



# West Lothian Child Protection Committee

Annual Report 2007 – 2008  
Business Plan 2008 - 2009

## What to do if someone is hurting you...

Some kids get hurt by adults. They might be kicked, hit, punched, constantly put down or shouted at, not fed or looked after properly, touched in a way that makes them feel uncomfortable or see their mum being hurt.

If you are being hurt tell an adult you trust e.g. a teacher, police officer, social worker, school nurse, doctor, member of your family, friend's parent. The adult you tell can't keep secrets and must phone the police or social work service.

"Everyone in West Lothian works together to make sure children are safe"

 telephone numbers

Bothgate/Brexburn	01506 776700/775666
Urrington	01506 777777
Out of Office Hours (SW)	01506 777401/2
Police	01506 431200
Childline	0800 1111



## **West Lothian Child Protection Committee**

**Annual Report: 01.04.07– 31.03.08**

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## Preface

A Chief Officers' Group (COG) was formed in West Lothian in 2007 which is chaired by the Chief Executive of West Lothian Council and comprises the Chief Constable, Lothian & Borders Police (or his nominee) and the Chief Executive of NHS Lothian (or his nominee). The COG is responsible for the oversight, governance, management and quality assurance of Child Protection Committees, Adult Protection Committees and Multi Agency Public Protection Arrangements in each local authority area and is committed to the concept of a shared responsibility for these issues. The COG has a clear collective vision for West Lothian's children, including their safety. The COG provides strong leadership to ensure that the well-established ethos of joint planning and working continues in West Lothian.

This past year has seen another large increase in the number of child protection referrals resulting in joint investigations by social work, police and health staff and frontline workers are to be commended for continuing to provide a high quality service to the local population.

The Child Protection Committee (CPC) has continued to promote best practice and take responsibility for the quality assurance of multi agency work in W. Lothian. This report details the work of the CPC over the last year and the business plan for the coming year. Of particular note is the leaflet, poster and sticker campaign featuring a cartoon character, Jamie. The character was developed after consultation with local children and features in a DVD produced with money from the Scottish Government. Another important achievement has been the development and delivery of high quality training by the CPC.

Finally, HM Inspectorate for Education (HMIe) inspected West Lothian's services to protect children in February/March 08. As a result of the inspection (report to be published in September) the COG is confident that it will find a high standard of practice exists in West Lothian and that the CPC is striving to ensure continuous improvement.



Alex Linkston  
Chair W. Lothian Chief Officers' Group



Jo MacPherson  
Chair W. Lothian CPC

## **Introduction**

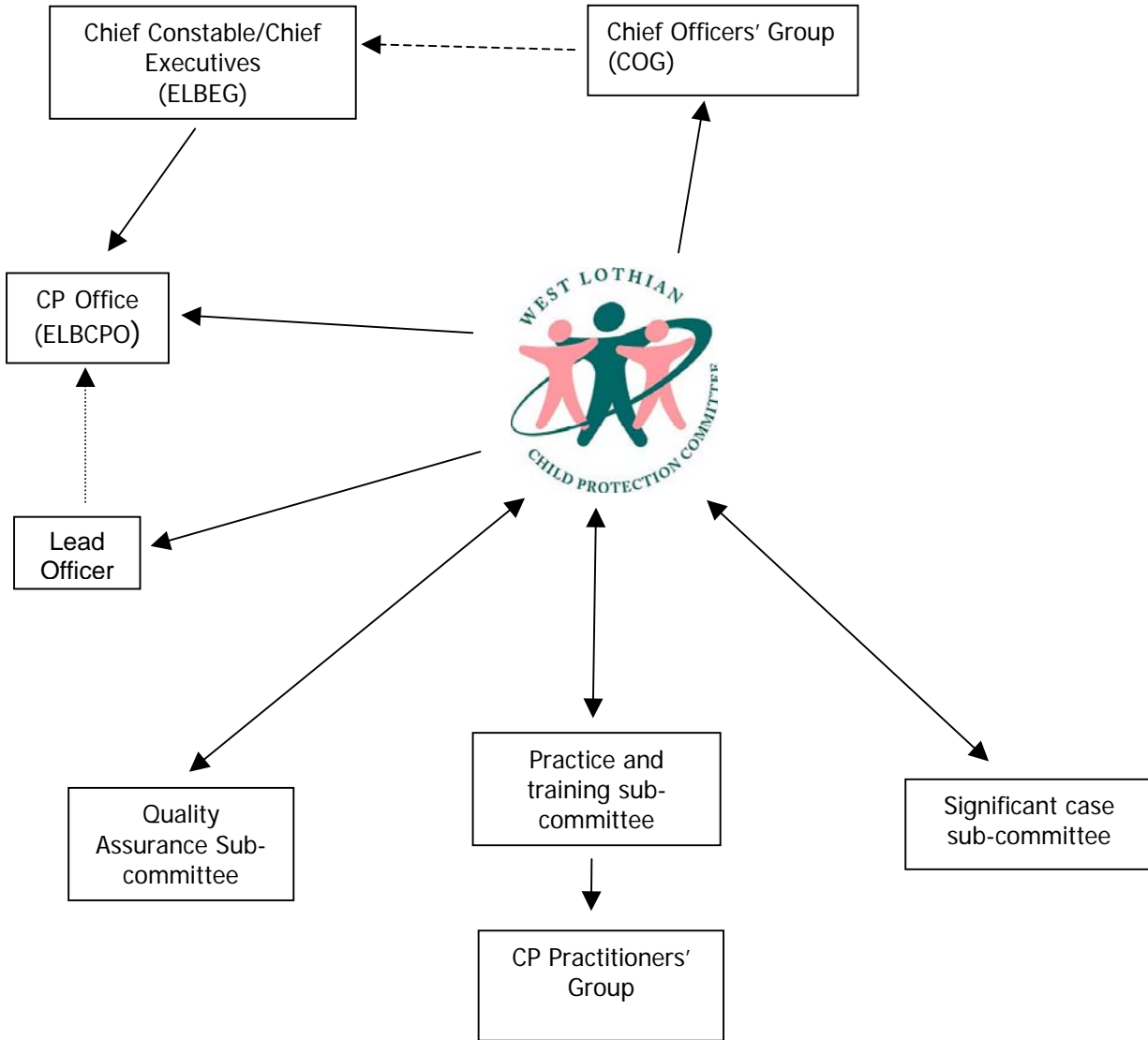
This last year has been a challenging one for the Child Protection Committee as members and staff in all agencies had the additional task of preparing for HMIE's Inspection.

The Committee is aware of the need to continually inform the public of our work to protect vulnerable children and involve young people and their families in the process. This work is continuing in West Lothian and, as outlined in the action plan, will continue in the future.

The CPC has been working hard to evaluate practice and processes in W. Lothian, for example, the Quality Assurance Sub Committee has audited the quality of risk assessments and examined outcomes for children whose names were removed from the Child Protection Register in 2004-05, the Practice and Training Sub Committee has developed risk assessment training to meet the needs of frontline practitioners in all agencies who regularly attend Child Protection Case Conferences. The IRD Business group meets regularly to discuss practice issues and review the quality of decision making at the IRD stage.

Staff in all agencies have remained open to new ideas, new ways of working and are committed to the protection of vulnerable children and young people in West Lothian.

Following the introduction of the National Child Protection Reform Programme and review of arrangements for the Child Protection Committee in Edinburgh, the Lothians, and Scottish Borders, the West Lothian Child Protection Committee was established in August 2005.



During the last year the function and remit of ELBEG has been under review. It was agreed that Chief Officers' Groups should be established in each of the local authority areas to provide local governance and accountability. The Chief Officers continue to meet as a pan Lothian and Borders Executive Group. The remit of the ELB Child Protection Office is also currently under review.

A MAPPA committee, reporting directly to the Chief Officers' Group (COG) has been established in West Lothian and taken over the remit of the Sex and Violent Offenders sub committee of the CPC. The CP Lead Officer, Service Development Officer for Adult Protection and the Sexual and Violent Offender Liaison Officer are co-located.

The CPC has three sub committees chaired by the Chair of the CPC and the Lead Officer. The Lead Officer chairs a meeting of frontline child protection practitioners, which informs the Practice and Training sub committee of practice issues and the training needs of those staff.

## Evaluation and Inspection

West Lothian's joint inspection of Child Protection services took place in February/March 2008. The final report is due to be published in September 2008. The evaluation of services to protect children and young people in West Lothian was very positive. Issues identified by HMIE requiring further work have been incorporated into the CPC's business plan for 2008 – 09.

During the last 12 months the Quality Assurance sub committee audited the quality of risk assessments produced in West Lothian and outcomes for children whose names were removed from the Child Protection Register in 04 - 05. (See Quality Assurance section)

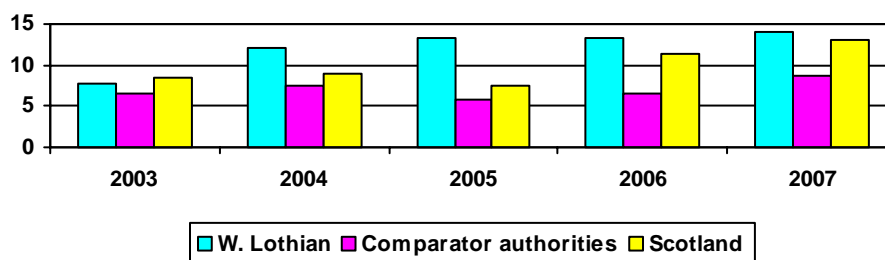
The CPC is committed to the ongoing evaluation of practice and the sharing of good practice within single agencies and in a multi-agency context, e.g. three sessions were delivered to front line staff about the case of Michael McGarrity (child found after a number of weeks beside his mother's body) and the implications for practice in West Lothian.

A third significant case review was conducted in 2007 – 08. The case involved reviewing the decision making and planning prior to and at a pre-birth child protection case conference (CPCC). An action plan has been developed to address the issues raised by the review.

In a previous review concern was raised about the intrusive nature of the press interest in the case and whether the Local Authority could have taken action to prevent some of the publications despite the family's cooperation with the media. As a result of this West Lothian Council commissioned legal advice from a company specialising in media law. Unfortunately there was nothing the council could have done to prevent the media coverage. However, the CPC is clear about the importance of involving the media departments of the core agencies at a much earlier stage in future.

The CPC's self evaluation was undertaken in 2 parts. Firstly the CPC and sub committee members were issued with a questionnaire specifically relating to the three key areas of a CPC's responsibility – public information, continuous improvement and strategic planning. Secondly the CPC held an extended meeting to evaluate the services to protect children in West Lothian against the quality indicators. This evaluation took the form of a group discussion about the quality indicators, the areas where West Lothian performs well, evidence for this and areas identified for further work.

