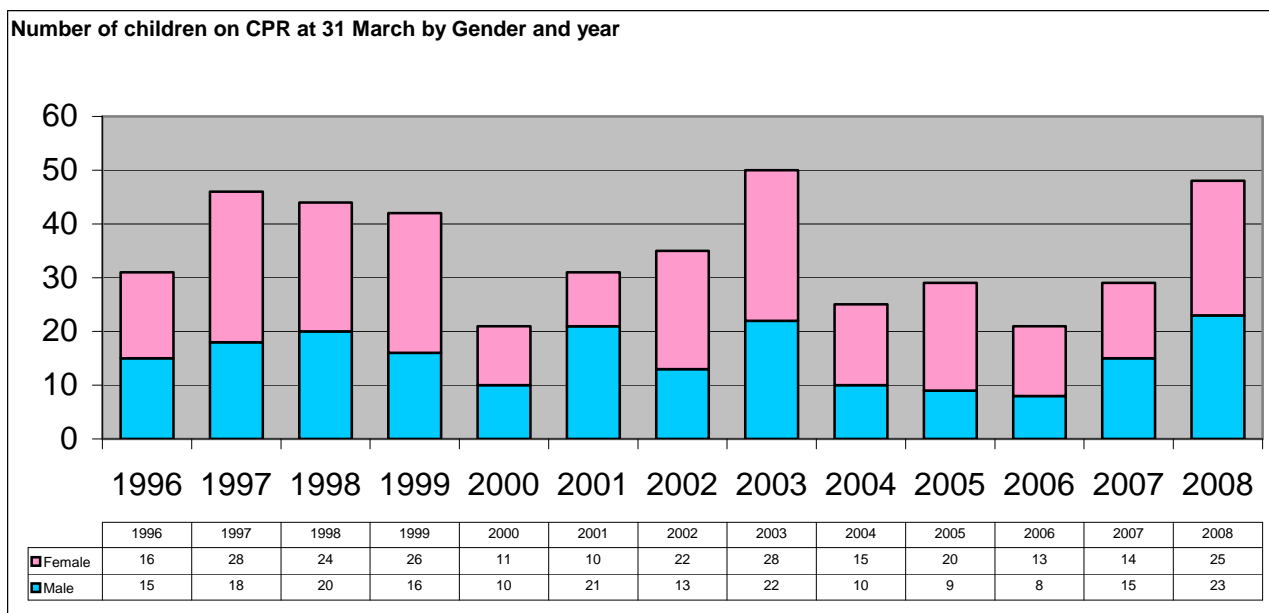
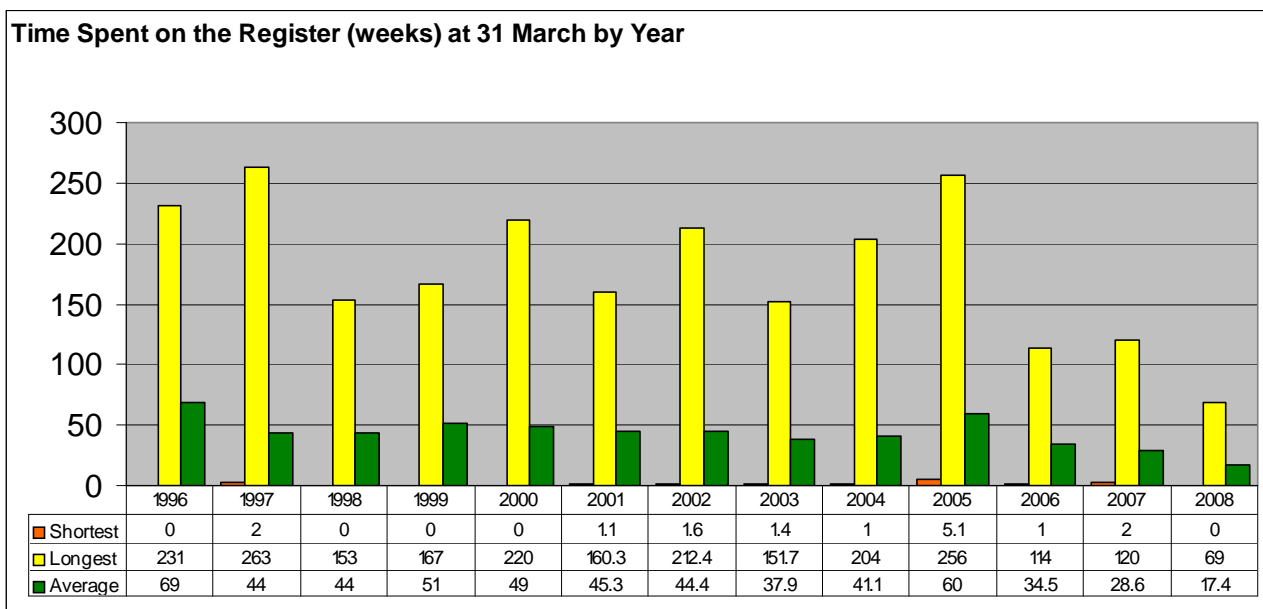


Figure 2 reflects the significant increase in 2008 of children requiring registration and a child protection plan to help to keep them safe. A similar number of girls and boys were registered on 31st March 2008. Although these figures reflect a snapshot of the number of children on the child protection register on a given date each year it is an indication of the overall increase in child protection work throughout the year.

Figure 3: For children whose names were on the Child Protection Register at 31st March 2008, the length of time (weeks) those children's names have been on the register.



Of the current cohort of children whose names were on the Child Protection Register on 31st March 2008 the average length of time they had been registered was over 4 months. Since 2005 there had been a gradual reduction in the average length of time children's names remained on the register.

4.3.5. Management Information Summary

Overall the volume of child protection work has increased over the past year, with higher numbers of children in need of registration and a child protection plan in place to help to keep them safe. The high number of referrals in the previous year has been sustained during the past year.

- A significant increase in the number of children considered at an Initial Child Protection Case Conference, up by 26% on the previous year.
- An increase on the number of children whose names have been entered on the child protection register.
- An increase in the number of children registered under the category of sexual abuse
- A higher number of children registered under the age of 11 years compared with the previous year, where the majority of children registered were under the age of 5 years old.
- A higher number of children registered under the category of neglect than in previous years.
- An increase in the number of children whose names were removed from the child protection register during the past year, the majority of whom were registered for less than twelve months.
- A marked increase in the number of children on the child protection register at 31st March 2008, up by 65% on the same date last year.
- A similar number of girls and boys names were entered on the child protection register and removed from the register during the past year, and also for those who were on the register on the 31st March 2008.

The management information provided in this section has been drawn from the electronic client information system used within social work in Stirling, which is known as Swift. A small amount of additional information has also been gathered through manual checking of records.

4.4. Quality Assurance

The importance of quality assurance continues to be a theme throughout the work of the Child Protection Committee as evidenced in sections 3.0 and 4.3 of this report.

In addition the Child Protection Co-ordinator, who chairs child protection case conferences in Stirling, has an important quality assurance role in the work of the child protection case conference system. The Child Protection Co-ordinator is independent of the operational day-to-day child protection processes and practice and therefore has an objective view of the work being undertaken in terms of child protection assessments and the implementation of child protection plans to keep children safe. Issues identified in the course of her work are regularly raised with social work staff, for example monitoring the implementation of child protection plans through Core Group Meetings.

