



**Perth & Kinross
Child Protection Committee
Partnership Agreement and Constitution
2012**

**Getting it Right
in Perth and Kinross**
Helping children be the best they can be

What to do if you are worried about a child or young person?

If you are worried or concerned about a child or young person you should contact the Perth and Kinross Child Protection Duty Team or Tayside Police Public Protection Unit:-

Perth and Kinross Child Protection Duty Team (24 hours)	01738 476768
Tayside Police Public Protection Unit	0300 111 2222
In an Emergency	Call 999

Document Control

Guardian/Keeper:	Perth and Kinross Child Protection Committee
Version Number:	1.0
Approved by CPC:	01/02/2012
Publication Date:	01/02/2012
Effective From:	01/02/2012
Review Date:	31/03/2013
ECHR Compliant:	Yes
Diversity Compliant:	Yes
Data Protection Compliant:	Yes
FOI Compliant:	Yes
Health & Safety Compliant:	Yes

Table of Contents

1	Introduction	4
2	Aim	4
3	Functions	4
4	Membership	7
5	Roles and Responsibilities	8
6	Accountability	9
 APPENDIX ONE		 10
1.	Meetings	10
2.	Chair and Vice Chair	10
3.	Agenda and Minutes	11
4.	Sub Groups	11
5.	Annual Report and Improvement Plan	11
6.	Administrative Support	11
7.	Amendments to the Partnership Agreement and Constitution	12

1 Introduction

This Partnership Agreement sets out the working framework of the Child Protection Committee for Perth & Kinross. It incorporates the Constitution, Statements of the Functions of the Child Protection Committee, Membership of the Child Protection Committee, Statements of the Roles and Responsibilities of the Members of the Child Protection Committee and their Accountability requirements.

2 Aim

There shall be established a Child Protection Committee for Perth & Kinross. The Child Protection Committee will contribute to promoting the care and welfare of children in this area by aiming to ensure that all children are safeguarded and protected from harm and abuse. The Child Protection Committee will work together to promote inter-agency working, continuous improvement through self evaluation and best practice in child protection services. The work of the Child Protection Committee will support practice and will aim to provide better outcome for vulnerable children, young people and their families.

3 Functions

The core business functions of the Child Protection Committee are specified in Part 2 of the [National Guidance for Child Protection in Scotland 2010](#) (Scottish Government 2010) as ***continuous improvement, strategic planning, public information and communication.***

The following describes, in more local detail, these core business functions of the Child Protection Committee and provides a working framework. They are presented in no particular order of priority and/or importance. This should not be considered all-inclusive and/or exhaustive.

3.1 Continuous Improvement

3.1.1 Policies, Procedures and Protocols

- To ensure that robust inter-agency child protection policies, procedures, protocols and/or guidelines are in place and are followed;
- To ensure that member agencies have in place their own child protection policies, procedures, protocols and/or guidelines and other relevant materials;
- To ensure that member agencies have in place robust whistle-blowing policies, procedures, protocols and/or guidelines;
- To ensure that inter-agency child protection policies, procedures, protocols and/or guidelines are developed around existing and emerging child protection key issues;
- To ensure that all inter-agency child protection policies, procedures, protocols and/or guidelines reflect national and local policy developments and are regularly reviewed and evaluated;

- To ensure that all inter-agency child protection policies, procedures, protocols and/or guidelines are understood and widely disseminated to all relevant staff across all services/agencies.

3.1.2 Self Evaluation, Performance Management and Quality Assurance

- To ensure that robust performance management and quality assurance processes are in place;
- To ensure that the principles of self evaluation, performance management and quality assurance drive forward improvements in service delivery and outcomes for children and families;
- To ensure systematic and effective inter-agency self evaluation mechanisms are in place which lead to improved processes and better outcomes for children and families;
- To ensure that key child protection processes are monitored effectively;
- To ensure that all stakeholders, including children and families are involved in self evaluation processes;
- To ensure that self evaluation is embedded across agencies and seen as a continuous process;
- To ensure that member agencies have in place their own effective self evaluation processes;
- To implement and monitor improvement plans effectively to ensure they lead to positive changes;
- To identify and communicate learning effectively to staff, including learning from self evaluation;
- To ensure that there is an overview of management and information and statistics relating to children and young people on the Child Protection Register, which includes analysis of trends to inform strategic planning;
- To ensure that management and information and statistics inform the development of inter-agency child protection policy and practice.

3.1.3 Promoting Good Practice

- To identify and promote good evidence-based policy and practice developments;
- To address issues of poor policy and practice;
- To have robust mechanisms in place to identify and undertake significant case reviews;
- To have in place mechanisms to identify and disseminate lessons from past and current practice, including the learning from significant case reviews, inspection reports and other inquiry reports which informs inter-agency planning, training and staff development;
- To identify networking opportunities to share lessons and good practice widely.