### Number of Child Protection referrals (per 1000 of 0-15 population)

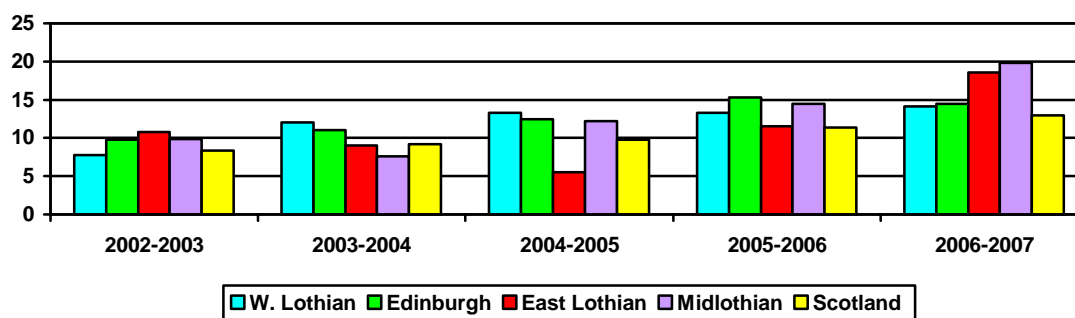


West Lothian's comparator authorities are: Clackmannanshire, South Lanarkshire, Midlothian, North Lanarkshire and Fife.

	2002-2003			2003-2004			2004-2005			2005-2006			2006-2007	
	Number	Rate	% change	Number	Rate	% change	Number	Rate	% change	Number	Rate	% change	Number	Rate
W. L	270	7.8	52.6	412	12	11.4	459	13.3	-0.4	457	13.3	6.6	487	14.1
C.A	1,415	6.5	14.5	1,620	7.5	-2.4	1,300	5.9	8.8	1,415	6.5	16.9	1,825	8.6
Sc	8,033	8.4	1.2	1,366	8.9	9.2	9,133	7.4	29.0	10,567	11.4	13.2	1,960	13.0

Source: Scottish Government, Children's Statistics. Figures prior to 05/06 may not be directly comparable due to a definitional change in counting CP referrals in 05/06.

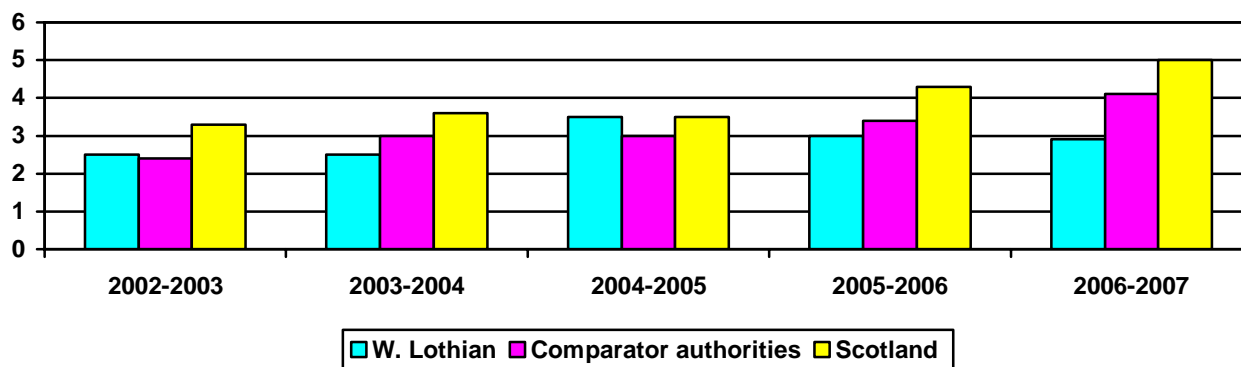
Whilst referral rates fell in comparator authorities during 2004–2005 the number of referrals continued to rise in W. Lothian. Referral rates during 05 and 06 were almost the same in W. Lothian. In W. Lothian the number of referrals increased by over 200 between 2006 and 2007. Referral rates for Scotland as a whole increased throughout the period 03 – 07. During 06 -07 the number of referrals in comparator authorities varied, with a large increase in Midlothian and a decrease in N. Lanarkshire. West Lothian, City of Edinburgh, East Lothian and Midlothian share the same child protection procedures (guidelines prior to June 2007)



	2002-2003			2003-2004			2004-2005			2005-2006			2006-2007	
	Number	Rate	% change	Number	Rate	% change	Number	Rate	% change	Number	Rate	% change	Number	Rate
W. L	270	7.8	52.6	412	12	11.4	459	13.3	-0.4	457	13.3	6.6	487	14.1
Ed	704	9.8	11.2	783	12.6	12.6	882	12.5	22.2	1078	15.3	-5.6	1,018	14.5
E. L	203	10.8	-17.7	167	9	-39.5	101	5.5	109.9	212	11.5	62.7	345	18.6
M.L	153	9.9	-19.6	123	7.6	57.7	194	12.2	17.5	228	14.5	35.5	309	19.8
Sc	8,033	8.4	1.2	1,366	8.9	9.2	9,133	7.4	29.0	10,567	11.4	13.2	1,960	13.0

Source: Scottish Government, Children's Statistics. Figures prior to 05/06 may not be directly comparable due to a definitional change in counting CP referrals in 05/06.

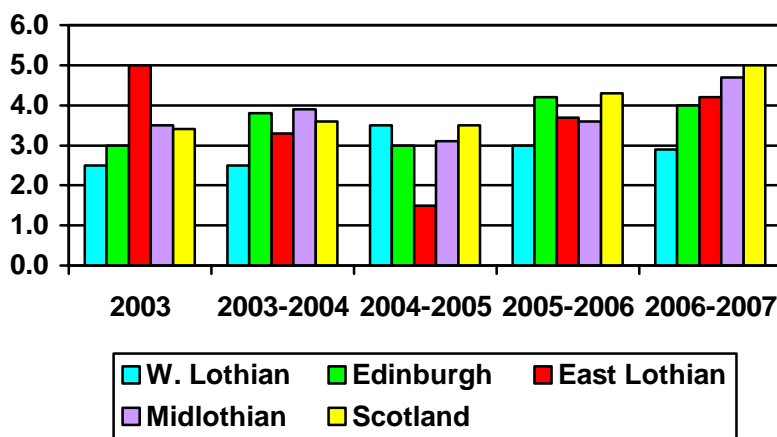
Number of referrals resulting in a case conference (per 1,000 of 0-15 population)



	2002-2003			2003-2004			2004-2005			2005-2006			2006-2007	
	Number	Rate	% change	Number	Rate	% change	Number	Rate	% change	Number	Rate	% change	Number	Rate
W. L	85	2.5	2.4	87	2.5	36.8	119	3.5	-14.3	102	3.0	-2.0	100	2.9
C.A	525	2.4	3.0	645	3.0	12.1	645	3.0	12.1	723	3.4	21.3	877	4.1
Sc	3,244	3.3	7.9	3,351	3.6	-1.4	3,303	3.5	22.1	4,034	4.3	14.3	4,608	5.0

Source: Scottish Government, Children's Statistics. Figures prior to 05/06 may not be directly comparable due to a definitional change in counting CP referrals in 05/06.

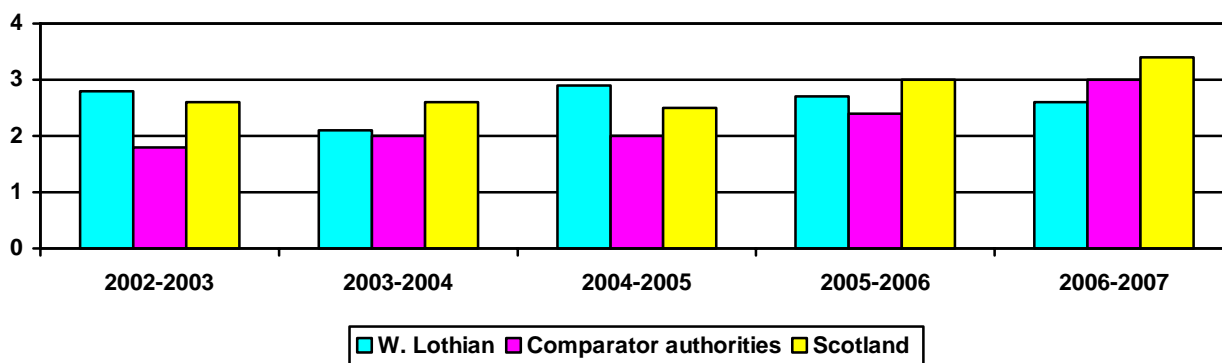
West Lothian had a large increase in the number of referrals resulting in cases conferences during 2004-05. Scotland had a slight decrease. During 2005-07 West Lothian's referrals resulting in case conferences decreased whilst the rate in comparator authorities and Scotland has increased.



	2002-2003			2003-2004			2004-2005			2005-2006			2006-2007	
	Number	Rate	% change	Number	Rate	% change	Number	Rate	% change	Number	Rate	% change	Number	Rate
W. L	85	2.5	2.4	87	2.5	36.8	119	3.5	-14.3	102	3.0	-2.0	100	2.9
Ed	217	3	25.3	272	3.8	-22.4	211	3	41.2	298	4.2	-6.7	278	4
E. L.	93	5	-34.4	61	3.3	-54.1	28	1.5	142.9	68	3.7	14.7	78	4.2
M.L	58	3.5	10.3	64	3.9	-21.9	50	3.1	14	57	3.6	28.1	73	4.7
Sc	3,244	3.4	7.9	3,351	3.6	-1.4	3,303	3.5	22.1	4,034	4.3	14.3	4,608	5.0

Source: Scottish Government, Children's Statistics. Figures prior to 05/06 may not be directly comparable due to a definitional change in counting CP referrals in 05/06

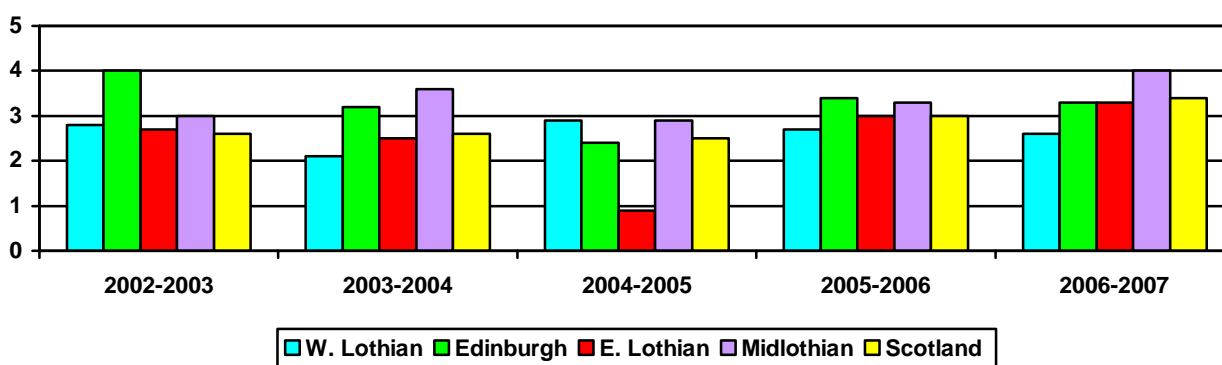
### Number of registrations following a case conference (per 1,000 of 0-15 population)



	2002-2003			2003-2004			2004-2005			2005-2006			2006-2007	
	Number	Rate	% change	Number	Rate	% change	Number	Rate	% change	Number	Rate	% change	Number	Rate
W. L	77	2.8	-6.5	72	2.1	40.3	101	2.9	-8.9	92	2.7	-3.3	89	2.6
C.A	395	1.8	7.6	425	2.0	-1.6	418	2.0	22.7	513	2.4	21.8	625	3
Sc	2,517	2.6	-3.1	2,440	2.6	-6.0	2,294	2.5	22.5	2,811	3.0	12.0	3,148	3.4