Monitoring of the timescales within which minutes from child protection case conferences was initiated during the past year. Due to some delays in the circulation of a full minute a process was introduced whereby a summary of the decisions made at a case conference are now circulated within 24 hours of the case conference.

The quality assurance of data recorded on the electronic social work client information system, Swift, has been undertaken during the past year in terms of data cleansing. This has been a significant exercise requiring data being drawn monthly

from Swift and circulated to social work Team Leaders for validation and updating. The data continues to be checked on a monthly basis and consequently there has been an overall increasing confidence in the quality of data now being used for reporting purposes.

NHS Forth Valley has developed an initial paper detailing models of supervision for health staff undertaking child protection work. A supervision policy is planned which will provide a further quality assurance aspect to this work.

4.5. Promotion of Good Practice

Stirling Child Protection Committee continues to ensure members are updated on national developments in legislation and guidance, recent research findings and learning from national enquiries. Inter-agency training is updated accordingly.

The Child Protection Committee commissioned a piece of work from Stirling Council's Research Team that summarised and compared the findings from a number of published reports by HMle regarding Joint Inspections of Services to Protect Children. The learning from this exercise assisted in self-evaluation.

A case had been identified by two agencies on the Child Protection Committee that was considered to provide examples of good inter-agency practice. However on presentation to the full Child Protection Committee another agency identified issues regarding information sharing in this case. As a result the pilot electronic child protection information-sharing project was extended to include the Central Scotland Police Force Command & Control Centre in addition to the Police Family Unit. This pilot project enables police to read social work information through a web-based application that is drawn directly from Swift. Information can therefore be shared at the earliest opportunity when there are concerns raised about a child. It is anticipated that the system may be piloted with NHS Forth Valley at a later stage when neighbouring local authorities of Falkirk and Clackmannanshire are in a position to also participate in this work.

Central Scotland Police and NHS Forth Valley further developed partnership working through the Forensic Medical Examination Group. During the past year this group developed a Police Daytime Forensic Medical Service and enhanced Paediatrician Service within Forth Valley. This group has also developed audit processes that have seen improvements in the development of the Initial Referral Discussion process and planned access to health staff to identify the full medical history of a child.

Central Scotland Police Family Unit adopted the Ministerial Framework in respect of Police Vulnerable Person's Reports (VPRs), which are now screened following national guidance. Police VPRs increase on average by 9% per year, which reflects an increasingly early recognition of indicators of concern by officers. It has been noted that to further develop and integrate the principles and aims of GIRFEC the role of the Multi-Agency Co-ordinator is essential, although resourcing this aspect continues to be a challenge.

Stirling has taken the lead for Forth Valley in taking forward C.E.D.A.R. Community Groupwork Programme for Children and Young People Experiencing Domestic Abuse. This is one of three areas in Scotland to secure funding from the Scottish Government to pilot this work for three years as part of the National Domestic Abuse Delivery Plan for Children and Young People.

4.6. Training and Staff Development

Introduction

Individual agencies are responsible for providing child protection training at Level 1 of the Scottish Government training framework. Levels 2 to 4 inter-agency training is provided and co-ordinated by the Forth Valley Inter-Agency Child Protection Training Facilitator.

4.6.1. Training - Level 1

Within Stirling Council the main method of providing Level 1 child protection training is through staff accessing an electronic e-learning module which is available on the council intranet and the council website. This module provides child protection information for all staff working within Stirling Council with details of who to contact if they have a concern about a child. As the module is also available on the council website, voluntary organisations and members of the public can also benefit.

The module is now part of the induction programme for all new employees in Stirling Council. The module can be accessed at: <http://www.stirling.gov.uk/childprotection>

Children's Services in Stirling encompasses education, early years and social work services. A more in depth programme of Level 1 child protection training is provided annually for teachers and nursery staff on the first day of every school year in August. This programme is updated and developed each year.

Practice based workshops have taken place on an inter-agency basis for front line staff to increase knowledge when working with children and families affected by substance misuse. Direct links are also made with child protection when training is being delivered about domestic abuse. A seminar for Stirling Multi-Cultural Partnership on Keeping Women and Children Safe at Home and in the Community also made direct links with child protection issues.

NHS Forth Valley provided Level 1 training for 958 health staff between 1st March 2007 and 28th February 2008. A further 182 health staff participated in CREATE child protection training with 22 staff also receiving training on report writing.

4.6.2. Inter-Agency Training, Levels 2- 4

The Forth Valley Inter-Agency Child Protection Training Facilitator has written this section of Stirling Child Protection Committee Annual Report. Although Stirling Council employs the postholder, the work is undertaken on behalf of the Forth Valley Child Protection Strategy Group (recently renamed Forth Valley Child Protection Strategic Support Group). This group has an overarching responsibility towards the three Forth Valley Child Protection Committees in Stirling, Falkirk and Clackmannanshire. The post holder is supported by the Joint Child Protection Training Planning Group as well as a part-time/term-time Administrative Assistant.

This section therefore refers to training and staff development across all three Child Protection Committees. Inter-agency child protection training is provided/coordinated at Levels 2-4 of the Scottish Government training framework.

This report covers the period from 1 April 2007 to 31 March 2008. It should be noted that the Training Facilitator's post was vacant from 1st April 2007 to 31st May 2007 and as a result no training was provided during this time. Furthermore, the summer months were dedicated almost entirely to redesign of existing training and planning for the remainder of the financial year.

All training provided was fully evaluated and copies of these analyses were circulated to the Child Protection Committees and the Forth Valley Child Protection Strategy Group in December.

4.6.3. Joint Child Protection Training Planning Group

A high level of commitment has been shown by all partner agencies to the Planning Group with good attendance at all meetings. Membership of the group was reviewed towards the end of the 2006/7 financial year together with a redefining of the group's remit. The group has been involved in redesigning the courses offered as well as providing a forum for quality assurance.

Facilitators of Joint Investigative Interview Training are now routinely invited to attend the Planning Group following delivery of this training, to feed back on the course. A full list of members is provided in Appendix 3.

4.6.4. Level II – Foundation Training

This training has been redesigned in line with the Scottish Government Framework for Inter-Agency Training, which was developed as part of the Child Protection Reform Programme. Since September 2007, a 2-day course has been delivered to participants from a wide range of settings.