3.1.4 Training and Staff Development

- To ensure that an inter-agency child protection training strategy is in place;
- To ensure that inter-agency child protection training opportunities complement existing member agency child protection training arrangements;

- To ensure that member agencies have in place their own arrangements for child protection staff training and development course;
- To identify and address the individual and collective training needs of all stakeholders on an ongoing basis;
- To have in place mechanisms for the delivery and evaluation of inter-agency child protection training programmes and courses;
- To ensure that staff training and development opportunities reflect gaps identified by inspection reports, significant case reviews and other inquiry reports;
- To ensure that specialist child protection training and staff development opportunities are made available to key staff.

3.2 Strategic Planning

3.2.1 Communication, Collaboration and Co-operation

- To ensure that there is effective communication and cooperation between the Child Protection Committee and Sub Groups and/or Short Life Working Groups;
- To ensure there is effective communication, collaboration and cooperation between members agencies and other inter-agency partnerships;
- To ensure the work of the Child Protection Committee is effectively communicated to all staff;
- To identify opportunities to share knowledge, skills and learning with other Child Protection Committees via national and local networks.

3.2.2 Making and Maintaining Links with Other Planning Fora

- To identify and maintain key links with other Child Protection Committees, partnerships, key national and local bodies;
- To ensure that Child Protection Committee Plans and priorities are evidence-based and clearly linked to other national and local plans;
- To identify key areas for joint working which are beneficial and reduce duplication;
- To have in place mechanisms to regularly review the effectiveness of joint policies, procedures, protocols and/or guidelines.

3.3 Public Information and Communication

3.3.1 Raising Public Awareness

- To ensure that an inter-agency public information, communication and engagement strategy is in place;
- To review and evaluate the effectiveness of the inter-agency public information, communication and engagement strategy;
- To raise basic awareness and understanding of child protection issues with stakeholders;
- To identify and adapt good public information, communication and engagement practices from other Child Protection Committees;

- To promote the ethos that *child protection is everyone's job* in keeping with the *Getting it Right for Every Child (GIRFEC)* approach;
- To provide information in relation to what action to take when members of the public have concerns about a child.

3.3.2 Involving Children and Young People and their Families

- To ensure that the views and perspectives of children, young people and their families are reflected in the work of the Child Protection Committee;
- To ensure that a strategy is in place to seek their views and perspective and that it is regularly reviewed and evaluated;
- To ensure that children, young people and their families are involved in the design, development and implementation of the inter-agency public information, communication and engagement strategy.

4 Membership

4.1 The following services and agencies will be represented on the Child Protection Committee:-

- Perth & Kinross Council, Education & Children's Services:-
7 Representatives
 - Depute Director, Education and Children's Services
 - Head of Service, Children and Families' Services
 - Service Manager, Fieldwork Services, Children and Families' Services
 - Quality Improvement Officer, Education Services
 - Head Teacher, Education Services
 - Learning and Development Manager (Youth Services), Cultural and Community Services
 - Administrative Officer, Business and Operational Support, Education and Children's Services
- Perth and Kinross Council, Legal Services
1 Representative
 - Senior Solicitor
- Perth & Kinross Council, Housing and Community Care:
2 Representatives:-
 - 1 Representing Housing and Community Care
 - 1 Representing Criminal Justice Services
- Tayside Police
1 Representative
- Scottish Children's Reporter Administration
1 Representative
- Chair of Children's Panel for Perth & Kinross
1 Representative

- NHS Tayside
2 Representatives:-
 - Head of Primary Care/Lead for Children's Services
 - Consultant Paediatrician
- Voluntary Sector
1 Representative
- Independent Schools Sector
1 Representative
- Procurator Fiscal Service
1 Representative
- Live Active Leisure
1 Representative
- Child Protection Inter- Agency Coordinator

4.2 The Child Protection Committee may from time to time co-opt further members onto the Child Protection Committee to assist in the discharge of its functions.

4.3 Membership of the Child Protection Committee will be reviewed regularly.

5 Roles and Responsibilities

5.1 Part 2 of the [National Guidance for Child Protection in Scotland 2010](#) clearly specifies the individual and collective roles and responsibilities of the Child Protection Committees and its members.

5.2 These have been included in a Child Protection Committee Self-Briefing and Induction Pack, which all members are provided with upon appointment to the Child Protection Committee and/or a Sub Group.

5.3 Member agencies will have the following key responsibilities:-

5.3.1 Member agencies will nominate a representative(s) to serve on and represent them at the Child Protection Committee.

5.3.2 Member agencies will ensure that their nominated representative(s) fully understands their role and responsibility as a member of the Child Protection Committee.

5.3.3 Member agencies will ensure that their nominated representative(s) is properly inducted into the Child Protection Committee.

5.3.4 Member agencies will ensure that their nominated representative(s) has access to child protection training (if necessary).

