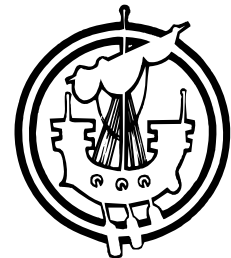




# WESTERN ISLES CHILD PROTECTION COMMITTEE



## ANNUAL REPORT 2007/2008 & BUSINESS PLAN 2008/2009



COMATAIDH DION CLANN NAN EILEAN SIAR



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## PREFACE FROM CHIEF OFFICERS

The Chief Officer Group of the Western Isles Child Protection Committee is pleased to support the Annual Report for 2007/2008 and the Business Plan for 2008/2009.

The past year has again demonstrated a collective commitment to Child Protection in the Western Isles. This was clearly evidenced by the strong partnership approach to the 2007 Joint Inspection of Children's Services in the Western Isles, and we acknowledge the efforts of all staff involved in that process.

We believe that we are continuing to demonstrate individual and collective accountability and through the process of self-evaluation we will continue to promote an ethos of continuous improvement of services to protect children and families.

We will continue to promote partnership working, and the current structural changes to Children's Services within Comhairle nan Eilean Siar is a reflection of that commitment.

Engagement with children and their families will remain at the centre of our approach and we recognise the challenges involved in ensuring that the views and experiences of children, young people and their families are effectively taken into account as we shape our services.

We would take this opportunity to acknowledge the hard work, commitment and enthusiasm of our workforce in what remains a very challenging area of responsibility.



**John Turner**  
Chief Executive  
Western Isles NHS

**Philip MacRae**  
Chief Inspector  
Area Commander  
Western Isles

**Malcolm Burr**  
Chief Executive  
Comhairle nan Eilean Siar





## INTRODUCTION

As chair of the Western Isles CPC I am pleased to present our Annual Report for 2007/2008 and our Business Plan 2008/2009.

The annual report helps us to reflect on the work of the past year and the business plan is our vision of priorities for this year and how we aim to address these.

A considerable amount of work was carried out by staff of all agencies involved with children in preparing for and participating in the Joint Inspection of Services to Protect Children and Young People in the Western Isles which took place during May 2007. The following key strengths from the subsequent report reflect the emphasis placed by agencies represented on the CPC to joint working in the interests of children:

- Consistent and trusting relationships between staff and children.
- The prompt and effective response provided by police, social work and health when children are thought to be at risk.
- Support provided by services to help extended families care for their children.
- Multi-agency training which has led to increased awareness, confidence and competence among staff who have received it.
- The leadership and direction provided by the CPC.

We recognise the challenges involved in ensuring that the experiences and views of children and their families are used to effectively shape our service, and that effective and meaningful communication with families is at all times a priority.

*“Getting it Right for Every Child”* (GIRFEC) is a significant national development which is now in the process of being established in the Western Isles. This sets out a policy for agencies, both individually and collectively, to provide timely and proportionate support to all children who require it, and for all agencies involved with children to take responsibility for initiating such support.

Effective self-evaluation is crucial to robust systems to protect children, and this will form a significant amount of work over the coming year to ensure that we build on the professional relationships which are already in place.

Our emphasis will remain on our commitment to continue developing services in order to provide better outcomes for all children, particularly those in our community who may be at risk of harm.

**Dr Louise Scott**  
**Chair, Western Isles Child Protection Committee**





## EVALUATION AND INSPECTION

Evaluation and quality assurance linked to continuous improvement are an integral part of delivering better outcomes for children. It encourages staff within and across agencies to reflect on practice and identify strengths, as well as areas for improvement. Following self-evaluation exercises carried out in 2007, the Western Isles CPC has undertaken to progress further self evaluation in using the latest HMle document *“Improving Services for Children – Excellence for All”*.

During May and June 2007 HMle completed an Inspection of Services to Protect Children in the Western Isles. The report from the Inspection provided the following recommendations:

1. Ensure that decisions about children are clearly recorded;
2. Develop a shared strategy to ensure that children affected by their own or their parents’ substance misuse are protected and their needs met;
3. Ensure greater involvement of children and families in planning services;
4. Ensure involvement of all stakeholders in the implementation of the Integrated Children’s Services Plan (ICSP);
5. Develop a shared culture which promotes diversity and equal access to services;
6. Further develop self-evaluation to improve services.

A comprehensive action plan was subsequently drafted and work on the plan is being progressed in preparation for a follow-up Inspection in 2009.

All organisations responsible for the delivery, evaluation and enforcement of services for children are involved in taking forward the actions from the plan.





## CHILD PROTECTION COMMITTEE FUNCTIONS

### Public Information

CPC's are required to produce and disseminate public information about children and young people. This should raise awareness of child protection issues within communities, including children and young people.

The Western Isles CPC website is regularly updated with relevant public information material and includes a comprehensive range of information on child protection case conferences and other aspects of information relevant to children and their parents.

The Children's Reporter provides a wide range of information leaflets. These outline how the Children's Hearing System works and includes information for families attending a hearing and information on the process of a Supervision requirement.

A poster campaign has been organised by the Western Isles Alcohol and Drugs Action Team (ADAT) to target under age drinking.

NHS Western Isles has produced a wallet sized leaflet containing basic child protection information and has issued this to every member of staff.

### Policies Procedures and Protocols

Each of the agencies represented on the CPC are expected to have in place their own up to date Child Protection Policies and Procedures. In addition, CPC's are required to regularly develop, disseminate and review Inter-agency policies and procedures, and to ensure that guidance and procedures are developed around specific key issues when there is agreement that these are required.

All Policies, Procedures and Guidance which are drafted or reviewed are required to take account of national guidance, particularly "*Getting It Right For Every Child*" (GIRFEC).

Issues from the recent Inspection of Services to Protect Children highlighted matters of national and local concern, for example concerns regarding children living in families with parental substance misuse problems. Assessment of risk and integrated children's services planning are considered an area of priority where new guidance is being drafted and where existing policies are being reviewed.

Northern Constabulary is adopting the principle of the GIRFEC throughout the force area and from December 2008, in liaison with partner agencies, will introduce the process in the Western Isles.