Source: Scottish Government, Children's Statistics. Figures prior to 05/06 may not be directly comparable due to a definitional change in counting CP referrals in 05/06

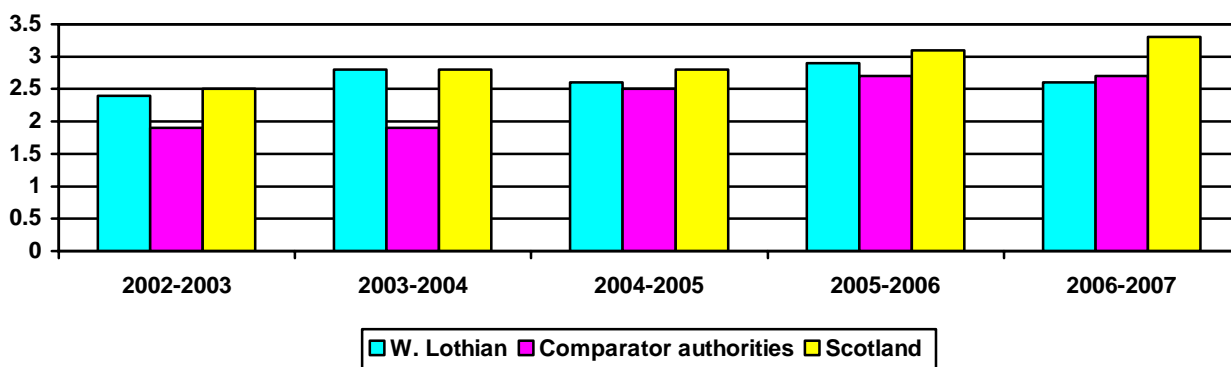
The number of CPCCs registering children increased dramatically during 04–05 and decreased during 05–06 whilst Scotland and comparator authorities' rates rose by approximately 20%. The increased registration rates in W. Lothian coincide with the increased number of referrals and case conferences in 04-05. Surprisingly the large increase in referrals during 03-04 did not result in an increase in CPCCs or registrations. West Lothian's rate of registration is slightly lower than for comparator authorities and Scotland as a whole.



	2002-2003			2003-2004			2004-2005			2005-2006			2006-2007	
	Number	Rate	% change	Number	Rate	% change	Number	Rate	% change	Number	Rate	% change	Number	Rate
W. L	77	2.8	-6.5	72	2.1	40.3	101	2.9	-8.9	92	2.7	-3.3	89	2.6
Ed	200	4	12.5	225	3.2	-23.6	172	2.4	37.8	237	3.4	-0.8	235	3.3
E. L.	75	2.7	-38.7	46	2.5	-63	17	0.9	229.4	56	3	10.7	62	3.3
M.L	44	3	31.8	58	3.6	-20.7	46	2.9	13	52	3.3	19.2	62	4
Sc	2,517	2.6	-3.1	2,440	2.6	-6.0	2,294	2.5	22.5	2,811	3.0	12.0	3,148	3.4

Source: Scottish Government, Children's Statistics. Figures prior to 05/06 may not be directly comparable due to a definitional change in counting CP referrals in 05/06

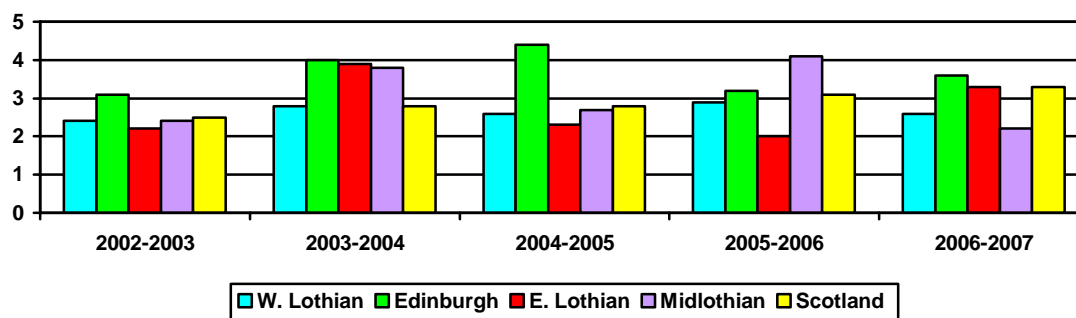
### Number of de-registrations (per 1,000 of 0-15 population)



	2002-2003			2003-2004			2004-2005			2005-2006			2006-2007	
	Number	Rate	% change	Number	Rate	% change	Number	Rate	% change	Number	Rate	% change	Number	Rate
W. L.	84	2.4	14.3	96	2.8	-6.3	90	2.6	11.1	100	2.9	-10.0	90	2.6
C.A.	410	1.9	1.2	415	1.9	28.4	533	2.5	9.0	581	2.7	-1.0	575	2.7
Sc	2,408	2.5	9.3	2,633	2.8	-2.2	2,574	2.8	12.2	2,887	3.1	6.8	3,084	3.3

Source: Scottish Government, Children's Statistics

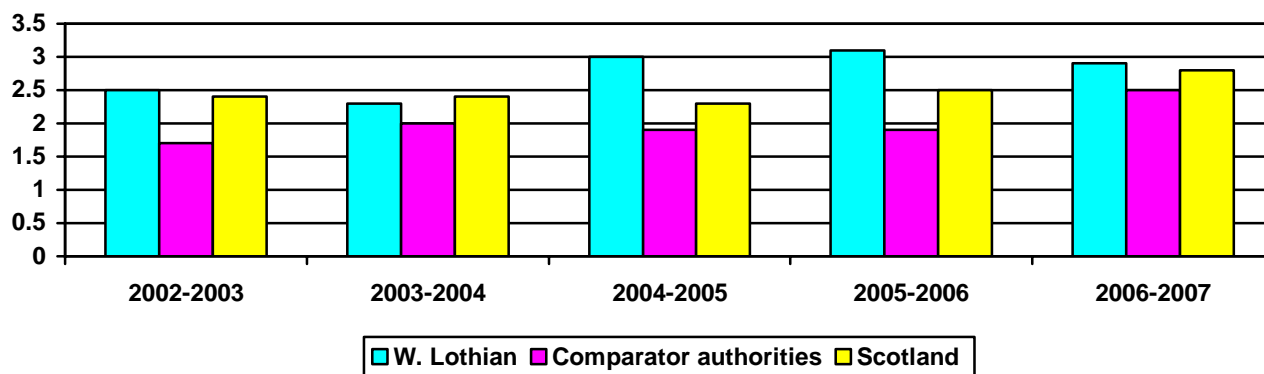
The rate of de-registrations is similar to those in comparator authorities but lower than in Scotland.



	2002-2003			2003-2004			2004-2005			2005-2006			2006-2007	
	Number	Rate	% change	Number	Rate	% change	Number	Rate	% change	Number	Rate	% change	Number	Rate
W. L.	84	2.4	14.3	96	2.8	-6.3	90	2.6	11.1	100	2.9	-10.0	90	2.6
Ed	223	3.1	28.7	287	4	7.7	309	4.4	-27.8	223	3.2	13.5	253	3.6
E. L.	42	2.2	73.8	73	3.9	-42.5	42	2.3	-11.9	37	2	64.9	61	3.3
M.L.	39	2.4	59	62	3.8	-30.6	43	2.7	51.2	65	4.1	-47.7	34	2.2
Sc	2,408	2.5	9.3	2,633	2.8	-2.2	2,574	2.8	12.2	2,887	3.1	6.8	3,084	3.3

Source: Scottish Government, Children's Statistics

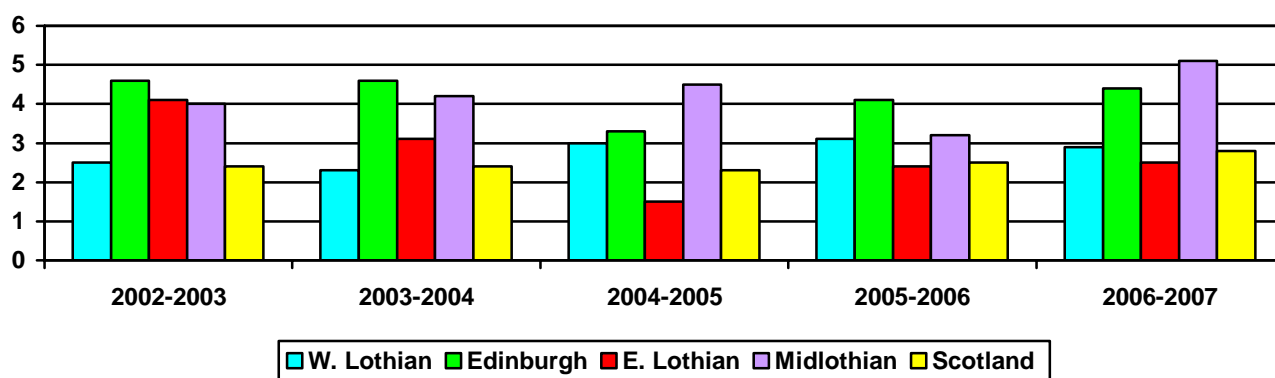
### Number of children on Child Protection Registers (per 1,000 of 0-15 population)



	2002-2003			2003-2004			2004-2005			2005-2006			2006-2007	
	Number	Rate	% change	Number	Rate	% change	Number	Rate	% change	Number	Rate	% change	Number	Rate
W. L	83	2.4	-1.2	82	2.4	25.6	103	3.0	1.9	105	3.1	-4.8	100	2.9
C.A	370	1.7	17.0	433	2.0	-5.8	405	1.9	-1.5	402	1.9	32.3	532	2.5
Sc	2,289	2.4	-1.9	2,245	2.4	-3.9	2,332	2.3	6.1	2,288	2.5	13.3	2,593	2.8

Source: Scottish Government, Children's Statistics

The number of children on the register increased by over 30% between 04-05, coinciding with an increase in the number of referrals and case conferences. In 2005 and 2006 the rate of registration in W. Lothian was much higher than in comparator authorities and Scotland. In 2007 the rate is almost the same as the rate for Scotland.