- 5.3.5 Member agencies will ensure that their nominated representative(s) has protected time within which to fulfill their roles and responsibilities before, during and after Child Protection Committee Meetings;
- 5.3.6 Member agencies will ensure that their nominated representative(s) has the necessary child protection skills and knowledge to enable them to fulfill their individual and collective responsibilities.
- 5.3.7 Member agencies will ensure that their nominated representative(s) has the relevant delegated authority level and capacity to make decisions on behalf of the agency they represent.
- 5.3.8 Member agencies will ensure their nominated representative(s) has a Designated Deputy who will attend the Child Protection Committee in their absence and on their behalf when there is a requirement for them to do so.
- 5.3.9 Member agencies will ensure that their nominated representative(s) widely cascades and transmits the work of the Child Protection Committee within their own agency and ensures it is understood and embraced by staff.

6 Accountability

- 6.1 The Child Protection Committee is directly accountable to the Chief Officers, via the Children and Young People's Strategic Partnership (C&YPSP), which is the Chief Officer Group responsible for child protection across Perth and Kinross.
- 6.2 The Children and Young People's Strategic Partnership provides governance, leadership, direction and scrutiny to the work emanating from the Child Protection Committee.
- 6.3 The Child Protection Committee will have in place a programme for continuous improvement, quality assurance, self evaluation and improvement planning.
- 6.4 The Child Protection Committee will publish an Annual Standards and Quality Report and will provide regular progress report to the Children and Young People's Strategic Partnership.

CHILD PROTECTION COMMITTEE BUSINESS RULES

1. Meetings

The Child Protection Committee shall meet on at least six separate occasions each year, on dates to be determined by the Child Protection Committee. In addition the Child Protection Committee will hold an Annual Self Evaluation Day.

The Quorum for a meeting of the Child Protection Committee shall be seven representatives from at least five services/agencies, including the Chairperson or Vice Chairperson.

2. Chair and Vice Chair

The Child Protection Committee shall elect from its membership a Chairperson and Vice Chairperson. Both the Chairperson and Vice Chairperson shall be appointed for a period of two years, or for such other period as the Child Protection Committee may determine. The Chairperson and Vice Chairperson are eligible for re-election for such further period or periods as the Child Protection Committee may determine.

Nominations for the post of Chairperson and Vice Chairperson shall require to be submitted in the manner set by the Child Protection Committee. Where a post is to become vacant as a result of the term of office coming to an end, nominations for election to the post should be received no later than 3 months prior to the date on which the post or posts will become vacant.

In the event of either post becoming vacant at a time other than at the end of the term of office, the posts shall be filled in a manner to be determined by the Child Protection Committee at any of its ordinary meetings.

Appointment of the Chairperson and Vice Chairperson will be made by the Committee. In the event of more than one nomination being received for either post, a ballot will take place at a meeting of the Child Protection Committee to be determined by the Chairperson. All representatives on the Child Protection Committee will be entitled to vote in the ballot. The Chairperson shall have a deliberative, as well as casting, vote.

The Chairperson and Vice Chairperson shall take up appointment on 1 January of the calendar year following their election, or, if the election has resulted from the post becoming vacant through any reason other than the end of the term of office, immediately upon their election.

3. Agenda and Minutes

A Minute of each Meeting of the Child Protection Committee shall be taken and circulated to the member services/agencies. Once approved, the Minute will be posted on the Child Protection Website as an accurate record of that Meeting.

The Agenda for each Child Protection Committee will be determined by the Chairperson, following consultation with Child Protection Committee members. Representatives shall be entitled to have items placed on the Agenda and shall be informed of the deadline for inclusion of items on the Agenda for each Meeting.

4. Sub Groups

The Child Protection Committee shall be entitled to establish such number of Sub Groups as it considers necessary for the purpose of discharging its functions. The Role, Remit, Responsibilities and Duration of these Sub Groups will be determined by the Child protection Committee.

Each Sub Group established may comprise Child Protection Committee representatives and/or other representatives nominated by services/agencies for that purpose.

Each Sub Group shall elect a Chairperson and Vice Chairperson in the same manner as for the Child Protection Committee.

Each Sub Group shall report back to the Child Protection Committee in a manner determined by the Child Protection Committee.

5. Annual Report and Improvement Plan

The Child Protection Committee shall publish an Annual Standards and Quality Report as soon as possible, after 31 March in each year. The Child Protection Committee will also have in place a Self Evaluation Programme and Improvement Plan.

6. Administrative Support

The Child Protection Committee shall agree the arrangements, including financial arrangements, for providing administrative, secretarial and professional support to the Child Protection Committee and Sub Groups. Such arrangements shall be sufficient to enable the Child Protection Committee and Sub Groups to operate effectively and discharge their functions in compliance with National Guidance.

7. Amendments to the Partnership Agreement and Constitution

Any amendment to this Partnership Agreement and Constitution shall be by two thirds majority of Child Protection Committee members present and voting at any ordinary Meeting of the Child Protection Committee, provided notice of the proposed changes has been given to all members in advance of the Meeting.

**Partnership Agreement and Constitution – Approved by Perth and Kinross
Child Protection Committee on Wednesday 1 February 2012**