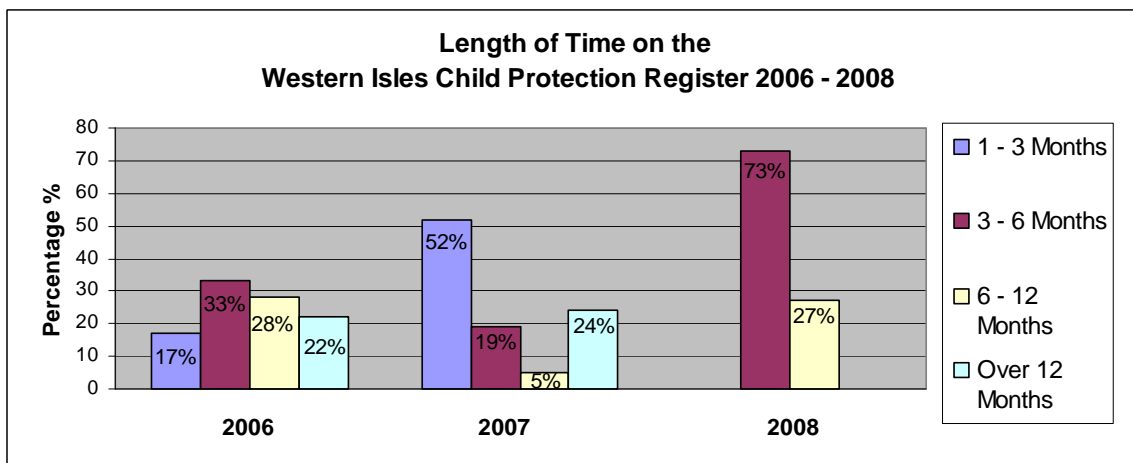
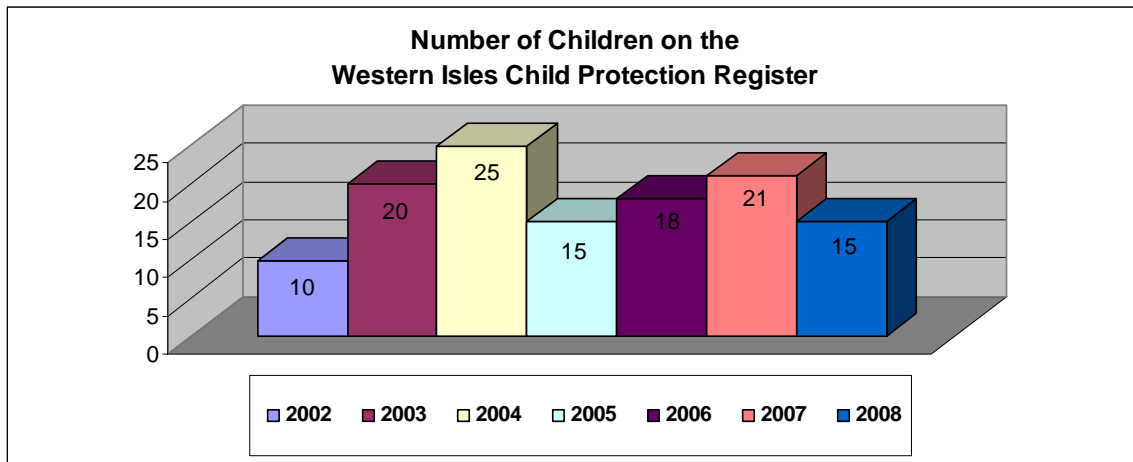


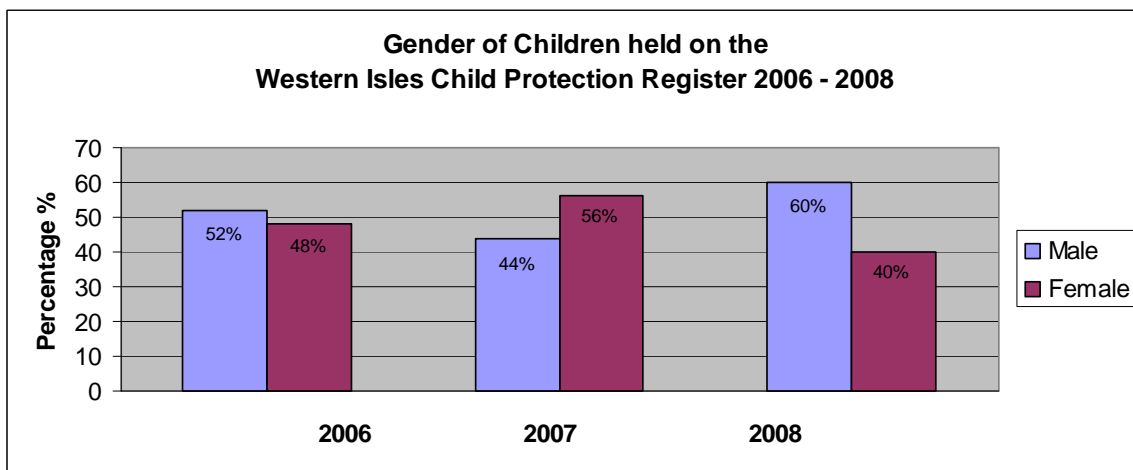
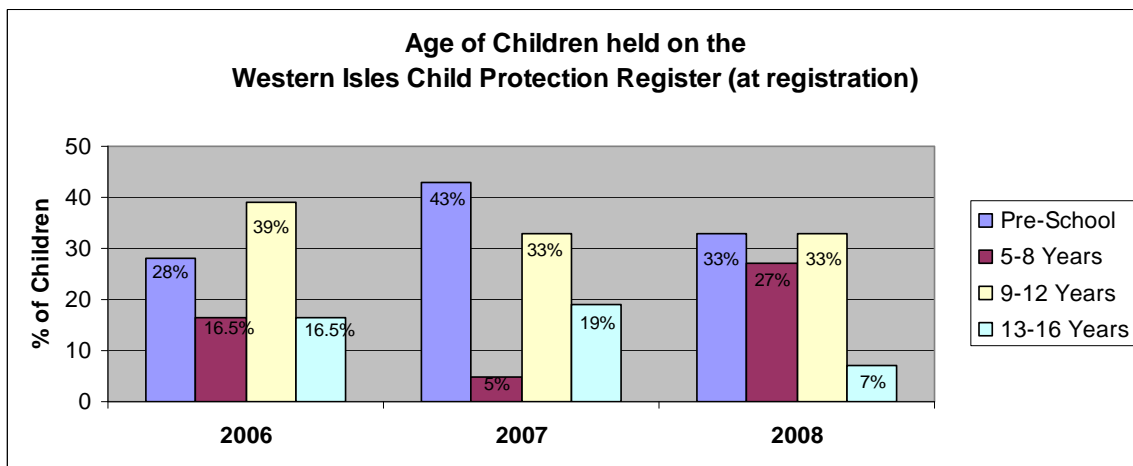
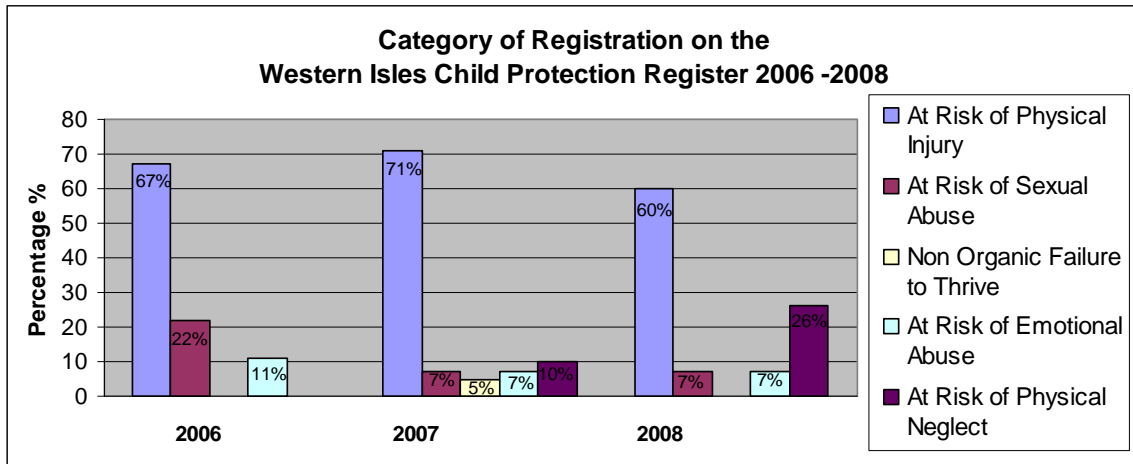