	2002-2003			2003-2004			2004-2005			2005-2006			2006-2007	
	Number	Rate	% change	Number	Rate	% change	Number	Rate	% change	Number	Rate	% change	Number	Rate
W. L	83	2.4	-1.2	82	2.4	25.6	103	3.0	1.9	105	3.1	-4.8	100	2.9
Ed	332	4.6	-1.8	326	4.6	-28.2	234	3.3	23.9	290	4.1	7.2	311	4.4
E. L	77	4.1	-26	57	3.1	-52.6	27	1.5	63	44	2.4	4.5	46	2.5
M.L	67	4	1.5	68	4.2	4.4	71	4.5	-29.6	50	3.2	60	80	5.1
Sc	2,289	2.4	-1.9	2,245	2.4	-3.9	2,332	2.3	6.1	2,288	2.5	13.3	2,593	2.8

Source: Scottish Government, Children's Statistics

West Lothian CPC Business Plan 2007 – 08

1. Public Information

- Raise awareness of child protection issues within communities, including children and young people
- Promote the work of agencies protecting children to the public at large
- Provide information about where members of the public will go if they have concerns

Objective	What are we going to do?	When will we do it by?	What resources are required?	How will we know when we have done it?	Completed
Information available on CP website	Ensure that high quality information is available on the website	Ongoing	Lead Officer & QA sub committee to decide info.	Functioning website containing information for the public and professionals	Ongoing
Consider other forms of public information	<ul style="list-style-type: none"> <li>• Consider media options.</li> <li>• Resources for libraries, community centres etc.</li> <li>• Possible leaflet for all households</li> <li>• Develop Communications strategy</li> </ul>	Ongoing	QA sub committee Financial resources depending on option(s) chosen.  P&T sub committee	Public more aware of CP issues, who to contact and what will happen if they make contact.  Information is produced and developed as part of a strategy	Ongoing. Articles have appeared in staff newsletters and the local press. All school age children and staff issued with a CP sticker. Communication strategy in place
Complaints leaflet	Devise leaflet advising families how to complain about core agencies	December 07	QA sub committee	Families have basic advice on how to complain about core agencies	After reviewing complaints procedures it was felt too complicated to devise one guide.

The development of a website for the public and professionals was the responsibility of the ELBCPO. Unfortunately the website could not be maintained. West Lothian CPC has taken the decision to develop its own website. Work in this area is being progressed by a short life working group.

West Lothian Community Health & Care Partnership's (CHCP) newsletter for staff, West Lothian Council's staff newsletter and the local paper have all contained articles about child protection services in West Lothian in the last 12 months. During the recent HMIE inspection all staff in all agencies received newsletters updating them on the inspection process. Although the CPC has no formal mechanism for measuring the impact of public information the number of child protection referrals rose by almost 100 in the last 12 months.

Due to a large influx of Eastern European migrants into Edinburgh, the Lothians and Borders ELBCPO produced an information leaflet about acceptable childcare standards in Scotland. This was produced in English and Polish and is available in a wide variety of public buildings. National lead officers have the leaflets and some areas are considering getting them translated into other languages depending on the minority populations in their area.

West Lothian  
Child Protection Committee  
**Annual Report 2007 – 2008**

The Lead Officer is responsible for updating the CPC on initiatives that have been successful in other CPC areas with a view to developing similar strategies in West Lothian. The Lead Officers and ELBCPO staff meet on a regular basis to progress work for the whole ELBEG area.

The Lead Officer worked with 3 young people to produce a cartoon type leaflet and poster. The cartoon character (Jamie) is now easily recognised in West Lothian and featured on stickers that were distributed to all school age children and all staff in all agencies advising who to contact if they have a child protection concern. "Jamie" features in a leaflet devised for Building Services staff to advise them of their responsibility to report child and adult protection concerns. "Jamie" also features in a DVD being produced by ELBCPO with money from the Scottish Government. The DVD features the experiences of West Lothian children who have been involved in the child protection process and its aim is to advise children and young people about the child protection process and what happens once a disclosure is made.

There are currently 14 children educated at home in West Lothian. Education officers in May/June 08 will deliver packs containing a variety of information, including information about child protection and keeping safe to these children during their annual visit.

## 2. Policies, Procedures and Protocols

- Ensure that constituent agencies have in place their own up to date policies and procedures
- Regularly develop, disseminate and review inter-agency policies and procedures
- Ensure that protocols are developed around key issues where there is agreement that this is required

Objective	What are we going to do?	When will we do it by?	What resources are required?	How will we know when we have done it?	Completed
Feedback to Scottish Executive	Participate in national consultations, National Chairs' meetings etc.	Ongoing	QA sub committee	National procedures are robust, workable and reflect best practice	Ongoing
Include school nurses in CPCCs, ensure info is shared with them and sought from them	Invite school nurses to CPCCs	April 07	CPCC admin	School nurses are automatically invited to CPCCs	April 07
Ensure all staff are aware of new CP procedures and comply with them	Collect data re compliance with new procedures	March 08	Lead Officer, ELBCPO	All staff have access to CP procedures, know where to find them and comply with them	August 07
In line with new procedures ensure IRD participants feedback to referrer, brief and debrief staff involved in investigations	Agreement amongst all agencies. IRD format revised so decisions can be noted	April 07	IRD participants. IRD business meeting will review compliance on an ongoing basis	Referrers are advised of outcomes. Staff involved in investigations are briefed and debriefed	May 07
Case files are accessible and easily understood	All agencies review contents and layout of files	March 08	Staff time	Case files are accessible and easily understood	February 08
Roll out of Shared Information Project (C-Me)	Continue work and briefings C-Me	Ongoing	C-Me steering committee, Senior Managers in all partner agencies, Trainers, IT personnel	System is fully functioning	Ongoing
Develop useful chronologies	Agree thresholds and info that is required for chronologies. Develop guidance for staff	ASAP	Staff time	Shared chronology is accessible and useful	Ongoing
Implement multi-agency public protection procedures	Consultation/liaison between CJT and Police	April 07	Multi-Agency approach.	Structured, auditable processes implemented which are fit for purpose	April 07
Consider risks posed by sexually aggressive young people (unconvicted)	Review risk management panel for sexually aggressive young people	March 08	SAVOLO, SAVO sub	Structured, auditable processes implemented which are fit for purpose	Review completed. New procedure currently being devised
Ensure all staff are aware of new MAPPAs arrangements	<ul style="list-style-type: none"> <li>Publish on website and intranets</li> <li>Make literature available through electronic medium</li> <li>Arrange briefing sessions for appropriate staff</li> </ul>	April 07	SAVO Sub, Lead Officer, SAVOLO,	Staff are aware of MAPPAs arrangements and their responsibilities	Ongoing. W. Lothian now has a MAPPAs Committee reporting directly to the Chief Officers' Group (COG)
Identify information sharing requirements to	Liaison between CJT, Police and partner agencies	Ongoing	Admin. SAVO Sub	Produced and signed off data sharing protocols to	March 08

address MAPPA and introduce appropriate protocols				meet the needs of the MAPPA arrangements.	
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A member of the CPC worked with the ELBCPO and representatives from other Lothian areas to review and evaluate existing child protection guidelines and practice and produce new procedures. These procedures were ratified by ELBEG and are more explicit and prescriptive about agencies' and individuals' responsibilities in the child protection process. It was envisaged that following these procedures would result in everyone taking responsibility for child protection, production of reports by all agencies invited to attend case conferences, better information sharing and better outcomes for children and their families. The new procedures were implemented from 1.6.07 and over 4000 staff from the Local Authority, Health, Police, voluntary organisations, private nurseries etc were briefed about the new procedures. The procedures have been operational for almost 12 months and are due to be reviewed.

Pan Lothian guidelines were produced for the protection of children living in families with problem substance misuse. The Children's Services DAT group (multi-agency group) on behalf of the CPC devised a protocol for West Lothian and set up a multi-agency screening group which considers referrals about families where problem substance use is an issue, shares information and decides appropriate action. Following the introduction of the "Professionals Concerns Model" in line with the GIRFEC agenda, the screening group will finish and staff in all agencies will be responsible for arranging Professional Concerns meetings. These meetings will involve staff from all the agencies involved with the child and/or family to share information, produce a support plan or refer on for additional support if required.

West Lothian Council, NHS Lothian, Lothian and Borders Police and the Scottish Children's Reporters Administration continue to work on an information sharing system that will greatly improve the delivery of services to children. The C-Me system enables staff in social work, health, education, the police and the Scottish Children's Reporter's office to share important information and records relating to children.

C-Me helps each agency create a clearer picture of a child's needs through sharing relevant background information. This enables all agencies to work more efficiently and effectively.

C-Me works by linking existing systems and creating one record for an individual, which can be seen by authorised users across agencies. An electronic version of the Inter-agency Discussion (IRD) went live in April 2007. Its efficacy is monitored by the IRD/CP business meeting, which brings together participants in the IRD process on a fortnightly basis.

West Lothian Council appointed a Sexual and Violent Offenders Liaison Officer (SAVOLO) in January 2007. The CPC and COG agreed that the Sexual and Violent Offenders sub committee should be disbanded and a MAPPA Committee, reporting directly to COG be established. The SAVOLO along with the Police and Criminal Justice Team has been responsible for developing West Lothian's MAPPA procedures and data sharing protocols. The SAVOLO is currently working with the Lead Officer to create a system of risk management case conferences for young people who present a serious risk to the community.

The CPC receives reports of child deaths in the West Lothian area. Police, health and social work services review their information in relation to each child and family and a decision is taken as to whether there are any concerns, which would warrant closer scrutiny or a significant case review.

### 3. Management Information

The CPC will:

- a. Have an overview of information relating to children and young people on the CPR
- b. Receive regular management information reports, which include analysis of trends
- c. Identify and address the implications of reports
- d. Ensure reports inform the inter-agency CP strategy

Objective	What are we going to do?	When will we do it by?	What resources are required?	How will we know when we have done it?	Completed
Collect and analyse information re children and young people on the CPR	Continue to provide information to CPC at agreed reporting periods	Ongoing	Admin. QA sub	Plans are formulated on the basis of information received and analysed. Comparisons made with local and national statistics	Ongoing
Listen to parents/carers	Continue to interview parents/carers after case conferences to get their views on CP process	Ongoing	Admin. QA sub	Improvements to process are made where appropriate	Completed. Leaflet developed for families
Collect and analyse information re issues relating to public protection	Provide information to CPC at agreed reporting periods. SAVO Sub-committee to analyse info, draw conclusions and make relevant recommendations	Ongoing	Admin. SAVO sub, SAVOLO	Improvements to process are made where appropriate	March 2008. MAPPA Committee formed

The Child Protection Register keeper is a senior Social Work manager in City of Edinburgh. The register is maintained by the ELBCPO. The register moved from a stand-alone database to Edinburgh City Council's SWIFT database in January 2007. Decisions made at case conferences are e-mailed to the ELBCPO to ensure that the register is as up-to-date as possible. The CP procedures state that case conferences should happen Monday – Thursday and only on a Friday in exceptional circumstances to ensure that the register is accurate as possible.

The CPR is available online to Accident and Emergency staff at St. John's Hospital. Staff at A & E are alerted to the fact that a child's name is on the CPR and can then check the register for further details. Even if a child's presentation at the hospital is not for child protection reasons staff are encouraged to alert the allocated social worker to the fact that a child attended and who attended with the child. The Social Care Emergency Team (SCET) can access a child's registration status through C-Me.

The production of reports for CPCCs is monitored by chairs of CPCCs. Non compliance is reported to a senior manager in the invitee's agency. Compliance with the CP procedures is to be reported to COG later this year.

#### Area profile

West Lothian is the 10th largest local authority in Scotland with a population of over 163 000 located within an area of 164 square miles. The population has grown more rapidly than anywhere else in Scotland over the last 15 years and this trend is predicted to continue over the next 10 years. The area will see a rise in the number of older people in coming years and in contrast to the national trend an increase in the population of children and young people aged 0-16 years is also expected.