The training was offered on a monthly basis, with venues moving between the 3 local authorities. Seven sessions were held as follows:

September 2007	Stirling
October 2007	Falkirk
November 2007	Clackmannanshire
December 2007	Stirling
January 2008	Falkirk
February 2008	Clackmannanshire
March 2008	Stirling

It was agreed that, for purposes of continuity, the Training Facilitator should be the lead facilitator on these courses, with a co-facilitator being drawn from a pool of partner agencies. The following agencies were represented:

September 2007	Health
October 2007	Health
November 2007	Clackmannanshire (Criminal Justice Social Work)
December 2007	Health
January 2008	Falkirk Council (Corporate Child Protection Training)
February 2008	Police
March 2008	Stirling Council (Children's Services)

Places for 25 participants were offered on each of the courses. On average, 22 participants actually attended. All courses were over-subscribed. Allocation of places was based on the following:

- Inter-agency mix (eg no more than 10 participants from the same area of practice)
- Locality (eg preference given to local applicants to facilitate networking)
- Date of application

Table 1. Level II – Foundation - Attendance by Agency

	9/07 Stirling	10/07 Falkirk	11/07 Clacks	12/07 Stirling	1/08 Falkirk	2/08 Clacks	3/08 Stirling	Totals
Falkirk Council	2	6	2	1	13	1	1	26
Stirling Council	13	1	0	11	2	2	9	38
Clacks Council	0	0	12	0	0	7	0	19
NHS	4	2	2	2	1	3	1	15
Police	0	3	1	2	3	1	3	13
Others*	5	7	6	5	5	9	6	43
Total	24	19	23	21	24	23	20	154
Non-attenders	2	6	3	4	1	2	5	23

* Other Agencies

Early Years	26
Homestart	1
Women's Aid	2
Barnardo's	7
Young Carers	4
Careers	2
Enable	1

Table 1 provides a breakdown of attendance for each of the Level II courses. It also shows a further breakdown of "other agencies" (eg non-contributing agencies) who have accessed this training. The high representation is partly due to partnership nurseries in Stirling being strongly advised to attend child protection training and an error in recording information, which listed private nurseries as local authority agencies. This has now been rectified for future courses.

There has been a strong commitment from partner agencies as well as others to this training. Psychological Services, Child Protection Co-ordinators, Health, Social Work and Police staff have all contributed substantially. Various voluntary agencies, such as Open Secret and ChildLine, responded to requests for inputs.

Participants were asked to complete evaluation forms on each of the 2 days to enable as full an analysis as possible. Overall, the feedback has been extremely positive, but has also highlighted a number of areas for changes, which have since been incorporated into the programme.

Table 2. Level II – Foundation - Attendance by Area of Practice

	Stirling 9/07	Falkirk 10/07	Clacks 11/07	Stirling 12/07	Falkirk 1/08	Clacks 2/08	Stirling 3/08	Totals
Early Years	3	5	9	5	5	9	8	44
Primary School	10	1	1	7	4		4	27
Secondary School					2		1	3
Education General		1						1
Social Work (C&F)	1	3	1		1	3	2	11
Social Work (Adult)	1							1
Health	4	2	2	1	1	3	1	14
Police		3	1	2	3	1	3	13
Educational Psychology			6	1	3	2	1	13
Housing			1					1
Community Wardens	2	2						4
Family Support				1	5	5		11
Careers		2						2
Enable			1					1
Women's Aid				2				2
Young Carers	3		1	2				6
Totals	24	19	23	21	24	23	20	154

Table 2 provides information about the particular areas of practice of participants who attended Level II Training.

4.6.5. Joint Investigative Interview Training (JIIT)

There was a considerable backlog of staff, particularly within Social Work Services, who were required to attend the full 5-day national JIIT programme, before they could undertake joint investigative interviewing of children.

As a result two courses were offered during this financial year, offering a total of 16 places for social workers and 16 places for police officers. Allocation of places is outlined in Table 3. Officers from the Family Unit and the Child Protection Training Facilitator jointly facilitated both courses.

**Table 3. Joint Investigative Interview Training and JIIT for Managers
Attendance on 2007/2008 courses by agency**

	JIIT June 2007	JIIT for Managers August 2007	JIIT October 2007	JIIT for Managers November 2007	JIIT for Managers January 2008	Total
Falkirk Council	3	3	5	9	4	24
Stirling Council	3	5	2	2	3	15
Clacks Council	2	0	1	3	0	6
Police	8	4	8*	4	2	26
Total Attending	16	12	16	18	9	71
Non-Attendees	0	3	0	0	3	6

- One officer was unable to complete the training due to being cited to court.

4.6.6. JIIT Managers' Workshops

In addition to the full 5-day course, workshops were offered to Supervising Officers and Senior Children & Families staff involved in supervising child protection investigations to bring them up to date with the National Guidance on Interviewing Child Witnesses in Scotland 2003. Three of these 1-day workshops took place

between August 2007 and January 2008, with almost all relevant staff members attending. The workshop utilised national JIIT materials and covered the inputs on:

- Background and Context
- Preparation and Planning
- Interview Process

An overview of the 5-day JIIT course was provided. Participants had the opportunity to discuss the implications of the guidance and feedback was provided to the Forth Valley Child Protection Strategy Group.

Family Unit staff and the Child Protection Training Facilitator facilitated the workshops jointly. A breakdown of attendance by agency is also provided in Table 3.

4.6.7. JIIT Top-Up Training for Experienced Child Protection staff

Considerable discussion took place during the financial year in relation to training for child protection staff who undertook the joint interview course prior to the introduction of JIIT in Forth Valley. A 3-day “Top-Up” course was designed, incorporating most of the national curriculum, however, training staff at the Scottish Police College initially rejected this. Following negotiation, it was finally agreed in January 2008 that the course could be delivered, on the understanding that participants would have covered all the areas of the national curriculum through a modular approach. This training will now commence in April 2008.

4.6.8. Giving Evidence in Court

The Giving Evidence in Court training has been provided regularly for a number of years. It has consistently been evaluated positively. The Authority Reporter for Falkirk continued to be the lead facilitator, with a second reporter contributing substantially to the role-play component of the training.

Every effort is made to accommodate participants who have been cited to court or who are likely to receive a citation in the near future. However, the sessions have been over-subscribed on each occasion. To address this, it was agreed to condense the training to a ½ day, with an increase in frequency of delivery. As a result 1 full day and 1 half-day session were provided during the current financial year. A breakdown of attendance is provided in Tables 4 and 5.

Table 4. Giving Evidence in Court Attendance during 2007/2008 by agency

	November 2007 (full day course)	February 2008 (1/2 day course)	Totals
Falkirk Council	3	6	9
Stirling Council	10	2	12
Clacks Council	1	0	1
NHS	2	4	6
Police	0	0	0
Other*	2	2	4
Total	18	14	32
Non-Attendees	2	3	5

* Other agencies
Early Years – 3
Victim Support – 1

Table 5. Giving Evidence in Court - Attendance by area of practice across Forth Valley

	November 2007 (full day course)	February 2008 (1/2 day course)	Totals
Early Years	7	2	9
Primary School	3	2	5
Secondary School		1	1
Education General		1	1
Social Work	5	3	8
Health	2	4	6
Family Support	1		1
Victim Support		1	1
Totals	18	14	32

4.6.9. Other Training

NHS Forth Valley currently supports two Child Protection Nurse Advisors to undertake the certificate course in Case Supervision and Managing Risk in Child Care and Protection.

Children's Services also have four members of staff currently undertaking the MSc course in Child Care and Protection through Dundee University.

The Forth Valley Inter-Agency Child Protection Training Facilitator reported that it has not been possible to complete all the required redesign of courses in terms of Levels 2 – 4 during the current financial year. Additional training opportunities will therefore be available in the forthcoming year on the following subjects:

- Child Protection and Children with Additional Support Needs
- Internet Safety
- Child Protection and Direct Work with Children
- Child Protection Seminar
- Managers' Inter-agency Workshops

4.6.10. HMIE Inspections and Staff Development

Inspections took place in Clackmannanshire and in Stirling Councils during this financial year. Full training plans, statistics, course outlines and evaluations (participants' and facilitator's) were provided for inspectors and the training facilitator was interviewed in both authorities.