## Management Information

CPC's are required to have an overview of information relating to children & young people on the child protection register. They should also receive regular management information reports, which include an up to date analysis of trends to allow inter-agency child protection strategies to be put in place.

During 2007/2008, there were 15 children on the Child Protection Register of which 40% were girls and 60% were boys. Of those referred 33% were 5 years old or under.







### Quality Assurances and Promotion of Good Practice

Individual agencies have responsibility for implementing quality assurance within their own agency. In addition, CPC's have responsibility for establishing inter-agency quality assurance mechanisms.

During 2007, the Western Isles CPC established an inter-agency review group to examine cases referred by any agency, when concerns have been expressed.

One critical case review was completed during 2007 and a report on the outcome was submitted to the Social Work Inspection Agency on completion of the review.

In January 2007, a comprehensive Pre-Inspection Return was submitted to HMIE in preparation for the Inspection of Children's Services.

Following a review of case conference processes a chair's checklist pro-forma was drafted and has been adopted for all case conferences and looked after reviews. This ensures that every aspect of the process is considered by the chair prior to and during meetings. This has enhanced the role of the professionals attending and helps to bring more focus on the role of parents and any children who attend.

One Significant Case Review was completed and the recommendations from this are being taken into account by all of the agencies involved in the case.

### Training and Staff Development

CPC's are required to have an overview of individual agency child protection training, as well as planning, reviewing and quality assuring inter-agency training. They are also required to have in place an annual programme of relevant basic and advanced child protection training.

During the last year a comprehensive programme of training was delivered on behalf of the Western Isles CPC. This followed an analysis of training priorities carried out by individual agencies. As well as the broad range of awareness training delivered annually new aspects such as Advocacy, Safeguarding, Equality and Diversity have been introduced.

Social Work staff have again participated in Joint Investigative Interview training which is provided annually by Northern Constabulary.

NCH Scotland staff have provided a wide range of training events during the past year and the organisation considers it a priority to work closely with other organisations to ensure staff are trained to the highest possible level.





NHS Western Isles has further developed its training strategy and provides this on a rolling programme with departments and GP practices.

A formal evaluation of the benefits of training will be completed this year in every agency participating in the training programme. The Western Isles CPC training diary for 2008 is available to view online through the website and the NHS website. In addition to scheduled training events the training diary also includes courses organised by each agency on an internal basis.

As in the past the training plan is flexible, and in the event of an urgent requirement for any particular aspect, the plan can accommodate this at short notice.

### Communication and Co-operation

CPC's are required to demonstrate effective communication and co-operation between the agencies which form its membership. They are also expected to identify and, whenever possible, resolve any issues in relation to the protection of children and young people.

The Western Isles CPC remains focused on its inter-agency relationships. During the course of national Inspection of Services to Protect Children the pro-active work among partner agencies and stakeholders ensured a positive report from the Inspection. The leadership and direction of the CPC was highlighted as a key strength.

The CPC engages effectively with the Scottish Government and other CPC's on all aspects of children's services and ensures that all local agencies are aware of relevant national issues.

Constituent agencies are committed to ensuring that adequate resources are provided to the Child Protection Committee, and ensure appropriate membership of Sub-Groups. Every effort is made to ensure attendance at training events throughout the year.

Priority is given to attendance at quarterly national Scottish Government meetings between CPC Chairs, Lead Officers, Children's Reporter and Government Officials, and contribute whenever necessary to the development of policies and to national debate as well as sharing good practice.





## Planning and Connections

One of the responsibilities of CPC's is to have clear links with other multi-agency partnerships and structures. It is also important to identify issues where joint working will be of benefit, and also where duplication can be avoided when addressing issues of national concern.

Joint protocols around particular issues should be established whenever possible, with clear outcomes expected from these for example as outlined in the remit of the Link Lead Officer Group in Appendix 3.

Whilst the list is not exhaustive, the Western Isles CPC has shared membership, or other links, with the following:

- Children's Services Planning;
- Domestic Abuse Forum;
- Youth Justice Strategic Planning;
- Childcare Partnership;
- Community Safety Partnership;
- Drugs and Alcohol Action Team;
- Health Action Group.

Following a recommendation from the Inspection of Services to Protect Children, the CPC is in the process of drafting a protocol with ADAT which will address issues in respect of children affected by parental substance misuse. This framework for reducing harm will implement the recommendations in the Scottish Government report *'Getting Our Priorities Right'* and related documents.

## Involving Children, Young People and their Families

The Children's Charter reflects the voice of children and young people and what they should be able to expect when they have difficulties and need to be protected.

CPC's should be able to demonstrate that their work is informed by the views of children and young people.

As highlighted in the recent inspection, children and their parents in the Western Isles feel that the views of children are taken seriously. Children are invited to attend child protection case conferences when appropriate. Parents are invited and receive reports and discuss issues with staff beforehand. They are directly involved in discussions during the course of the meetings. Advocacy is made available to children and families when required.





The structure of Social Work Children and Families reports to case conference and looked after reviews have been amended to provide a more comprehensive outline of issues relating to children and their parents.