Two-thirds of the council area is rural and the main centres of population are in Livingston Bathgate and Linlithgow. The area also includes a number of smaller settlements including Broxburn, Blackburn, Armadale, Whitburn and Fauldhouse. Many of the smaller settlements are former mining communities.

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According to the 2001 census the black and minority ethnic population in West Lothian makes up 2.16% of the total population and a third of the ethnic minority population were under 16. This figure is lower than the figure for Scotland as a whole, which stands at 3.34%. The largest ethnic group is 'white other' which accounts for 1.01% of the total population. In the five years since this was recorded it is likely that this figure will have grown with an increase in the number of people arriving from central and eastern states of the European Union. People originating from Pakistan make up the largest visible minority ethnic community at 0.5% of the population.

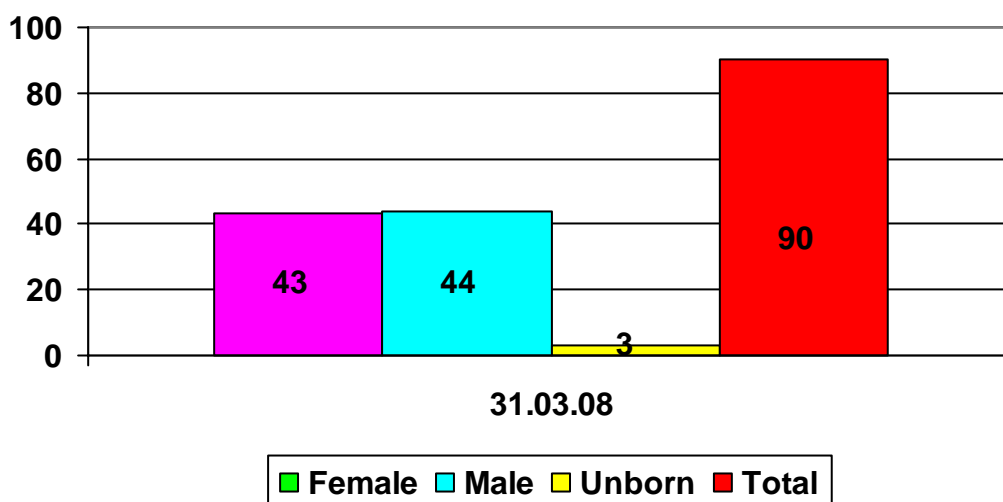
Over the last 25 years the economy of West Lothian has seen growth in the retail and service sectors coupled with a general change from traditional manufacturing activity to research and development and an increase in high technology businesses. Although West Lothian as a whole has experienced significant population and economic growth this has not occurred equally across the areas particularly in the former mining towns in the south and west.

West Lothian has a mix of relatively prosperous areas interspersed with pockets of severe deprivation. The latter are characterised by persistent levels of inequality and poverty with significant numbers of people excluded from the economic and social mainstream. Typically they experience unemployment or low paid employment accompanied by poor health, inadequate housing, low levels of car ownership and vulnerability to crime. Areas of greatest deprivation are in the Mayfield area of Armadale (one of the 5% most deprived areas in Scotland) and in Bathgate, Blackburn and the Craigshill area of Livingston (all in the 10% most deprived areas in Scotland)

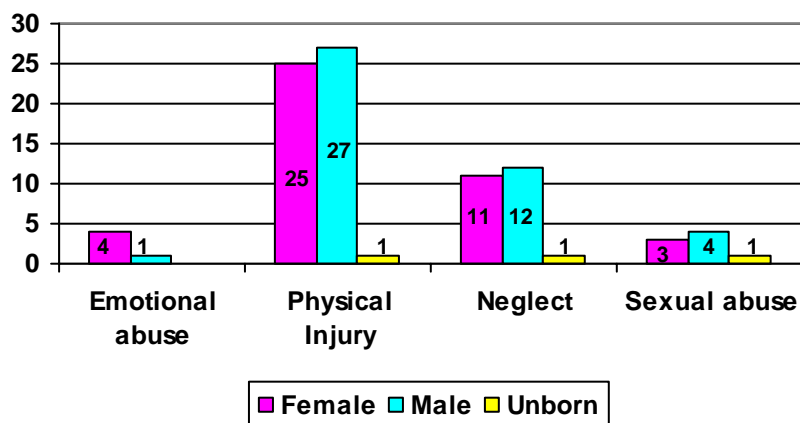
Cancer heart disease and strokes are still the biggest causes of death in West Lothian. Cancer deaths for both men and women are 20% higher than elsewhere in Scotland. Women in West Lothian have a life expectancy of 76.2 years – 1.5 years fewer than for women across Scotland.

There are no accurate statistics available in W. Lothian on the number of children who are living in households with parents or carers who misuse drugs and/or alcohol. However, 18% of new clients attending drug services in West Lothian in 05-06 reported that they lived with dependent children. The Social Work Addictions Team reported that 52% of their clients in 05-06 were parents and 56% in 06-07. (163 children)

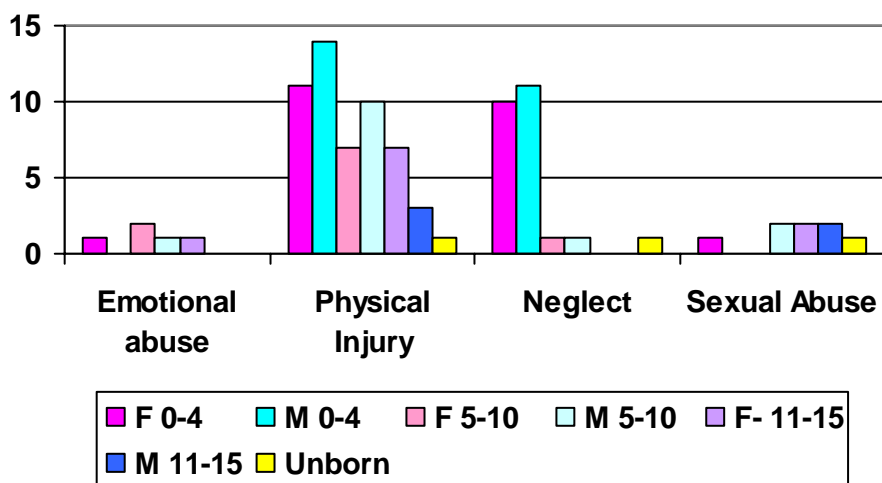
**Table 1.0 Number of Children on the Child Protection Register 31.3.08**



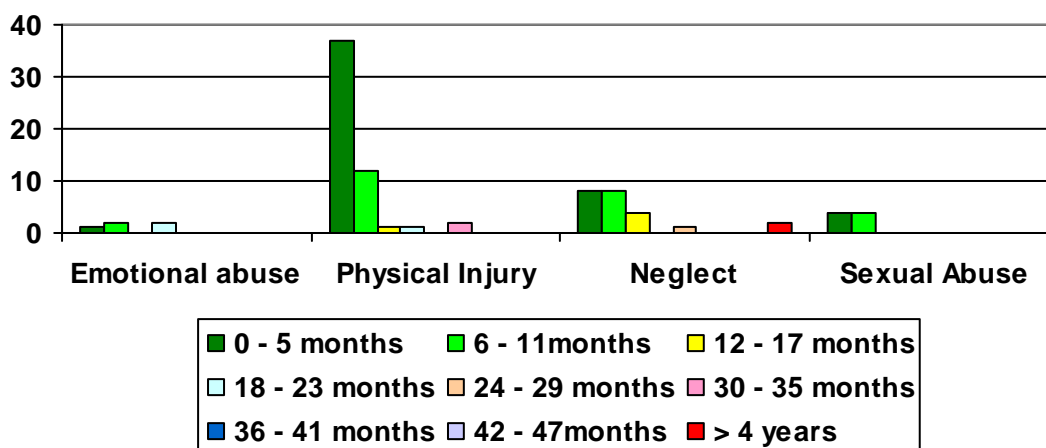
### Category of abuse by Gender



### Category of abuse by age and gender

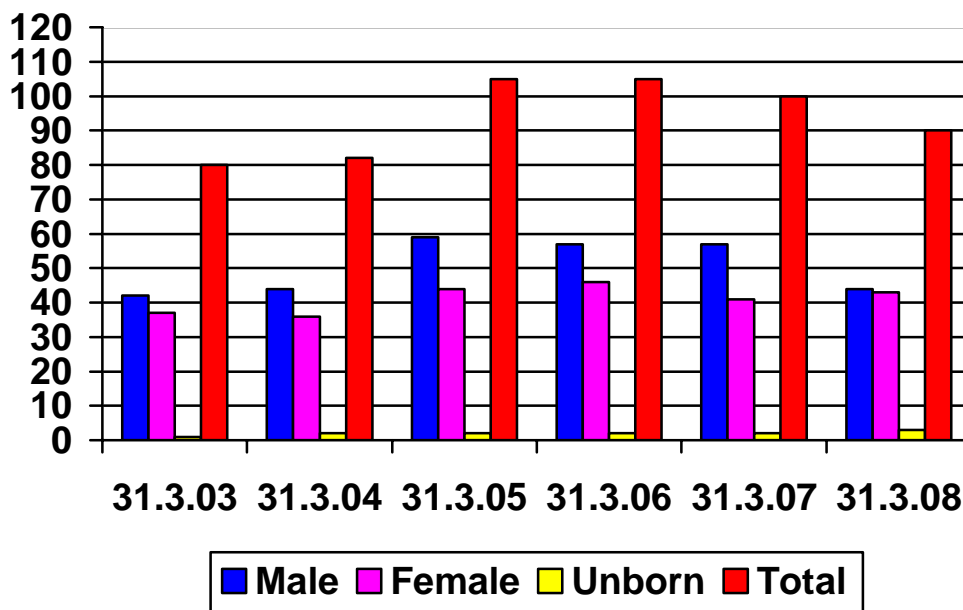


### Category of abuse and length of time on CPR

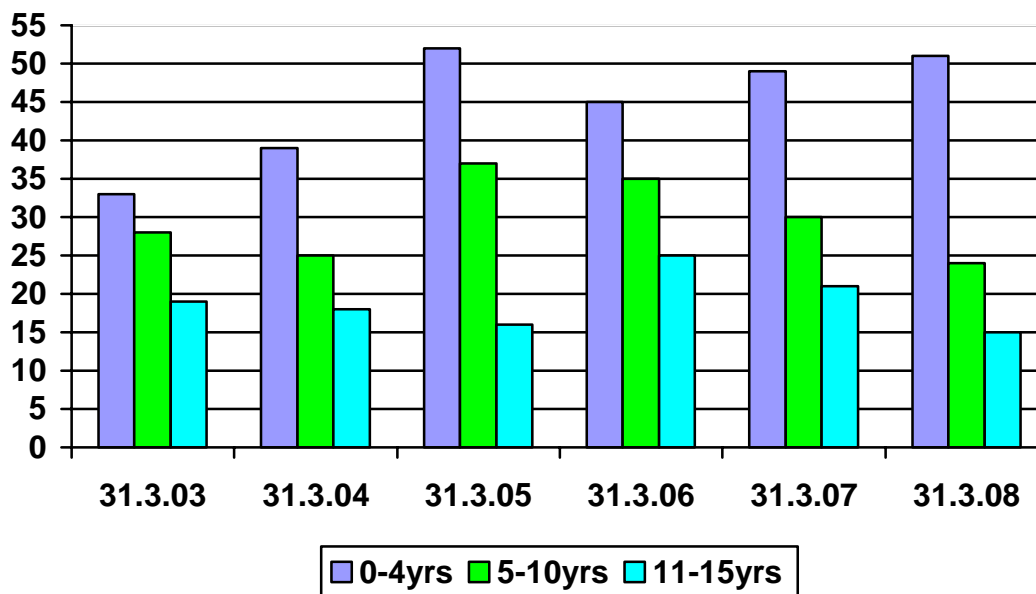


The Quality assurance Sub Committee has been tasked with reviewing the cases where children's names have been on the CPR for over 18 months and will be reporting back to the CPC later in the year.