Overall, the inter-agency training received positive feedback in Clackmannanshire. At the time of writing, the report for the Stirling Council area had not been published.

4.6.11. Funding for Staff Development

Funding for all courses facilitated by the Forth Valley Inter-Agency Child Protection Training Facilitator (other than JIIT related) has been provided by the following contributors:

NHS Forth Valley	25%
Central Scotland Police	25%
Falkirk Council	25%
Stirling Council	15%
Clackmannanshire Council	10%

Central Scotland Police and the 3 Councils have funded all JIIT related courses, with contributions based on actual participant numbers.

Non-contributing agencies (eg partnership nurseries, voluntary agencies) are currently not being charged for places on courses offered.

Appendix 5 provides a breakdown of spending during the financial year.

4.6.12. Staff Development - Planning for 2008/2009

It has become clear that a substantial restructuring of the training provision in Forth Valley will be required to meet needs of staff within the partner agencies, as well as the increasing demand from the independent sector.

The framework developed by a working group in Stirling and subsequently adopted by the Strategy Group in 2006 should provide a good basis for this, but it has become evident during the 2007/2008 financial year that more resources will be needed.

Particular areas for consideration will be:

- Training needs analyses undertaken by individual agencies
- Frequency and location of Level II – Foundation courses
- Staffing resources required to deliver an increased level of training
- Time commitment from individual contributors (eg CP Co-ordinators, Educational Psychologists etc)
- Modular delivery of training
- Demand for Joint Investigative Interview Training, particularly from Social Work Services
- Commissioning of training
- Charging policy for training
- Management information

Proposals addressing these issues will be circulated to members of the Joint Planning Group and the Forth Valley Child Protection Strategic Support Group for consideration with a view to making a recommendation to the Chief Executives' Group.

4.7. Communication and Co-operation

The Child Protection Committee continues to maintain good links with Falkirk and Clackmannanshire Child Protection Committees and with Forth Valley Child Protection Strategic Support Group.

During the past year a Stirling Voluntary Agencies Forum for child protection issues has been developed. Having met twice this group is still in the early stages of development although it may develop across Forth Valley in the coming year.

The Child Protection Committee includes representation from a wide range of agencies and services (Appendix A). If someone from an agency is unable to attend, a nominated substitute from that agency will attend in their place. The role of Housing in the work of the Child Protection Committee has been acknowledged and further developed during the past year. In addition the Children's Rights Officer and Violence Against Women Policy Officer (currently one person who undertakes both roles on a part-time basis) has attended the Child Protection Committee.

In support of the work undertaken by the Child Protection Committee a number of subgroups have become established. Each group has representatives from a range of services (Appendix B).

To maintain effective communication the Child Protection Committee Meetings include:

- Update from each Child Protection Committee subgroup
- Feedback from National CPC Chairs and Lead Officers Forum
- Information from Forth Valley Child Protection Strategic Support Group
- Update from NHS Forth Valley Child Protection Action Group
- Information from the Joint Planning Group (Forth Valley Inter-Agency Training)

4.8. Planning and Connections

Stirling Child Protection Committee is located within the framework of Stirling Community Planning Partnership, which is the overarching planning group in the council. The Child Protection Committee therefore uses the logo of Stirling Community Planning Partnership in all documentation.

The Children's Critical Partnership, also located within the framework of the Community Planning Partnership, has a key responsibility in terms of the Integrated Plan for Children's Services. The Child Protection Committee and the Children's Critical Partnership are therefore both crucial in the development and implementation of plans for services for children and young people. There are close links between these two groups, for example the chair of the Child Protection Committee is also a member of the Children's Critical Partnership.

There are representatives from both the Child Protection Committee and the Children's Critical Partnership on the Stirling Community Planning Partnership. This ensures effective communication within the planning framework for services for children, young people, families and the wider community within the Stirling Council area.

Within the overarching planning framework there are two further key groups, the Stirling Substance Forum and the Violence Against Women Action Group. Both groups are represented on the Child Protection Committee and the Children's Critical Partnership in addition to the Stirling Community Planning Partnership.

Key issues identified within each group therefore have a method of being raised directly in other key forums. Child Protection is a standing item on the agenda in a number of these groups.

4.9. Listening to Children and Young People

Stirling Child Protection Committee continues to place significant importance on listening to the views of children and young people.

This has been evidenced during the past year through the work of the Children's Rights Officer in auditing children's participation in the child protection case conference process. During this audit the Children's Rights Officer attended a number of case conferences during September 2007, communicated with some of the children and families involved and had discussion with social work staff. Although it was acknowledged that children's views were well represented by staff attending the case conference, recommendations for improvement included actively seeking alternative methods to develop a child's participation in their case

conference. For example through the development of a specific child's report or use of an audiotape.

There are a number of forums where children and young people can express their views, which include:

- Student Forum
- Pupil Councils in schools
- TIK TAK Group (Young Care Leavers)
- Children using Women's Aid (through the children's workers)
- Matrix (Barnardo's project)

Although there are opportunities for children and young people to express their views about decisions that affect them individually within Children's Services, there has also been recognition that more work could be done to consider how their views could be taken into account in the planning and development of services. During the past year a research project has been developed in partnership with Stirling Council Research Team. The aim of this project is to gather the views of children, young people and their parents about the services they have received from children's social work services, with a view to incorporating findings for service improvement into future planning. Research tools to assist in communicating with very young children have been developed in addition to research tools for primary age children and young people. The fieldwork for the research project is due to take place during 2008.

Within Children's Services a number of specific issues in response to children's views had been taken forward previously and which continue to be used regularly:

- Feel Think Do - an electronic approach for children to help to keep themselves safe
- Netsafe – a programme for children about safe use of the internet

5. Conclusion

Stirling Child Protection Committee has experienced a demanding year, particularly in view of the Joint Inspection of Child Protection Services by HMIE, which took place in Stirling between September 2007 and February 2008. Partner agencies that provide services across Forth Valley were also involved in the Clackmannanshire inspection, which placed additional demands on them.

During the past year the volume of child protection work has increased, continuing the upward trend of previous years. Quality assurance and performance reporting systems are becoming increasingly significant in the work of the Child Protection Committee.

The ongoing demand for staff training and development in child protection reflects an increased awareness across all agencies and partners in the need for staff to be knowledgeable and skilled in this area of work.

Identifying children in need of help at the earliest opportunity and developing plans to keep them safe continues to be at the centre of all the work undertaken by the Child Protection Committee.