Safeguarders and/or legal representatives are appointed to represent children in some Children's Hearing proceedings and before all Children's Hearings children are invited to complete a comprehensive "*Having Your Say*" form which forms part of the consideration of the panel.

Following completion of the Inspection action plan the CPC Inter-Agency Procedures and Guidelines will be updated to provide additional sections outlining changes to procedures and practices and legislation. During this exercise parents and their children will be consulted in order to gain their views on relevant parts of the document.

NCH Scotland provides a range of services to children, and like all partner agencies which make up the CPC, are committed to the interests of children. They have a clear safeguarding protocol in place and ensure completion of a service evaluation form which is designed for children and parents involved in various projects.

NCH maintains a comprehensive recording mechanism which also informs other agencies in terms of children's views.

Each year Northern Constabulary hosts a national two-hour multi-media themed show entitled Choices for life. This event seeks to empower children through music, drama, education and fun in order to help them to make their own choices. This enables them to resist peer-group pressure at a stage in their lives when they may be particularly susceptible as they move to secondary education.

The CPC is currently exploring the benefits of a commercial, electronic method of obtaining children's views. This interactive system uses multi-media with graphics and animation to provide a more interesting and engaging method of completing questionnaires and assessments. The system can be adapted to suit a range of circumstances such as case conferences, looked after reviews, children's hearings and a wide range of day-to-day health and educational settings.





## CONCLUSION

This Annual Report and Business Plan has been informed by Inspection reports, local and national policy developments, lessons from inquiry reports and findings from research.

The objectives which have been set out require clearly identified work with specific outcomes designed to improve protection and services for vulnerable children and young people.

The Business Plan takes account of specific local and national developments. The Training Plan in particular is flexible and takes account of recommendations from a wide variety of sources and ever changing priorities.

2008–2009 is set to be another challenging year and we are all responsible and accountable to meet these challenges, supported by meaningful self-evaluation and other continuous improvement measures which will help to enhance our services.