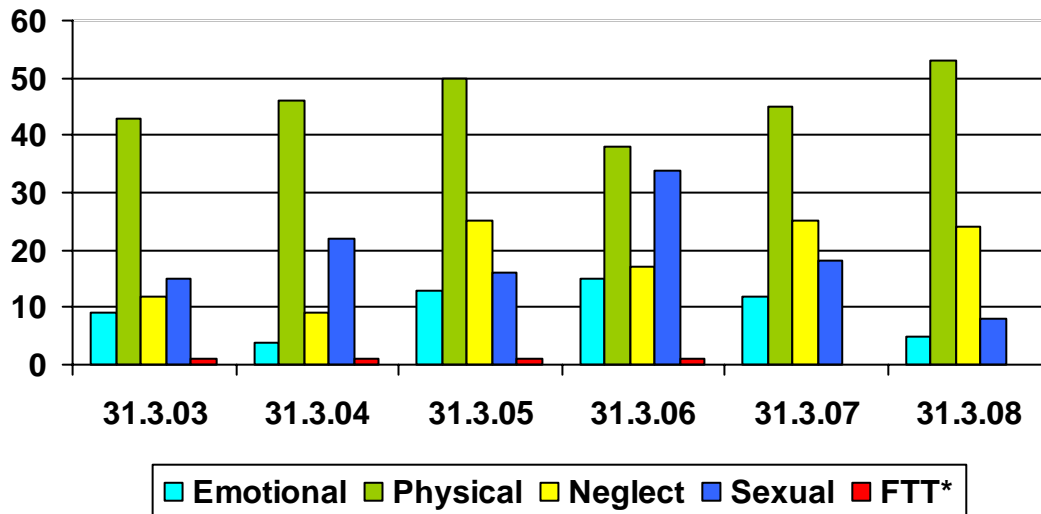
### Children on the CPR 2003 - 2008



### Number of Children on the CPR by age 2003 - 2008



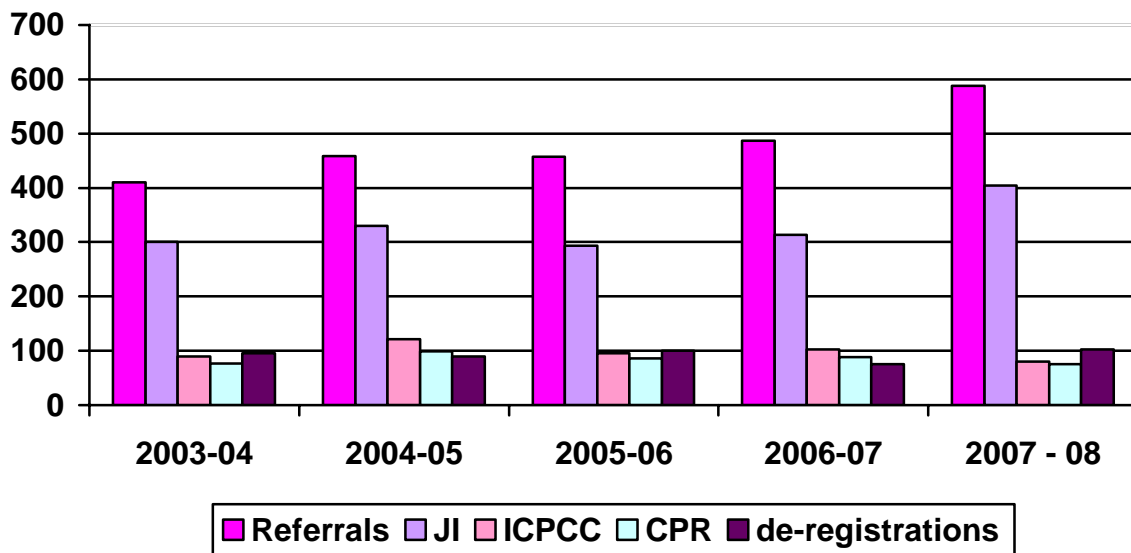
**Number of Children on the CPR by category of abuse 2003 - 2008**



\*FTT= Failure to thrive

The number of children registered under the category of sexual abuse has decreased over the years. Anecdotally this would appear to be because children who are at risk of sexual abuse are not left in a situation where they are at risk i.e. either they are removed from home or the alleged perpetrator of the abuse is encouraged to remove himself from the home. IRD participants also report an increase in the number of referrals where there is a concern that children are being groomed for sexual abuse via the Internet.

**Referrals, Joint Investigations (JI), Initial Case Conferences (ICPCC), Registrations, de-registrations (CPR) 2003 - 2008**



The number of child protection referrals resulting in an IRD continues to rise in West Lothian. As a consequence the number of joint investigations also continues to rise. However, the number of CPCs and the number of children registered on 31.3.08 has fallen over the last 12 months. The Quality Assurance sub committee will be tasked over the next few months with reviewing and analysing this data.

Domestic Abuse Services Team has worked individually with 140 children in the last year and, alongside other agencies, raised awareness of domestic abuse in 4 local high schools. Over 1100 children attended the sessions. The team, in conjunction with Women's Aid, offered support to over 60 women and the minority population worker supported 20 women from ethnic minority populations. Over 40 children took part in group work run by the team. The multi-agency screening group, which considers all referrals from the police where children are affected by domestic abuse dealt with referrals relating 1500 children in the last year.

#### 4. Quality Assurance

- Ensure quality assurance mechanisms contribute directly to continuous improvement
- Audit against the Framework for Standards
- Consider and learn from CP inspections in other areas. Prepare for CP inspection

Objective	What are we going to do?	When will we do it by?	What resources are required?	How will we know when we have done it?	Completed
Improvement of Quality Assurance Mechanisms	Set up Quality Assurance Sub committee	June 06	Multi-agency membership of sub committee	Sub committee meeting on a regular basis and reporting back to CPC	QA sub committee meets monthly
Review and analyse pilot procedures for protecting children in substance misusing families	Interim review after 6 months, full review after 12 months	July 07 and January 08	Lead Officer & DAT officer	Procedures will be revised (or not) depending on outcome of evaluation.	Completed
Listen to parents/carers	Continue to interview parents/carers after case conferences to get their views on CP process	Ongoing	Admin	Improvements to process are made where appropriate	Completed
Audit areas already identified by the CPC against the Quality Indicators	Questionnaires, focus groups, case sampling etc.	Ongoing		Best practice shared, areas identified for improvement, action plans devised.	Ongoing
Improve information at CPCCs and outcomes for children involved in CP process	Review report formats. Review compliance with new CP procedures	December 07	Lead Officer, QA sub,	Improved information available at CPCCs leading to better risk assessment, decision making and formulation of protection plans	Ongoing. CP procedures are due to be reviewed
Audit training material. Build central store of good quality material.	Group considers locally available material and material from other CPCs	July 07	Short life working group from P&T sub committee	Good quality training material is available and used across all agencies	Material developed for intermediate course. Development of other courses is ongoing.
Training programme delivered on an ongoing basis	Training programme is developed and rolling programme of training is available	October 07	Short life working group from P&T sub committee	Staff are CP trained to the level they need for their posts	Programme developed. Training is ongoing.

Social Work managers regularly inspect the standard of child protection case files in order to ensure that families are visited and that work identified in the child protection plan is progressing. The NHS Child Protection adviser supervises health visitors involved in child protection cases.

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The QA sub committee has reviewed all HMIE Joint inspection reports and heard from other CPCs about their experience of inspection. Areas for improvement in West Lothian have been identified and areas of good practice elsewhere considered.

Inter-agency referral discussions (IRDs) are recorded and shared electronically in West Lothian. This has meant that all agencies have exactly the same information recorded and resulted in an improvement in communication and reporting back to each other. IRD participants meet on a fortnightly basis to discuss issues and review 2 IRDs chosen at random. As a result of these meetings, issues (both positive and negative) have been raised in a constructive way and dealt with. Participants may also raise issues about specific cases for discussion.

ELBCPO and the local lead officers produced a risk assessment framework (RAF) for the area. This was circulated to all staff at the beginning of December 07. The QA sub committee decided to review the quality of risk assessments produced by all agencies prior to the introduction of the RAF and training associated with it. Twenty case conferences that took place between August 07 and December 07 were selected and all reports and the minutes of the CPCs read. A template was produced against which the quality of risk assessments was measured. The QA sub committee will repeat this exercise within the next 12 months following risk assessment and report writing training to examine whether the quality of assessments has improved.

The QA sub committee was interested in outcomes for children once their names had been removed from the Child Protection Register, and in particular whether any of them had been re-registered for any reason. It decided to focus on the outcomes for children de-registered in 04 – 05. 76 children's names were removed from the register during this period. An initial check of the social work database revealed the following:

<b>Total number of de-registrations = 76</b>		
<b>Currently allocated to:</b>	<b>SW</b>	31
	<b>TCAC</b>	2
	<b>Family Centre</b>	2
	<b>Youth Justice Team</b>	1
	<b>Youth Housing Team</b>	1
	<b>HV</b>	3
<b>Total number of allocated cases = 40</b>		
<b>Of the allocated cases:</b>	<b>Accommodated</b>	8
	<b>Adopted</b>	1
	<b>Looked after</b>	13
	<b>Currently on CPR (&amp; L.A.)</b>	4
	<b>No supervision order</b>	18
<b>Total number of children subject to supervision order = 21</b>		
<b>Unallocated cases:</b>	<b>Adopted</b>	2
	<b>Living out with W. Lothian</b>	14
	<b>Other</b>	12
	<b>Over 16 unallocated</b>	8
<b>Total number of unallocated cases = 36</b>		

A questionnaire asking about any current CP concerns and re-registrations was sent to allocated workers. A similar questionnaire was sent to key members of staff in agencies providing universal services where the child had no allocated worker. Of the 52 children whose current circumstances were known it was found that 10 children (from three families) had been re-registered. Six of them had subsequently been de-registered, four were currently on the CPR.

The QA sub committee examined the detail of the three families and ascertained that re-registration had been as a result in two cases of further abuse or neglect and in one case of children disclosing sexual abuse where previously there had been no disclosure. Of the three cases only one had been closed to

Social Work Services. The other two cases were being actively worked with when further incidents occurred.

The Quality Assurance sub committee audited all action plans that had been devised as a result of reviewing HMIe inspection reports, national and local inquiries or significant case reviews, file audits etc. and collated outstanding actions which are incorporated into next year's business plan.

Quality assuring Child Protection procedures annually in schools is now part of the Education Officers' quality assurance role.