Key Aims for the Forthcoming Year Include:

- Further develop shared self evaluation processes to improve services for children
- Develop a Forth Valley framework for performance reporting
- Improve child protection information on the Council website
- Improve services for children whose parents misuse substances
- Further develop practice arrangements between health, police and the local authority regarding initial child protection referral discussions
- Continue to develop electronic information sharing systems
- Develop a Forth Valley approach to the provision of public information
- Complete research project about children's views of social work services to inform continuous service improvement

APPENDIX 1: Stirling Child Protection Committee Members 2007 – 2008

Bill Eadie (Chair)	Head of Support & Development, Children's Services, Stirling Council <i>Forth Valley Child Protection Strategic Support Group Stirling Children's Critical Partnership Forth Valley Youth Justice Strategy Group National Chair CP Committees Forum Stirling Community Health Partnership</i>
Dr Ishaq Abu-Arafah	Consultant Paediatrician, NHS Forth Valley <i>NHS Forth Valley Child Protection Action Group</i>
Dr Juliet Farquar	Consultant Paediatrician, NHS Forth Valley <i>NHS Forth Valley Child Protection Action Group</i>
Maureen Berry	Interim Lead Nurse CP, NHS Forth Valley <i>Forth Valley Joint Planning Group NHS Forth Valley CP Action Group Violence Against Women Action Group Hall 4 Groups – 3 CHPs National Nurse Advisor's Forum NHS Forth Valley CP Link Nurses Forum HOLAC Monitoring Group MCN West of Scotland</i>
Theresa McLean	Lead Nurse, Stirling, CHP, NHS Forth Valley <i>Stirling Children's Partnership Group (Early Years) NHS Forth Valley CP Action Group Stirling Children's Critical partnership Forth Valley Hall 4 Steering Group Stirling Hall 4 Implementation Group Stirling GIRFEC Strategy Group</i>
Jim Cattanach	Chief Inspector, Central Scotland Police <i>Stirling Community Safety Partnership Stirling Children's Critical Partnership Action for Change Antisocial Behaviour Strategy Group Central Scotland Police Children & Vulnerable Person's Group</i>
Jacqui Rennie	Detective Chief Inspector, Central Scotland Police <i>Chair of the Forth Valley Domestic Abuse Strategy Group ACPOS Child Protection Working Group representative ACPOS Getting it Right for Every Child Working Gp Representative Head of Drugs and Specialist Services (Including Child Protection, Domestic Abuse and E-Crime)</i>
Pat Scroggie	Detective Inspector, Central Scotland Police
Hannah Tait	Stirling Women's Aid <i>There is representation from Women's Aid on: Action for Change Sexual Health Network Voluntary Sector Involvement with Homeless Child Care Initiative Crime Care</i>

Peter Farquar	Principal Solicitor, Legal Services, Stirling Council <i>Legal Advisor to Stirling Adoption Panel</i> <i>Antisocial Behaviour Strategy Group</i>
Des Friel	Head of Service, Youth Services and Criminal Justice Services, Stirling Council <i>Stirling Homeless Partnership</i> <i>Youth Housing and Aftercare Strategy</i> <i>Forth Valley Substance Action Team</i> <i>Stirling Substance Forum</i> <i>Antisocial Behaviour Strategy Group</i> <i>Stirling Children's Critical Partnership</i> <i>Youth Justice Steering Group</i> <i>Stirling Action for Change (local Violence Against Women Multi-Agency Partnership)</i>
Trisha Hall	Regional Director East & Central, Aberlour Trust
Colin Hunter	Children's Panel Member
Tony Cain	Head of Housing Services, Stirling Council
Linda Kinney	Head of Learning & Development, Children's Services, Stirling Council <i>Stirling Children's Critical Partnership</i>
Ian Liddle (Retired Sept 2007)	Principal Psychologist, Children's Services, Stirling Council <i>Stirling Children's Critical Partnership</i>
Jenni Barr (From Sept 2007)	Acting Principal Psychologist, Children's Services, Stirling Council <i>GIRFEC Strategy Group</i>
Julie Main	Child Protection & Family Support Co-ordinator, Stirling Council <i>Early Years Partnership</i> <i>Sexual Health Network</i>
Susanne Goetzold	Forth Valley Child Protection Training Facilitator <i>Forth Valley Child Protection Strategic Support Group</i> <i>Falkirk Child Protection Committee</i> <i>Clackmannanshire Child Protection Committee</i>
Pauline Proudfoot	Authority Reporter, Stirling <i>Stirling Children's Critical Partnership</i> <i>Stirling Youth Justice Forum</i>
Anne Salter	Children's Rights Officer & Violence Against Women Policy Co-ordinator <i>Stirling Community Safety Partnership</i> <i>Stirling Action for Change (local Violence Against Women Multi-Agency Partnership)</i>
Andrew Richardson	Principal Procurator Fiscal Depute <i>Statutory discussion meetings with Authority Reporter</i> <i>Court Users' Meetings</i>

Police Liaison Meetings

Irene Cavanagh

Chief Social Work Officer & Head of Community Care Services, Stirling Council

**Sara Lovelock
(Left Feb. 2008)**

Lead Officer, Stirling Child Protection Committee

APPENDIX 2: Resources Dedicated to the CPC

Forth Valley Child Protection Training Facilitator

Breakdown of Spending for the Financial Year 2007/2008

<u>Item</u>	<u>Amount</u>
Salaries, NI, Superannuation	£46,851.08
Subsistence	£49.10
Mobile Phone	£49.44
Car Allowance	£885.26
Insurance	£167.00
Advertising	£409.89
IT Equipment	£2,569.53
Photocopying	£213.44
Stationery	£157.76
Hospitality	£44.10

Specific Training Costs (venue/catering/guest speakers etc)

Level II Training – 7 courses*	£3,292.74
Giving Evidence in Court Training – 2 courses	£125.80
JIT-related courses	£13,987.00
➤ 2 full 5-day courses	
➤ 3 Managers' Workshops	
➤ Recording Equipment	

* £303.50 and £328.88 – payments for venues/catering in Falkirk and Clacks respectively were invoiced after end of financial year, but were included in this calculation.

APPENDIX 3: Sub Groups & Working Groups

1. Staff Development & Training Subgroup

Julie Main	Child Protection Coordinator
Lesley Gibb	Service Manager, Early Years
Bob McGowan	Service Manager, Education
Susanne Goetzold	FV Child Protection Training facilitator
Gordon Main	Team Leader, Social Work
Sheena Allan	Team Leader, Social Work
Margaret Quenby	Team Leader, Social Work
James Cattanach	Central Scotland Police
Maureen Berry	Interim Lead Nurse, CP, NHS Forth Valley
Mary Boyd	Manager, Matrix, Barnardos
Gary Worrall	Youth Services
Sara Lovelock	Lead Officer – Stirling/Clacks CPCs

Outputs

1. Annual review and development of Level 1 child protection training for education and early years staff
2. Ongoing implementation of Level 1 e-learning module in child protection for all staff
3. Review staff CPD and support attendance at Levels 2 – 4 training.

2. Audit Subgroup/Continuous Improvement Group

Bill Eadie	CPC Chair, Head of Service, Children's Services
Mary McNicol	Service Manager, Quality Improvement, Children's Services
Sara Lovelock	Lead Officer, CPCs
Maureen Berry	Interim Lead Nurse, CP, NHS Forth Valley
Jacqui Rennie	DCI, Central Scotland Police
Hazel Fraser	Service Manager, Social Work
Julie Main	Child Protection Coordinator
Marion Wallace Gee	Quality Improvement Officer, Education
Heather Douglas	Service Manager, Early Years

Outputs

- Self evaluation of each service using QIs for HMIE Joint Inspection of Child Protection Services
- Audit of attendance at Child Protection Case Conferences
- Audit of children's participation in the child protection case conference process
- Data cleansing of electronic child protection client information records on Swift.