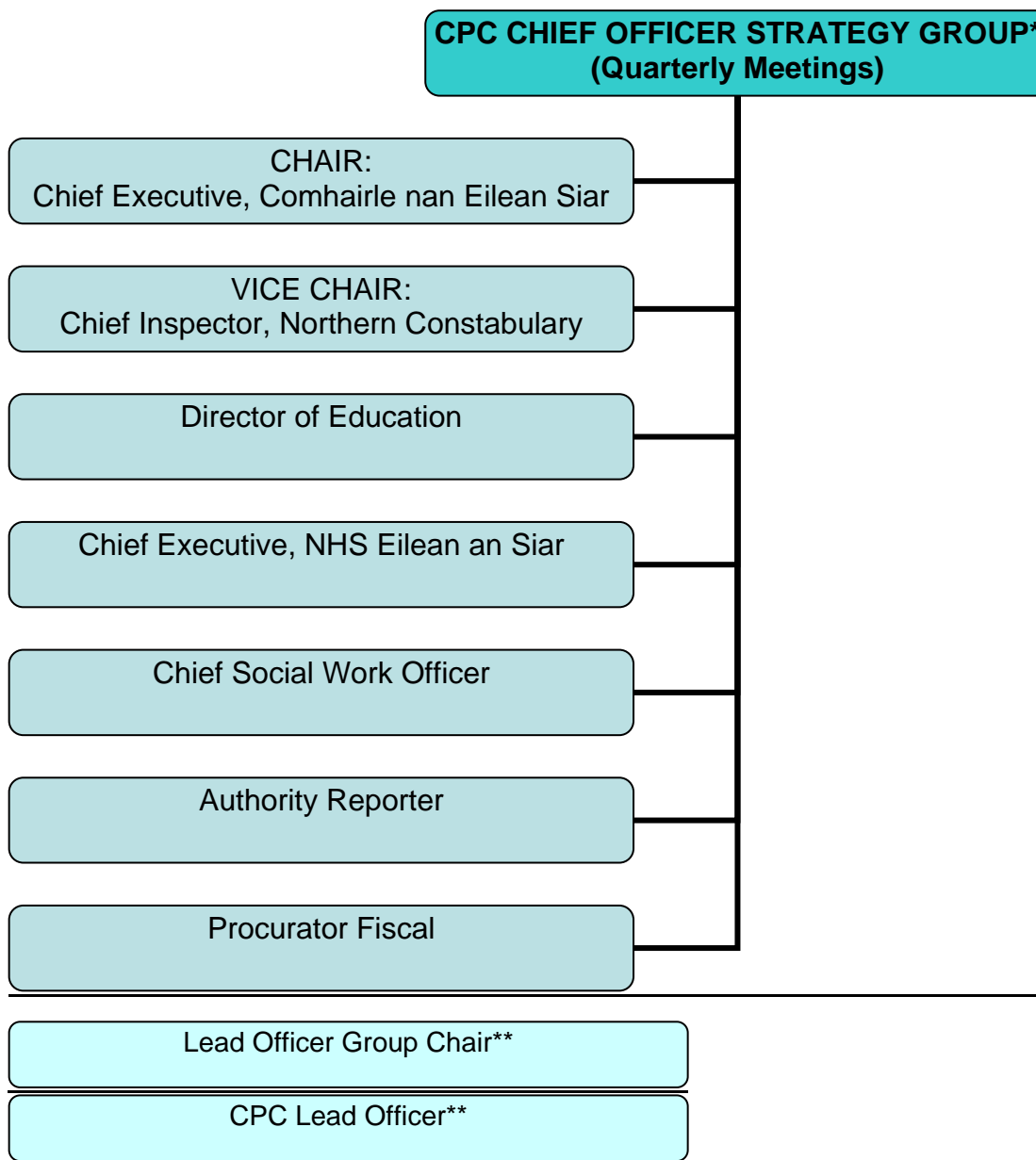
# APPENDICES





## APPENDIX 1

### Child Protection Committee Membership as at 30 June 2008



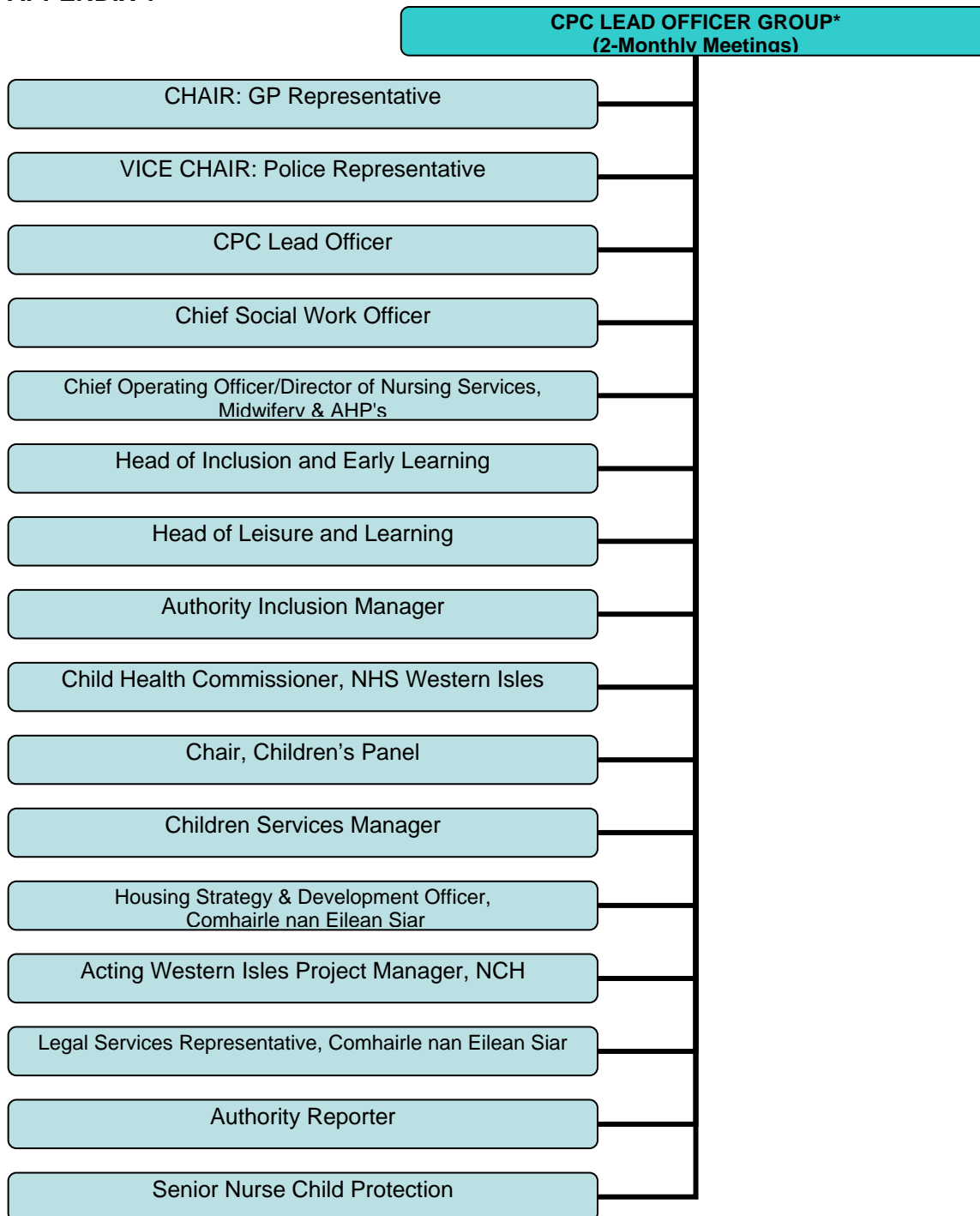
\* Membership will be reviewed in line with re-structure of Education and Children's Services which takes effect on 1<sup>st</sup> January 2009.

\*\* Support/Present Papers (Operational Role)





## APPENDIX 1



\* Membership will be reviewed in line with re-structure of Education and Children's Services which takes effect on 1<sup>st</sup> January 2009.





## APPENDIX 2

### Resources dedicated to Child Protection Committee

The key agencies and CCSF monies provide the funding for the Child Protection Team. The Child Protection team consists of a full-time Lead Officer and Administrative Assistant. The key agencies which currently fund this team are the Social Work and Education departments from the Comhairle, NHS Western Isles and The Northern Constabulary.

The 2008/09 budget is as follows:

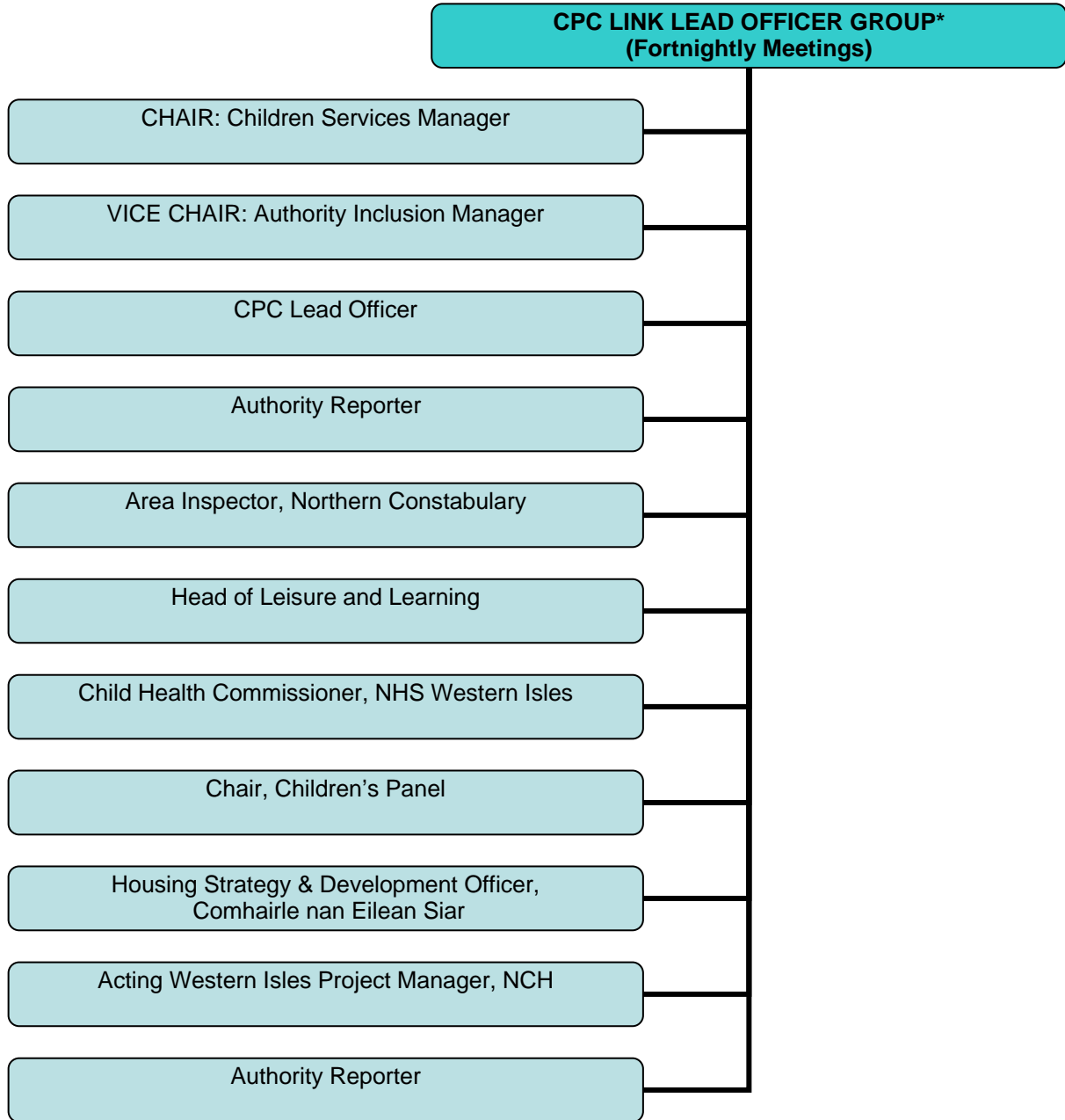
Employee Expenses	£60K
Training	£28K
Transport Related Expenses	£2.5K
Supplies & Services	<u>£7K</u>
	<u>£97.5K</u>