The CPC reviews the reports and minutes from all case conferences where there has been dissent amongst participants about registration or the immediate protection plan.

## 5. Promotion of Good Practice

- Mechanisms to identify and disseminate lessons from past and current practice, including significant incident reviews, ensure these lessons inform training and development and identify opportunities to share these lessons more widely

Objective	What are we going to do?	When will we do it by?	What resources are required?	How will we know when we have done it?	Completed
Identify good practice or problem areas locally	Audit sample of CP cases	May 07	Working group identified by QA sub	Action plan devised to address weaknesses and share good practice	May 07
Learn lessons from local significant cases	Review significant cases	Ongoing	Members of SCR sub committee, independent consultant external support from other CPCs where necessary	Reviews completed action plans devised where there are lessons to be learned	Ongoing
Learn lessons from national significant cases	Multi-agency briefing events	As and when cases arise	Lead Officer External speaker (if required)	Local action plans devised if there are lessons to be learned. Implementation of legislation or national procedures if required	Ongoing

The CPC is committed to promoting multi-agency training and events in order for practitioners to develop an understanding of each other's roles, develop trust, share a common approach to child protection work, accept responsibility and share good practice. The CPC members consider the implications of inspections, reports and inquiries for West Lothian both within their own agencies and as a group.

Three multi-agency half-day events were set up to consider the implications for West Lothian of the Michael McGarrity case in Edinburgh. The issues raised by discussion at these events were remitted to the Practice and Training sub committee for consideration and action where appropriate.

The Domestic Abuse Services Manager, Team Managers from the social work Children & Families Teams, the police and representatives from health and education screen every police referral about domestic abuse in West Lothian. The screening group shares information and decides whether further action is necessary.

The Lead Officer links with staff at the ELBCPO and other Lead Officers across Scotland to share examples of good practice and promote them within West Lothian.

The CPC has conducted 1 Significant Case Reviews in the last 12 months. As a result an action plan has been developed and ways of ensuring the outcome of the review is shared with practitioners are being considered.

Barnardo's Skylight Project provides training for West Lothian foster carers and consultancy for staff working with young people who have been sexually abused and a consultancy service for parents whose child has been sexually abused.

Education Services seconded a teacher in to the new position of Child Protection Officer for Education since August 07 and developed a network structure of 11 CP tutors each supporting a secondary school and its feeder primaries with single agency training.

Following the Learning With Care report in 2001 West Lothian Council decided to use the money to provide looked after children in its residential units with a computer preloaded with educational software as well as controlled internet access. The main objective of the original project was to raise educational attainment of children in care whilst ensuring they could successfully communicate with peers and access learning materials in a safe and secure environment.

In 2005 the hardware warranty was due to expire and a decision had to be made as to whether this project was continued with the high associated costs. Consultation took place with the young people as to how much use was made of the facility. It was clear they were using the machines on a daily basis and ICT had become an essential and integral part of their learning. It was clear that replacement hardware and renewed Internet contracts would have to be achieved. It was imperative to find an alternative solution that was affordable, and the grant funding from the Scottish Government in 2006 facilitated this.

The main objective of the 2005 WL-Netguard project was to provide an alternative to the then service providers which improved performance to the children and young people at a significantly reduced cost without detracting from the essential feature – security for the users. The project deliverables would offer also: email / letter creation – net-etiquette; email perception – communication skills; social skills; non-overt teaching; life skills and preparation for employment.

Previously the only approach to managing the considerable risks associated with giving Internet access to looked after children was to buy in from an established provider. This was the approach taken by the original project in West Lothian. However financial considerations created a drive to find an alternative solution based around an in-house provision, achieved through the social policy information team based in Livingston in partnership with an IT provider who project managed and delivered the solution.

The new filtering system has helped to further assist many looked after children who have struggled with mainstream school settings. West Lothian has 4 outreach teachers who work with primary and S3 and S4 looked after children who are struggling in school and for those on part time timetables. The filtering system allows them wider access to the Internet by enabling them to use PCs in their placement for school projects.

Not only do the young people in the residential units have safe and secure access to the Internet but also in consultation with them, an Intranet facility, which also allows a controlled chat facility for the looked after community as well as a dedicated "library" holding information on topics relevant for looked after children, has been developed.

## 6. Training and staff development

- Promote, commission and assure the quality and delivery of inter-agency training

Objective	What are we going to do?	When will we do it by?	What resources are required?	How will we know when we have done it?	Completed
All relevant staff aware of new CP procedures	Briefings	August 2007	Staff time	Staff aware of new procedures and where to access them	August 07
Relevantly trained staff	Deliver inter-agency CP training appropriate to the needs of the staff	Ongoing	Trainers identified and confident to deliver training	Staff feel appropriately trained and effective. Improved outcomes for W. Lothian's children	Ongoing
Awareness of national issues, new developments	Arrange inter-agency awareness raising or briefing sessions	As appropriate	Lead Officer	Staff are kept up-to-date with developments in CP practice	Ongoing
Multi-agency, tiered training available	Arrange timetable of training events	October 07	Short life working group	Multi-agency training available for staff relevant for their requirements	October 07
Audit training material. Build central store of good quality material.	Group considers locally available material and material from other CPCs	Ongoing	Short life working group	Good quality training material available	Ongoing
Induction for new CPC members	Induction pack and session for new members	May 2007	Chair, Lead Officer	New members are aware of their responsibilities and feel confident	Pack developed. Sessions delivered
Development of CPC members	Consider development session	March 08	Chair, LO, ELBCPO	Improved functioning of CPC	Ongoing

The Practice and Training sub committee takes responsibility for identifying training needs and delivering appropriate multi-agency training. Its membership has expanded over the last year to include a reviewing officer, a representative from housing services and community education.

Barnardo's has provided training about working with children who have been sexually abused and working with young people who abuse

An intermediate child protection course was developed and delivered to a multi-agency group of staff. A risk assessment and report writing course was developed based on the local Risk Assessment Framework. This training will be delivered to about 350 frontline staff over the next 8 months.

Specialist training is undertaken by a number of practitioners in W. Lothian. Police Officers, all Children and Families Social Workers and Health Visitors undertake the Dundee University Certificate in Child Protection Studies. Children and Families social workers undertake a 5-day joint interviewing course with Police Officers before conducting child protection investigations.

One Police Officer and one SW Team Manager are Joint Investigative Interview trainers and regularly contribute to the training of social workers and police officers across Edinburgh, Lothians and Borders. They are responsible for delivering 'refresher' courses to those staff trained some years ago.

An induction pack was developed for new CPC members and a session delivered in May 2007 to ensure that new members are aware of their role and responsibilities.

The P&T sub committee developed a communications strategy to ensure that public information and information for professionals is published on a regular basis in a systematic way.

A practitioners' group has been established and is chaired by the Lead Officer. The group meets every 2 months and discusses child protection practice issues raised by frontline practitioners. Issues from this group are fed into the Practice and Training sub committee. For example, as a result of discussion with practitioners a more user friendly report format has been developed for social workers to complete when child protection investigations do not proceed to case conference.

The 11 child protection tutors will have attended a domestic abuse basic awareness course by 2nd June and will deliver this to their staff and adults in their schools in August/Sept as part of mandatory child protection training. An input on managing disclosures in schools will also be included.

## 7. Communication and Co-operation

- Effective communication and co-operation at CPC level, between agencies and with staff
- Opportunities to share knowledge, skills and learning with other CPCs

Objective	What are we going to do?	When will we do it by?	What resources are required?	How will we know when we have done it?	Completed
Establish effective ways of communicating decisions and discussion at CPC to staff in all agencies	Consider newsletter Publish minutes of CPC on website	March 2007	Lead Officer	Staff are able to easily access information from CPC	Ongoing
Share knowledge skills and learning with other CPCs	Local Lead Officers' meetings. National Chairs' & Lead Officers' meetings	Ongoing	Chair, Lead Officer	Local knowledge of national issues. Best practice from other areas adapted to suit local priorities	Ongoing
Share knowledge skills and learning with other SOLOs	SAVOLO to link with other SOLOs in Scotland	Ongoing	SAVOLO	Best practice from other areas adapted to suit local priorities	MAPPA Committee established

As previously stated, work on the E-care project, C-Me, is continuing in West Lothian and is now used to electronically record and share inter-agency discussions (IRDs) between Social Work, Police and Health. Information available on a number of agencies' databases can be shared in child protection cases and consents are being developed for other instances. The culture in West Lothian has been of information sharing, joint working and co-operation for many years. The senior managers of all agencies and the emphasis on joint planning, multi-agency training and the recognition of each other's professionalism and commitment reinforce this ethos.

Members of the CPC regularly attend a wide range of single and multi-agency meetings where child protection issues are discussed and shared both within and without West Lothian. They are responsible for feeding decisions back to staff in their own organisations and for consulting them about new initiatives or developments.

The Chair of the CPC and Lead Officer are members of the National Chairs and Lead Officers' Group, meeting quarterly with other Chairs and Lead Officers and the Scottish Government. The Lead Officer regularly meets with a number of Lead Officers from other CPC areas, enabling wider communication and sharing of good practice examples.

The establishment of the Practitioners' Group ensures that issues affecting frontline workers in all agencies are heard and addressed.

## 8. Planning and Connections

- CPC links into other multi-agency partnerships and structures

Objective	What are we going to do?	When will we do it by?	What resources are required?	How will we know when we have done it?	Completed
Ensure that all strategic and planning groups are aware of the responsibility to protect children	Ensure CPC members are also members of other relevant multi-agency planning groups	Ongoing	CPC members	Appropriate references to CP issues in other relevant plans	Ongoing
Ensure that CPC members continue to participate in strategic planning groups related to domestic violence, Children's Services planning, substance misuse, community safety etc.	Ensure CPC members are also members of other relevant multi-agency planning groups	Ongoing	CPC members	Appropriate references to CP issues in other relevant plans. Links are made between issues that affect the safety of children and young people	Ongoing
Ensure that CHCP management committee is advised of CP issues	Lead Officer to regularly attend CHCP management meeting	Ongoing	Lead Officer	Senior managers in all agencies are aware of CPC business and progress	Ongoing
Ensure that SW Senior Manager for Children & Families is advised of CP issues	Lead Officer and CPC Chair to meet regularly with Senior Manager	Ongoing	Chair, Lead Officer	SW Senior Manager is aware of CPC business and progress	Ongoing
Local senior officials have oversight of CPC	Consider "Critical Services Oversight Group" for protection of vulnerable people	September 07	Lead Officer, SAVOLO, Manager Adult Protection	COG formed	Chief Officers' Group (COG) established Nov 07

Members of the CPC and sub committees are actively involved in West Lothian's Integrated Children's Services Planning process, the aim of which is to ensure that there is a shared vision for West Lothian's children.

Members of the CPC and sub committees also play an active role in a variety of multi-agency planning initiatives to ensure that children and young people in West Lothian receive the support they need when it is required e.g. cross cutting DAT group, multi-agency violence against women forums, community safety forums etc.

West Lothian has created a virtual protection team, placing the lead officers for Child Protection, Adult Protection and the SAVOLO (Sex and Violent Offenders Liaison Officer) together to ensure that policies and procedures in the area of protecting vulnerable people are complimentary and that ideas and best practice are shared.