3. Public Information Subgroup

Mary McNicol	Service Manager, Quality Improvement, Children's Services
Hazel Fraser	Service Manager, Social Work
Marion Wallace Gee	Quality Improvement Officer, Education
Heather Douglas	Service Manager, Early Years
Sara Lovelock	Lead Officer, CPCs

Outputs

- Regular ongoing articles in Stirling In Focus Magazine
- Posters in public places
- Advert on library carrier bags
- Public event at McRobert Arts Centre
- Bookmarks in libraries
- White Ribbon campaign in schools and council buildings
- 104 pairs shoes exhibition

4. Forth Valley Joint Inter-Agency Planning Group Members

Falkirk Council

Mary Mitchell	Child Protection Co-ordinator
Catriona Laird	Child Protection Lead Officer
Evelyn Kennedy	Corporate Child Protection Training Officer
Eileen Marr	Senior Child Care Worker

(2 representatives attending each meeting)

Stirling Council

Julie Main	Child Protection Co-ordinator
Joanne McMeeking	Professional Development Manager

Clackmannanshire Council

Maggie MacLean	Training Services Manager
Sara Lovelock	Child Protection Lead Officer

Forth Valley Primary Care

Dorothy Morgan	Child Protection Nurse Advisor
Maureen Berry	Interim Lead Nurse Child Protection

Central Scotland Police

DS Stuart Allan	Central Scotland Police Family Unit
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5. Stirling Child Protection Voluntary Sector Forum

Graham Carroll
Jeanette Myles

Deputy Head Teacher, Queen Victoria School
Youth Project Worker, Central Scotland Rape
Crisis and Sexual Abuse Centre

Trisha Hall
Mary Boyd
Jackie Johnstone

Regional Director, Aberlour
Manager, Barnardos Matrix
Service Manager, Signpost

Janice Beaton
Brenda Simm

Manager, Stirling Family Support Service
Co-ordinator, Home-Start Stirling Council

Heather Love
Elaine Brown

Stirling Women's Aid

Patricia Nunn

Substance Development Officer, Stirling Council
Service Manager, A.S.C. (Addiction, Support and
Counselling)

Sara Lovelock

Lead Officer Child Protection

Appendix 4 HMIE JOINT ACTION PLAN - Response to Identified Action from HMIE Report

Q.I	Key issue	Development Required	Strategic Action	Who	Timescale	Measurable Outcome	Evidence
1	How Effective is the help children get when they need it?						
1.1	Children are listened to, understood and respected Good						
	Quality of Communication	Ensure children have the most appropriate level of contact with their social worker.	Audit and review current levels of contact between children and social worker. Monitor levels of contact.	Children's Services - Lead Officer Child Protection	10% of registered cases quarterly	Minimum of weekly contact	Quarterly audit of contact recorded by social worker
Linked to 3.1	Provide sufficient Support for children in formal meetings	Ensure all children have the appropriate level of support to help them participate and communicate in formal meetings.	Improve children's participation in formal meeting processes, including Child Protection case Conferences. Monitor to ensure compliance and consistent use of children's report format.	Children's Services - Reviewing Officers and Chairs of other meetings	Ongoing Quarterly review	Increase in use of children's reports and of their participation in formal meetings	Quarterly review
1.2	Children benefit from strategies to minimise harm Good						
	Access to support services	Ensure access to support services for children and families living in rural areas.	Arrange meeting - consider needs of rural community v. availability of service and establish if a review is required	Children's Services - Service Manager Health - Interim Lead Nurse Child Protection	By December, 2008	Report on access to support services in rural areas	Report to Child Protection Committee and Children's Critical Partnership
1.3	Children are helped by the actions taken in immediate response to concerns Very Good						
	Involvement & Sharing of Information	Ensure all families & children are involved & kept informed during & immediately after investigations	Develop a checklist to ensure families are updated post investigation. Monitor	Children's Services - Team Leader -Initial Assessment Team Central Scotland Police Head of Drugs &	September, 2008 July, 2008	Production and use of checklist Police referral form amended	Checklist being used Amended referral form being completed

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				Specialist Services			
	Recognition of Concern	Ensure staff seek and share all available information when making assessment in regard to level of response	Develop a checklist to ensure all available information is sought and shared to assess risk and appropriate professionals are consulted. Monitor	Children's Services - Team Leader - Initial Assessment Team Central Scotland Police Head of Drugs & Specialist Services	September, 2008 July, 2008	Production and Use of Checklist Initial referral form includes a checklist of all databases	Checklist being used Amended referral form being completed
1.4	Children's needs are met			Satisfactory			
	Long Term Needs	Ensure effective planning and assessment to identify future long term needs and requirement for permanent placements. Ensure no delay in progressing plans for adoption and PROs.	Develop and implement options to improve permanency-planning timescales. Identify resources required to deliver the completion of permanency plans.	Link with 3.2 3.4 Children's Services - Service Manager	October, 2008 - new post Ongoing to June, 2009	Training sessions for social work staff working with permanency cases arranged March 2008 and with BAAF June 2008	1. Reduction in backlog of cases. 2. Time-scales being met
	Specialist Support	Ensure children who misuse substances are aware of and can access specialist support	Audit current level of specialist support available for children who misuse substances. Identify gaps in resources and take steps to ensure provision in place. Community Resource Group to continue to monitor referrals.	Children's Services - Service Manager Stirling Substance Misuse Forum CRG	December, 2008	Audit undertaken Provision of services improved	Audit report submitted to C.P.C. C.R.G. monitoring referrals
	Local Residential Placements	Ensure children are accommodated locally to prevent travel out with	Implement proposals to increase number of local residential placements.	Children's Services - Head of	June, 2010	Increased number of local residential	Placements of children recorded and

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		their community	Implement recommendations from MARG Scrutiny Group.	Service		placements	reviewed by reviewing officers
	Supported Housing	Ensure effective planning to identify young people leaving care who require supported housing	Scope details of young people who will leave care within the next 6, 12 and 18 month period and establish suitable supported housing	Youth Housing and Aftercare Strategy Group	December, 2008	Improved planning and identification of young people leaving care requiring supported housing	Case Records and Reviews of young people leaving care
	Kinship Carers	Ensure looked after children living with kinship carers receive a consistent service.	Review level of support provided to kinship carers and children. Seek approval from Council for Kinship Carer Scheme and funding to implement proposals.	Children's Services - Head of Service	March, 2011	Consistent service to looked after children living with kinship carers	Case records and reviews
	Support	Ensure adequate support is available to children of substance abusing parents	Establish current processes where children can receive help from the appropriate service	Stirling Substance Misuse Forum- Children's Services - Service Manager	December, 2008	Support available to children of substance misusing parents	Case records and reviews
	Family Contact	Ensure all LAC have regular contact with family members (where appropriate)	Audit current levels of contact between children in care and their families. Identify resources required to improve this area of service.	Children's Services - Reviewing Officers	December, 2008	Contact formally recorded as part of review process	Case records and reviews
2.	How well do services promote public awareness of child protection?						
2.1	Public awareness of the safety and protection of children					Satisfactory	

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	Assessing Impact	Evaluate effectiveness of promoting public awareness of child protection.	Work with Corporate Services to scope when the views of the Citizen's Panel can be sought and identify questions for panel.	CPC sub-group Children's Services - Head of Service	December, 2008	Views of Citizens Panel sought	Report of Views presented
	Feedback Referrers	Ensure all members of the public making a referral receive the standard letter of response. Ensure feedback is recorded.	Remind staff of the requirement to send standard letter. Add to checklist. Monitor consistency of written feedback.	Children's Services - Team Leaders	October, 2008	Checklist amended. Letters of response being sent.	Checklist amended. Sending of letters recorded.