### APPENDIX 3

#### Link Lead Officer Group

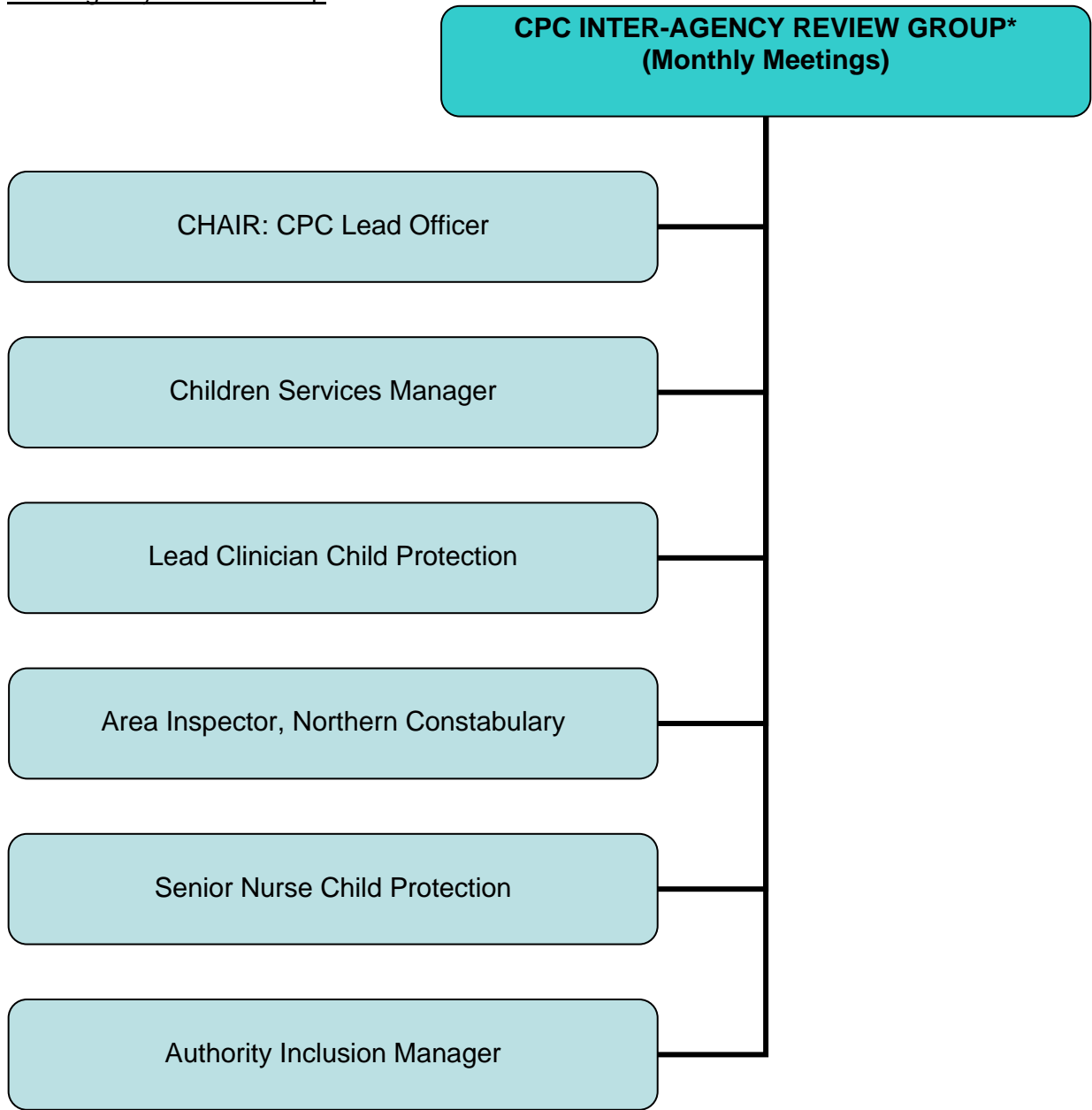


\* Membership will be reviewed in line with re-structure of Education and Children's Services which takes effect on 1<sup>st</sup> January 2009.





**APPENDIX 3**  
Inter-Agency Review Group



\* Membership will be reviewed in line with re-structure of Education and Children's Services which takes effect on 1<sup>st</sup> January 2009.





## APPENDIX 3

### Link Lead Officer Group – Terms of Reference

#### **Remit**

Following notification of the Multi-Agency Inspection of Services to Protect Children in the Western Isles in April/May 2007, the CPC established a Link Lead Officer group with the following remit:

- To draft an Inspection plan and to ensure that all aspects of the Inspection was progressed satisfactorily in accordance to the plan;
- To be representative of all of the agencies involved in the inspection, with membership at an appropriate level within respective agencies;
- To meet fortnightly leading up to the inspection, within a set schedule of meetings;
- To ensure that a process was in place to ensure a smooth flow of information with the Inspection team;
- To ensure that each agency identified a member of administrative staff to assist with preparation and availability of files and other relevant documents.

On publication of the Inspection report the Link Lead Officer Group was responsibility for:

- a) Producing an Action Plan to address the recommendation contained in the inspection report, and
- b) Progressing and monitoring the Joint Agency Action Plan on behalf of the CPC.