Working groups make use of the expertise of front line practitioners as well as members of CPC.

**9. Listening to children and Young People**

- Work is informed by the perspectives of children and young people
- Children and young people are involved in the development & implementation of public information and communication strategies

Objective	What are we going to do?	When will we do it by?	What resources are required?	How will we know when we have done it?	Completed
Listen to children and young people	Children's Rights Officer is member of QA sub. QA sub to consider feedback from children & young people	Ongoing	CRO  QA sub committee members	Issues raised by children and young people are listened to & taken on board.	Ongoing
Listen to children and young people	Consultation re report formats for case conferences	December 07	CRO, Lead Officer	Report format developed and widely used	Dec. 07

West Lothian has a very active "Having Your Say" forum involving young people and children who are looked after and accommodated. The forum has also presented issues to MSPs and members give a presentation at the multi-agency "Introduction to Children's Services" day for new workers in West Lothian.

Young people developed the script for the ELBCPO and Scottish Government DVD and provided "voice-overs." The Lead Officer met with young people to devise a report format for CPCCs.

Young people have been consulted about their health needs and the re-provisioning of services at "Sick Kids" Hospital. As a result of a one-day event a Health Forum has been established and young people have identified three priorities for future work.

**Future Planning**

**West Lothian CPC Business Plan 2008 – 09**

**1. Public Information**

- Raise awareness of child protection issues within communities, including children and young people
- Promote the work of agencies protecting children to the public at large
- Provide information about where members of the public will go if they have concerns

<b>Objective</b>	<b>What are we going to do?</b>	<b>When will we do it by?</b>	<b>What resources are required?</b>	<b>How will we know when we have done it?</b>
Information available on CP website	Develop W. Lothian CPC website	December 2008	QA & PT subcommittee members, IT support	Functioning website containing information for the public and professionals
Consider other forms of public information	<ul style="list-style-type: none"> <li>• Consider media options.</li> <li>• Resources for libraries, community centres etc.</li> <li>• Possible leaflet for all households</li> <li>• Develop Communications strategy</li> </ul>	Ongoing	QA sub committee Financial resources depending on option(s) chosen.  P&T sub committee	Public more aware of CP issues, who to contact and what will happen if they make contact.  Information is produced and developed as part of a strategy

## 2. Policies, Procedures and Protocols

- a. Ensure that constituent agencies have in place their own up to date policies and procedures
- b. Regularly develop, disseminate and review inter-agency policies and procedures
- c. Ensure that protocols are developed around key issues where there is agreement that this is required

Objective	What are we going to do?	When will we do it by?	What resources are required?	How will we know when we have done it?
Feedback to Scottish Government	Participate in national consultations, National Chairs' meetings etc.	Ongoing	QA sub committee	National procedures are robust, workable and reflect best practice
Improve CP procedures	Review CP procedures	Dec 08	Lead Officer, ELBCPO, CPC	Improvements are made to current CP procedures
Improve risk management of sexually aggressive young people	Develop risk management case conference process and associated paperwork	Sept 08	SAVOLO & LO	Structured, auditable processes implemented which are fit for purpose

## 3. Management Information

The CPC will:

- a. Have an overview of information relating to children and young people on the CPR
- b. Receive regular management information reports, which include analysis of trends
- c. Identify and address the implications of reports
- d. Ensure reports inform the inter-agency CP strategy

Objective	What are we going to do?	When will we do it by?	What resources are required?	How will we know when we have done it?
Collect and analyse information re children and young people on the CPR	Continue to provide information to CPC at agreed reporting periods	Ongoing	Admin. QA sub	Plans are formulated on the basis of information received and analysed. Comparisons made with local and national statistics

**4. Quality Assurance**

- Ensure quality assurance mechanisms contribute directly to continuous improvement
- Audit against the Quality Indicators
- Consider and learn from CP inspections in other areas.

<b>Objective</b>	<b>What are we going to do?</b>	<b>When will we do it by?</b>	<b>What resources are required?</b>	<b>How will we know when we have done it?</b>
Audit quality of risk assessments using RA framework	Audit 20 CPCCs – quality of reports and minutes	April 08 & August 09 following RA training	QA sub committee members	Action plan developed to tackle weaknesses/promote good practice
Ensure parents' views are properly represented at CPCCs	Develop report format for parents alongside parents	June 08	Lead Officer, parents	Parents satisfied that they had opportunity to express views
Audit areas already identified by the CPC against the Quality Indicators	Questionnaires, focus groups, case sampling etc.	Ongoing		Best practice shared, areas identified for improvement, action plans devised.
Improve information at CPCCs and outcomes for children involved in CP process	Review report formats alongside review of CP procedures.	December 08	Lead Officer, QA sub, ELBCPO	Improved information available at CPCCs leading to better risk assessment, decision making and formulation of protection plans
Improve standard of CP planning	Audit cases where children's names have been on the CPR for over 2 years	June 08	QA sub committee members	Any issues identified. Training or other action taken to improve situation if required

## 5. Promotion of Good Practice

- Mechanisms to identify and disseminate lessons from past and current practice, including significant incident reviews, ensure these lessons inform training and development and identify opportunities to share these lessons more widely

Objective	What are we going to do?	When will we do it by?	What resources are required?	How will we know when we have done it?
Identify good practice or problem areas locally	Audit CP cases	Ongoing	QA sub	Action plan devised to address weaknesses and share good practice
Learn lessons from local significant cases	Review significant cases	Ongoing	Members of SCR sub committee, independent consultant external support from other CPCs where necessary	Reviews completed action plans devised where there are lessons to be learned
Learn lessons from national significant cases	Multi-agency briefing events	As and when cases arise	Lead Officer External speaker (if required)	Local action plans devised if there are lessons to be learned. Implementation of legislation or national procedures if required

## 6. Training and staff development

- Promote, commission and assure the quality and delivery of inter-agency training

Objective	What are we going to do?	When will we do it by?	What resources are required?	How will we know when we have done it?
Relevantly trained staff	Deliver inter-agency CP training appropriate to the needs of the staff. Respond to local and national issues with appropriate training	Ongoing	Trainers identified and confident to deliver training	Staff feel appropriately trained and effective. Improved outcomes for W. Lothian's children
Awareness of national issues, new developments	Arrange inter-agency awareness raising or briefing sessions	As appropriate	Lead Officer	Staff are kept up-to-date with developments in CP practice

## 7. Communication and Co-operation

- Effective communication and co-operation at CPC level, between agencies and with staff
- Opportunities to share knowledge, skills and learning with other CPCs

Objective	What are we going to do?	When will we do it by?	What resources are required?	How will we know when we have done it?
Establish effective ways of communicating decisions and discussion at CPC to staff in all agencies	Develop W. Lothian CPC website	Sept. 08	QA sub committee	Staff are able to easily access information from CPC
Share knowledge skills and learning with other CPCs	Local Lead Officers' meetings. National Chairs' & Lead Officers' meetings	Ongoing	Chair, Lead Officer	Local knowledge of national issues. Best practice from other areas adapted to suit local priorities

## 8. Planning and Connections

- CPC links into other multi-agency partnerships and structures

Objective	What are we going to do?	When will we do it by?	What resources are required?	How will we know when we have done it?
Ensure that CPC members continue to participate in strategic planning groups related to domestic violence, Children's Services planning, substance misuse, community safety etc.	Ensure CPC members are also members of other relevant multi-agency planning groups	Ongoing	CPC members	Appropriate references to CP issues in other relevant plans. Links are made between issues that affect the safety of children and young people
Ensure that CHCP management committee is advised of CP issues	Lead Officer to regularly update CHCP management meeting	Ongoing	Lead Officer	Senior managers in all agencies are aware of CPC business and progress
Ensure that SW Senior Manager for C&F is advised of CP issues	Lead Officer and CPC Chair to meet regularly with Senior Manager	Ongoing	Chair, Lead Officer	SW Senior Manager is aware of CPC business and progress

**9. Listening to children and Young People**

- Work is informed by the perspectives of children and young people
- Children and young people are involved in the development & implementation of public information and communication strategies

Objective	What are we going to do?	When will we do it by?	What resources are required?	How will we know when we have done it?
Listen to children and young people	Consult with young people, involve them in planning initiatives, reviewing policies etc.	Ongoing	CPC	Issues raised by children and young people are listened to & taken on board.

## **Conclusion**

West Lothian CPC is committed to supporting services, which work with children and their families where there are child protection issues. The CPC will continue to strive to ensure that these children and families receive the best quality service that their needs are met and their views heard.

The CPC is also well aware of the importance of services, which promote the welfare and safety of children and prevent situations escalating to the point of child protection crisis. Therefore members of the CPC are actively involved in a wide range of planning forums to ensure that the needs of vulnerable children and young people are recognised and their needs met.

2007– 2008 has been a challenging year for the CPC preparing staff for child protection inspection whilst ensuring that the day-to-day work of protecting West Lothian's children continued.

**Appendix 1**

**Resources dedicated to CPC**

**ELBCPO**

West Lothian, Mid Lothian, East Lothian, Edinburgh and Scottish Borders Councils, Lothian and Borders Police and NHS Lothian jointly fund the Edinburgh, Lothians and Borders Child Protection Office, which employs a Lead Officer, Training and Development Officer and administrative support. The function of the office and make-up of the staff is being reviewed.

<b>Agency</b>	<b>Proportion</b>
NHS Lothian and NHS Scottish Borders	25%
Lothian and Borders Police	25%
City of Edinburgh Council	22%
West Lothian Council	10%
Midlothian Council	6%
East Lothian Council	6%
Scottish Borders Council	6%
	<b>100%</b>

**WEST LOTHIAN CPC**

The salary of the Lead Officer and 0.5 administrative support is split three ways between Local Authority, Health and Police.

West Lothian CPC has no dedicated budget.

Training in West Lothian (2007– 08)

Course/Seminar	Delivered to	Nos. of Staff
Michael McGarrity Seminars	Multi-agency front line staff	269
Joint introduction to Children's Services	Multi-agency	41
Basic CP awareness raising	Multi-agency and single agency training	138
Dundee University CP certificate	C&F SWs Police Officer	3 1
Basic CP awareness	Foster carers	20
Chairing core groups	C&F SW	28
Child Protection Procedures briefings	Multi-agency	4,635
Allegations against carers	Multi-agency & carers	24
Intermediate CP training		23
Children at the Centre	SW	5
Joint Interview Refresher course	SW	1
Joint Interview course	SW Police	12 7
Joint Interview: briefing and debriefing	Police & SW managers	16
Domestic abuse <ul style="list-style-type: none"> <li>• basic awareness</li> <li>• rape &amp; sexual abuse</li> <li>• working with men who abuse</li> </ul>	Multi-agency	186 8 13
Getting through the Day	Multi-agency	57
Working with parents	Early Years Private Providers	20
Basic awareness of sexual abuse	Foster carers	15
Awareness of sexual abuse (advanced)	Foster carers	12
Working with young people with sexual behaviour problems	Support workers SW	4 10
Enabling professionals to support young people with sexually harmful behavior	Support workers SW	5 5
Underage sexual activity awareness raising	Multi-agency	25
Problem substance use and CP	Support workers Education staff	23 13