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	Feedback - Recorded	Ensure where feedback is provided this is recorded by both the sender/receiver (if another agency)	Remind staff of the requirement to accurately record all decisions made and outcome of investigations. Design pro-forma letter for feedback. Monitor and maintain copy of all notifications on file.	Children's Services - Team leaders All agencies to follow up	October, 2008	Feedback recorded. Pro-forma letter designed.	Records of feedback. Pro-forma letter.
3	How good is the delivery of key processes?						
3.1	Involving children and their families in key processes				Satisfactory		
	Provision of Advice	Ensure children and families receive advice at the conclusion of formal meetings.	Introduce a process whereby a lead professional is identified at the start of every formal meeting to provide advice to children and families immediately concluding same	Chairs of three key meetings and family social workers	September, 2008	Advice received by children and families	Case records Record of reviews
	Sharing of Reports	Ensure where appropriate all agencies share reports with families in advance of meetings.	Implement and monitor process for submission and circulation of reports prior to formal meetings.	All agencies responsible for sharing own reports Reviewing officers and other chairs of meetings to monitor	Quarterly review	Reports shared with families in advance of meetings	Quarterly report

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	Case Conferences	Ensure leaflets produced for Children and Families are being used	Add this to checklist for Case Conference Planning Monitor	Children's Services - Chairs of Reviewing Meetings	Quarterly review	Leaflets being used	Quarterly report	
	Complaints	Ensure services routinely review recommendations for change from investigation of complaints.	Establish routine review of recommendations and monitor changes implemented - standing item for C.P.C.	C.P.C.	Quarterly review at C.P.C.	Recommendations routinely reviewed	Record of C.P.C.	
	Complaints	Ensure all children and families are aware of Complaints Procedure	Complaints leaflets to be provided to children and families during investigation. Add to check list within file.	Forth Valley Public Information group Children's Rights Officer	December, 2008	Complaints leaflets provided	Case records including checklist	
3.2	Information Sharing and recording						Good	
	Attendance at Meetings	All agencies to be represented at Multi-Agency Meetings	System to be implemented on SWIFT to monitor attendance at CP Case Conferences and Core Groups. Reported to CPC.	Link with 3.3 3.4 CPC	December, 2008	All agencies represented	SWIFT system monitoring attendance	
	School Nurses & Education Staff	Where concerns raised ensure all relevant staff are notified	Develop electronic messaging process to ensure all concerns are appropriately shared	Project Board	Pilot by March, 2009	All concerns shared	Electronic messaging system established	
	Involvement of Health	Ensure Health staff are consulted during the initial phase of any investigation	Develop a communication strategy to ensure Health involvement in triage process	Link with 3.3 Health - Interim Lead Officer Child Protection Children's Services - Team Leader	September, 2008	Health staff consulted	Case records	

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				- Initial Assessment Team			
	Pre-Birth Planning	Ensure early notification to facilitate planning and assessment Ensure consistent response in pre-birth planning system	Develop robust guidance on the early notification of pregnancy where there are known concerns Develop a standard definition and guidance on the meaning of 'vulnerability for unborn children' and when comprehensive assessments should take place	Link with 3.3 4.1 Health - Interim Lead Officer Child Protection	December, 2008	Guidance developed and being followed	Guidance produced Records of pre-birth planning
	Quality of Recording	Ensure a consistent approach in the organisation and completion of files	Develop a minimum standards protocol for the management of case files	Link with 3.4 All agencies Children's Services - Service Manager and Team Leaders	December, 2008	Protocol developed Supervisors monitor and review completed case files and sign off on lodging these	Protocol produced Mopi folder held showing details of any documents removed
	Chronology	Ensure chronology is used to effectively analyse events and identify patterns of behaviour	One multi-agency chronology to be collated through CP Core Groups. Monitored by CP Co-ordinator.	Link with 3.4 Children's Services (All agencies contribute)	Ongoing	Effective use of chronology	Quarterly report by C.P. Co-ordinator
	Assessment & Planning	Ensure consistency of approach when using new family health record	Provide guidance and training to health staff on the use of documentation within the new family health record	Link with 3.3 Health - Interim Lead Officer Child Protection	December, 2008 Quarterly audit	Guidance and training delivered Family Health record being used	Quarterly Audit by Health

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			Monitor				
	Recording	Ensure school nurses files and health files contain CP information.	Develop guidance for staff regarding the retention and recording of information received regarding cp concern Monitor	Health - Interim Lead Officer Child Protection	December, 2008 Quarterly audit	Guidance developed C.P. information recorded	Quarterly Audit by Health
	Consent	Ensure consistent approach in the sharing and recording of consent to share information	Develop protocol and guidance for staff Monitor	Forth valley sub-group All agencies to monitor	December, 2008 Monitoring ongoing	Protocol and Guidance developed Consistency of approach monitored	Protocol and Guidance produced Case records
	MAPPA Meetings	Ensure Health involvement at Mappa Meetings	Ensure Health are invited to MAPPA Meetings Monitoring of Attendance	Police Director of Intelligence Health - Interim Lead Officer Child Protection	July, 2008	Health staff attend MAPPA meetings	Health attendance at MAPPA meetings recorded
3.3	Recognising and assessing risks and needs					Weak	
	Involvement of Health	Ensure Health are consulted during initial stages of investigation to establish level of risk and concern	Develop a communication strategy to ensure Health involvement in triage process Monitor	Link with 3.2 Police Head of Drugs & Specialist Services Health and Children's Services	October, 2008	Communication strategy developed Consultation with Health taking place	Case records Quarterly review

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	Medical Examinations	Raise awareness of processes to determine the necessity or otherwise for a medical examination and the type of examination	Ensure all staff are aware that the decision to have a medical examination or otherwise will only be made following discussion with a Health professional Monitor decision making	Police, Head of Drugs & Specialist Services Social Work and Health Links to 3.2	Quarterly review	Decisions re. medical examination reviewed quarterly	Quarterly report on medical examinations
	Prioritise referrals	Ensure staff work together to prioritise referrals to children's reporter or social work service	Develop the role of the Multi-Agency Co-ordinator in line with the principles of the Ministerial Framework	All agencies through GIRFEC Forth Valley C.P. Strategic Group	Ongoing	All referrals prioritised in line with Ministerial framework	Case records
	Quality of Assessments	Ensure consistency in quality of assessment	Develop process to dip sample assessments to ensure consistency	CPC Audit Sub-Group Children's Services - Operational Team Leaders	Quarterly review of four cases by Lead officer Child Protection	Quality of Assessments consistent	Quarterly report to C.P.C.
	Identification of Risk	Ensure that assessments also focus on risk as well as need	Monitor quality of assessments.	Children's Services - Operational team Leaders	Quarterly review of four cases by Lead officer Child Protection	Revised Comprehensive Assessment format now developed, piloted and rolled out to all social work staff, which has clear focus on risk and need.	Quarterly report to C.P.C.