#### **Membership**

The membership of the Link Lead Officer Group will be as shown below:

1. Northern Constabulary (one member)
2. Western Isles NHS (one member)
3. Comhairle Nan Eilean Siar Children's Services Department (one member)
4. Comhairle Nan Eilean Siar Education Department (one member)
5. Child Protection Committee Lead Officer
6. Housing (one member)
7. SCRA (one member)
8. Comhairle Nan Eilean Siar Sustainable Communities(one member)
9. NCH Scotland (one member)
10. Children's Panel (one member)





## APPENDIX 3

### Inter-Agency Review Group – Terms of Reference

Approved by the Western Isles CPC on 6 December 2007.

#### **Objectives**

The objectives of the Review Group are as shown below:

- To formally review referrals from any agency of cases which, following referral to Social Work or Police, have not progressed to Case Conference or Looked After Child processes because it was considered that relevant thresholds had not been reached, but where nevertheless concerns remain.
- To consider information presented to the review group on any case in which an agency has concerns but where that case has not reached the threshold to be considered under child protection or looked after child measures.
- Following consideration of case details/chronologies, to provide recommendations or advise of any appropriate course of action which may be necessary.
- At any stage of review where it is considered that a child/children may be at risk, to ensure that relevant professionals are made aware as a matter of urgency in order that appropriate steps are taken to ensure the safety of the child/children.

#### **Administration**

In order that a case can be formally considered by the Review Group, the following process for submission of information has been proposed:

- Setting of an agenda deadline two weeks prior to a scheduled Review Group meeting in order that each agency can forward to Diane Smith either via e-mail (Education & Children's Services) or telephone (Health & Police), details of children who have been identified as a cause for concern.
- Identified children are defined as children who are not on the Child Protection Register or Looked After but there is a noted cause for concern by any one or more than one agency.
- Following the agenda deadline the information supplied by agencies will be provided to group members via e-mail (Education & Children's Services) or telephone (Health & Police) in order that research can be carried out prior to the group meeting.





- Information must be presented to the group at the meeting in the form of a chronology (child's initials and date of birth only).
- The chronologies provided to the group on each child will be cross referenced with joint recommendations made to agencies as required.

*It is important to note that this Inter-agency review process should not be looked on as an alternative to making an immediate referral to Social work or Police where there are concerns surrounding a child, in accordance with the Western Isles Inter-Agency Procedures and Guidelines.*

### **Membership of the Review Group**

The membership of the Review Group will be as shown below:

1. Northern Constabulary (one member)
2. Western Isles NHS (one member)
3. GP Representation (one member)
4. Comhairle Nan Eilean Siar Children's Services Department (one member)
5. Comhairle Nan Eilean Siar Education Department (one member)
6. CPC Lead Officer.





# **WESTERN ISLES CHILD PROTECTION COMMITTEE**

# **BUSINESS PLAN 2008/2009**





Objective	What we said we would do	Outcome
<b>Public Information 2007-2008</b>		
Continue to distribute relevant policies & information material ensuring maximum circulation.	<ol style="list-style-type: none"> <li>1. Draft additional local material;</li> <li>2. Ensure distribution of local &amp; national material.</li> </ol>	<p>Additional local and national information material drafted.</p> <p>Full circulation made.</p>
Extend design and content of CPC website.	<ol style="list-style-type: none"> <li>1. Apply additional features to the website;</li> <li>2. Review access and include any improvements.</li> </ol>	<p>Additional material added.</p> <p>Design and accessibility improved.</p>
Continue to increase public awareness and direct public communication via local media outlets, including Gaelic radio programmes.	Use local public communication outlets for specific features on child protection.	Participated in Gaelic radio programmes and full publicity given to Inspection reports and national Child Protection Line.
<b>Policies Procedures &amp; Protocols 2007-2008</b>		
To review and fully disseminate the inter-agency procedures & guidelines.	Review procedures in line with amendments in local and national processes.	Inter-Agency Procedures and Guidelines being updated in line with CP Inspection Action Plan.
Individual agencies to review internal guidelines to ensure integration with inter-agency procedures.	All agencies to complete a review to ensure compliance with this objective.	Individual agencies reviewing internal guidelines in line with HMIE Inspection Action Plan.
All agencies to address any HMIE inspection recommendations relating to procedures & guidelines.	Address any specific issues highlighted in the HMIE inspection report.	All recommendations being addressed within HMIE Inspection Action Plan.
<b>Management Information 2007-2008</b>		
<ol style="list-style-type: none"> <li>1. Fully establish electronic child protection case management systems;</li> <li>2. Introduce child protection messaging system.</li> </ol>	<ol style="list-style-type: none"> <li>1. Introduce OLM case management system;</li> <li>2. Fully utilise the child protection messaging system currently being introduced.</li> </ol>	OLM - Carefirst 6 & Child Protection Messaging has been partly introduced however due to absence of funding can not be further developed at this stage.
Agencies to ensure compliance with recommendations highlighted in HMIE inspection report	Address relevant recommendation(s).	Compliance with recommendations being addressed through the HMIE Inspection Action Plan.





Objective	What we said we would do	Outcome
<b>Quality Assurances &amp; Promotion of Good Practice 2007-2008</b>		
Apply recommendations of independent CP Register audit report.	Address each of the CP Register audit report recommendations.	Recommendations from CP register audit being addressed through HMle Inspection Action Plan.
Comply with any quality assurance recommendations from the HMle November 2007 report.	Address any relevant quality assurance recommendations from the HMle report.	Quality assurance recommendation being addressed through the HMle Inspection Action Plan.
<b>Training &amp; Staff Development 2007-2008</b>		
Deliver all of the agreed 2007 training as per training plan.	Ensure that all staff are provided with relevant training.	Training delivered and agency evaluations being completed.
Each agency to comply with any HMle report training and staff development recommendations from the November 2007 report.	Address any HMle training recommendations.	Training recommendation being fully addressed through the training plan.
Fully review 2007 training and plan 2008 training.	<ol style="list-style-type: none"> <li>1. Complete full review of 2007 inter-agency training;</li> <li>2. Individual agencies complete a training needs analysis;</li> <li>3. Plan for 2008 training.</li> </ol>	<ol style="list-style-type: none"> <li>1. Individual agencies reviewing training;</li> <li>2. Agencies addressing all CP training needs;</li> <li>3. To date, all 2008 CP training delivered including additional training from inspection recommendations.</li> </ol>





## Public Information 2008-2009

<b>Objective</b>	<b>What are we going to do?</b>	<b>By when will we do it?</b>	<b>What resources do we need to do this?</b>	<b>How will we know when we've done it?</b>
Ensure that the quality and availability of Child Protection material held by the Child Protection Committee and agencies is of the highest standard.	<ol style="list-style-type: none"> <li>1. Audit of all Child Protection Material to establish highest standards.</li> <li>2. Audit quality of literature to ensure availability to the public.</li> </ol>	<ol style="list-style-type: none"> <li>1. 31.03.09</li> <li>2. 31.03.09</li> </ol>	<ol style="list-style-type: none"> <li>1. Staff time from existing budget.</li> <li>2. Staff time from existing budget.</li> </ol>	<ol style="list-style-type: none"> <li>1. Report to CPC.</li> <li>2. Report to CPC.</li> </ol>
To maintain the design and content of the CPC website.	<ol style="list-style-type: none"> <li>1. Monitor content and update with additional material.</li> <li>2. Improve access in line with IT developments.</li> </ol>	<ol style="list-style-type: none"> <li>1. 31.03.09 and recurring.</li> <li>2. 31.03.09 and recurring.</li> </ol>	<ol style="list-style-type: none"> <li>1. Staff time from existing budget.</li> <li>2. Staff time from existing budget.</li> </ol>	<ol style="list-style-type: none"> <li>1. Report to CPC.</li> <li>2. Report to CPC.</li> </ol>
Improve public awareness of Child Protection developments.	<ol style="list-style-type: none"> <li>1. Make use of local media outlets.</li> <li>2. Participate in relevant public or media events.</li> </ol>	<ol style="list-style-type: none"> <li>1. 31.03.09</li> <li>2. 31.03.09</li> </ol>	<ol style="list-style-type: none"> <li>1. Staff time from existing budget.</li> <li>2. Staff time from existing budget.</li> </ol>	<ol style="list-style-type: none"> <li>1. Report to CPC.</li> <li>2. Report to CPC.</li> </ol>





## Policies Procedures & Protocols 2008-2009

<i>Objective</i>	<i>What are we going to do?</i>	<i>By when will we do it?</i>	<i>What resources do we need to do this?</i>	<i>How will we know when we've done it?</i>
Complete a full review and update of the Western Isles CPC Inter-Agency Procedure and Guidelines to ensure compliance with legislation and best practice.	Review the document in line with Child Protection HMle joint agency action plan outcomes.	30.06.09	Costs to be established in line with completed HMle joint agency action plan.	Revision completed.
Individual agencies to ensure internal Child Protection Guidelines are fit for purpose and integrate with Inter-Agency Procedures and Guidelines.	Individual agencies to ensure Child Protection Guidelines integrate with Inter-Agency documents.	30.06.09	Costs to be established in line with completed HMle joint agency action plan.	Report to CPC.
All agencies to ensure that outcomes from the National Inspection of Children's Services are included in Child Protection Guidelines.	Review of individual guidelines to ensure that issues from the HMle joint agency action plan are included in Guidelines.	30.06.09	Agency staff time from existing budgets.	Report to CPC.





## Management Information 2008-2009

<i>Objective</i>	<i>What are we going to do?</i>	<i>By when will we do it?</i>	<i>What resources do we need to do this?</i>	<i>How will we know when we've done it?</i>
Further develop the Child Protection Management information report provided at the Chief Officer and Lead Officer meetings.	Obtain relevant information from the Carefirst6 system.	Quarterly and ongoing.	Staff time from existing budget.	Report to CPC.
Develop a process which will provide a meaningful analysis of trends to inform agencies.	Provide in-depth analysis of trends to Chief Officer and Lead Officer Groups.	Quarterly and ongoing.	Staff time from existing budget.	Report to CPC.
Map the implications for agencies in terms of strategic and operational planning.	Provide the information in a way which will allow agencies to input into the planning processes.	Annually.	Staff time from existing budget.	Report to CPC.





## Quality Assurances & Promotion of Good Practice 2008- 2009

<i>Objective</i>	<i>What are we going to do?</i>	<i>By when will we do it?</i>	<i>What resources do we need to do this?</i>	<i>How will we know when we've done it?</i>
Ensure that the quality assurance recommendations from the HMle Inspection report are applied.	Lead Officers from all agencies will ensure that recommendations are complied with.	30.06.09	Staff time from existing budget.	Completion of HMle joint agency action plan.
To review cases which have significant or critical aspects in order to inform good practice.	CPC Sub Group will formally review and report on any such cases.	30.06.09 and ongoing.	Staff time from existing budget.	Report to CPC.
To review ongoing cases which are referred as having any operational aspects which cause concern.	CPC Sub Group will carry out a full review and provide recommendations.	30.06.09 and ongoing.	Staff time from existing budget.	Report to CPC.





## Training & Staff Development 2008-2009

<b>Objective</b>	<b>What are we going to do?</b>	<b>By when will we do it?</b>	<b>What resources do we need to do this?</b>	<b>How will we know when we've done it?</b>
To complete the delivery of all 2008 as per the training plan.	Delivery of all agreed 2008 training.	31.12.08	Staff time from existing budget.	Training delivered.
Fully review 2008 training and structure 2008 inter-agency and individual agency training plan.	<ol style="list-style-type: none"> <li>1. CPC and individual agencies to complete training needs analysis.</li> <li>2. Review all 2008 training.</li> <li>3. Structure 2009 training.</li> </ol>	31.12.08	Staff time from existing budget.	Review completed and report to CPC.
Introduce quality control processes to all training delivered on behalf of the CPC.	Introduce a process of charging costs to agencies where nominees or substitutes do not attend training events	01.09.08	Staff time from existing budget.	Process introduced.





## Western Isles Multi-Agency Training Diary 2008

Month	Date	Area	Training
<b>February</b>	6th	Lewis & Harris	Administration of Medication
	20th	Lewis & Harris	Child Protection Awareness
	21st	Uist	Child Protection Awareness
<b>March</b>	11th & 12th	Lewis & Harris	Child Care Law
	19th & 20th	Uist	Introduction to Child & Adolescent Mental Health
<b>April</b>	22nd	Lewis & Harris	Safeguarding Foundation Training
	29th	Lewis & Harris	Equality & Diversity
<b>May</b>	9th	Lewis & Harris	Autism Training
	29th	Lewis & Harris	Child Protection Case Conference & Core Group Roles
	30th	Uist	Child Protection Case Conference & Core Group Roles
<b>June</b>	10th	Lewis & Harris	Advocacy
	11th	Lewis & Harris	Child Protection Awareness
<b>August</b>	28th	Lewis & Harris	Children Looking After Children
<b>September</b>	26th	Lewis & Harris	Child Protection Awareness
<b>October</b>	24th	Lewis & Harris	Court Skills
<b>November</b>	13th	Lewis & Harris	Out of Hours Child Protection Awareness for Social Work Senior Managers & Operational Staff





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