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	Joint Investigations	Ensure staff follow guidance to involve Health during initial planning stage and during Initial Referral Discussion	Supervise investigations and ensure Health is consulted. This should be recorded within the Case File/database	Health Police Head of Drugs & Specialist Services and Social Work	September, 2008	Health staff involved in investigations	Case records Quarterly review	
	CAD	Ensure common approach to assessing risk	Review guidance for a referral protocol for staff working with parental substance misuse.	Health - Interim Lead Officer Child Protection	September, 2008	Referral protocol developed and followed	Referral protocol produced Quarterly review	
	Assessment of Risk (parental substance misuse)	Ensure children living with substance misusing parents are adequately assessed	Review risk assessment. Update staff on risk assessment. Improve communication systems between CADS/Maternity/Social work. Presentation to C.P.C. Monitor implementation.	Link with 4.1 SAT/SAF	December, 2008	Presentation to C.P.C. on risk assessment by Health Service staff	Case records Quarterly review	
3.4	Effectiveness of planning to meet needs					Satisfactory		
	Staff Awareness	Ensure all staff understand the purpose and status of meetings and planning systems.	1. Develop an information guide for staff. 2. Work towards implementation of GIRFEC agenda with one meeting/one plan for a child.	Children's Services - Service Manager and Operational Team Leaders	1. September, 2008 2. Ongoing	Information Guide produced	Information Guide produced Case records	

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	Monitor & Review	Ensure plans developed are implemented, monitored and reviewed	System to be implemented on SWIFT to monitor frequency and attendance at CPCCs, Core Groups and Child Care Reviews. Significant delays in implementation of plans to be reported to Head of Service.	Link with 3.2 See above	December, 2008 Quarterly monitoring	Plans monitored and significant delays reported to Head of Service	Quarterly SWIFT report
	Distribution of Plans	Ensure plans are distributed within timescales	Monitor and review administrative processes for circulation of Child Protection Case Conference and Child Care Review minutes and plans. Ensure adequate resources available to meet demand.	CSMT Children's Services - Executive Officer	September, 2008	Plans distributed within timescales	Quarterly report
4	How good is operational management in protecting children and meeting their needs?						
4.1	Policies & Procedures Good						
	Risk Assessment (Significant Case Reviews)	Ensure staff use the same assessment criteria for Significant Case Reviews	Develop criteria/assessment tool for Significant Case Reviews across Forth Valley.	Link with 5.4 FV Support Group	September, 2008	Staff using same criteria	Quarterly review

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4.2	Operational Planning						
	Integrated Children's Services Plan (ICSP)	Ensure all actions are implemented.	Strengthen partnership in development of current Integrated Children's Services Plan and monitoring implementation.	CYPCP	July, 2009	Inter-agency workshop arranged 31/03/08.	Regular progress reports
	ICSP	Ensure relevant Managers and Staff are aware	Children's Critical Partnership to involve/inform staff from their agency in development/monitoring of ICSP.	CYPCP	July, 2009	Regular consultation with staff	Record of consultation
	Management Information	Ensure there is sufficient management information available to monitor and review performance	Review current performance measures. Further develop joint performance management information.	FV Support Group	December, 2008	Joint Performance Management Information developed	Regular progress reports
4.3	Participation of children, families and other relevant people in policy development						Good
	Involvement of children and their families	Ensure where policy is being created or developed concerning CP issues children and families are involved	Develop approach which can be shared by staff across services	Forth Valley Sub-Group Children's Rights Officer	December, 2008	Involvement of children and families in policy development	Policy reflects involvement of children and families

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4.4	Recruitment and retention of staff Good						
	Joint approach	Ensure joint approach to meet staffing needs across services	Develop joint approach to meet staffing needs and workforce planning. Standing item on C.P.C. agenda	Link with 5.2 CPC	Quarterly review	Joint approach developed	Quarterly review at C.P.C.
4.5	Development of staff Good						
	Training	Ensure agencies assess the longer term impact of training	Implement process to assess effectiveness of training and impact on service delivery. Implement annual training needs analysis.	FV Training Sub	Annual review	Options paper to meet demand presented to FVCPSG on 9/04/08.	Annual Report to C.P.C.
	Housing	Ensure staff access training	On-line child protection training to be scheduled. Relevant staff to access Level 2 Training.	Head of Housing Service	December, 2008	Training delivered	Report to C.P.C.
5	How good is individual and collective leadership?						
5.1	Vision, values and aims Good						
	Communicate Vision	Ensure Senior Managers are aware of the Chief Officers Group Vision, Value and aims	Develop Communication Strategy	G5	December, 2008	Communication Strategy developed	Communication Strategy published
5.2	Leadership & Direction Satisfactory						
	Roles & Responsibility	Ensure staff and managers fully understand new constitution agreed	Include full details of roles and responsibilities within Communication Strategy	FV Group CPC	December, 2008	Details included in Communication Strategy	Communication Strategy published
	Improve links with Voluntary Service	Ensure representation from all sectors	Develop links with voluntary sector on the FVCPSG	CPC Lead Officers	December, 2008	Links with Voluntary Sector	Representation of

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						developed	Voluntary sector on FVCPSG	
	Sub-Groups	Ensure adequate and appropriate level of representation on all sub groups	Membership list to be established for sub-groups with a deputy identified	Link with 5.3	December, 2008	Membership list established	Member-ship list published	
	Staffing Levels	Ensure adequate staffing levels to meet demands of social work service.	Audit current social work staffing levels and benchmark.	Link with 4.4 Children's Services - Head of Service	December, 2008	Report submitted to CSMT October 2007.	Audit Report	
5.3	Leadership of people and partnerships						Satisfactory	
	Children's Critical Partnership	Ensure consistent attendance at meetings	Strengthen partnership in development of current Integrated Children's Services Plan and monitoring implementation.	Link with 4.2 CYPCP Children's Services - Director	December, 2008	Consistent attendance established	Minutes of Meetings	
5.4	Leadership of change and improvement						Satisfactory	
	Self Evaluation	Ensure a robust approach to self evaluation and improvement	Develop programme for undertaking Multi-Agency Self Evaluation and implementation of recommendations.	Forth Valley CPC Audit Sub - Group	December, 2008	Programme developed	Report to C.P.C.	

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	Significant Case Review Protocol	Ensure draft review is finalised and agreed by FVCPSG	Present final draft to FVCPSG	Link with 4.1 FVCPSG and G5	December, 2008	Protocol agreed	Protocol published
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Highlighted at the conclusion of the draft report HMIE highlighted the following for the attention of Stirling CPC and FVCPSG -

“The CPC and individual services, guided by the FVCPSG and the COG, had structures in place to identify and implement improvements in the protection of children in Stirling. In doing so Chief Officers and the CPC should take account of the need to:-

- *Ensure that children living in longer term care placements have their needs met, including the need for permanent placement;*
- *Fully involve health staff in initial referral discussions and joint investigations, and continue to improve arrangements for medical examinations;*
- *Improve assessment of risks and needs for unborn children and children living with parental substance misuse;*
- *Ensure plans to meet children’s needs are carefully monitored and reviewed;*
- *Improve the leadership and direction from chief officers and senior managers to better support the work of the CPC; and*
- *Better develop shared self evaluation and improvement of services for children.*

All Strategic Actions within this Action Plan address the issues detailed.