



**Perth & Kinross
Child Protection Committee
Partnership Agreement and Constitution
2015 @ 18 August 2015**

**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 Police Scotland:

Perth and Kinross Child Protection Duty Team (24 hours)	01738 476768
Police Scotland	101
In an Emergency	Call 999

Document Control

Guardian/Keeper:	Perth and Kinross Child Protection Committee
Version Number:	1.0
Approved by CPC:	18 August 2015
Publication Date:	18 August 2015
Effective From:	18 August 2015
Review Date:	Continuous
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	9
5	Roles and Responsibilities	11
6	Accountability	12
	APPENDIX ONE	13
	CHILD PROTECTION COMMITTEE BUSINESS RULES	13
	<i>1. Meetings</i>	<i>13</i>
	<i>2. Chair and Vice Chair</i>	<i>13</i>
	<i>3. Agenda and Minutes</i>	<i>14</i>
	<i>4. Sub Groups</i>	<i>14</i>
	<i>5. Annual Report and Improvement Plan</i>	<i>14</i>
	<i>6. Administrative Support</i>	<i>14</i>
	<i>7. Amendments to the Partnership Agreement and Constitution</i>	<i>15</i>

1 Introduction

This Partnership Agreement sets out the working framework of the Perth and Kinross Child Protection Committee. 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 kept safe 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 to keep children and young people safe and will aim to provide better outcomes 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 2014 (Scottish Government 2014) as ***continuous improvement, strategic planning, public information and communication***.

The following describes, in more local detail, the 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 clear and robust inter-agency child protection policies; procedures; protocols and/or guidelines are in place which are sufficiently disseminated and understood by all staff;
- To encourage member agencies to have in place their own up-to-date 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 which are sufficiently disseminated and understood by all staff;
- To ensure that inter-agency child protection policies; procedures; protocols and/or guidelines are developed around agreed existing and emerging key issues; including disability; child trafficking; child sexual exploitation; missing

children; under-age sexual activity; keeping children safe online and on mobile phones; problematic parental alcohol and drug use; domestic abuse; parental mental ill-health (toxic trio) and parental learning disability; and

- To publish inter-agency child protection policies; procedures; protocols and/or guidelines which reflect national and local policy and practice developments; including GIRFEC which are regularly reviewed and evaluated.

3.1.2 ***Importance of Self-Evaluation in Improving Services to Protect Children***

- To promote single agency and joint self-evaluation across all services/agencies;
- To ensure that robust and systematic performance management information and quality assurance arrangements are in place across all relevant services to provide the CPC with the information it needs;
- To ensure that systematic approaches to self-evaluation and quality assurance are focused on the experiences and outcomes for children and families;
- To establish effective systems to monitor the quality of key child protection processes;
- To monitor and implement improvement plans effectively to ensure they lead to positive change;
- To communicate learning effectively to staff; including learning from self-evaluation;
- To build capacity in the workforce by supporting the development of practitioner fora and other methods to share good practice;
- To provide an overview of management information and statistics relating to children and young people on the Child Protection Register; which includes analysis of trends to inform a strategic assessment of service need;
- To ensure that management information and statistical reports inform the development of inter-agency child protection policy and practice; and
- To measure the extent to which self-evaluation and changes made as a result of self evaluation; contribute to actual improvements in services and outcomes for children.

3.1.3 ***Promoting Good Practice***

- To identify and promote good evidence-based policy and practice developments;
- To identify issues of poor policy and practice;
- To encourage learning from effective policy and practice developments;
- To have robust mechanisms in place for the identification; consideration and undertaking of significant case reviews on behalf of the Chief Officers;

- To have in place a vigorous evaluation process for the actions resulting from such 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;
- To ensure that these lessons directly inform inter-agency child protection planning; training and staff development; and
- To identify networks, mechanisms and opportunities to share these lessons more widely across services and agencies and between Child Protection Committees across Scotland.

3.1.4 *Learning and Development*

- To ensure that single agencies take responsibility for ensuring their staff are competent and confident in carrying out their responsibilities in keeping children safe and protecting their wellbeing;
- To ensure that single and all inter-agency child protection training is developed; delivered and in place;
- To ensure that mechanisms are in place for the delivery and evaluation of local training initiatives;
- To ensure that inter-agency child protection training programmes complement and build on the work already done by individual agencies;
- To embrace the inter-agency training needs of single agency staff;
- To identify collective training needs on an ongoing basis and to respond quickly to gaps identified by inspection reports; significant case reviews or other sources;
- To work in collaboration with single agencies who may have their own training responsibilities;
- To have an overview of the training needs of all staff involved in child protection activity; including key individuals;
- To ensure that training and development opportunities are available for managers at both operational and strategic levels;
- To publish; implement and review an inter-agency child protection training strategy; and
- To quality assure and evaluate the impact of training.

3.2 Strategic Planning

3.2.1 *Communication, Collaboration and Co-operation*

- To ensure effective communication and cooperation both within and between practitioners and across all services and agencies;

- To demonstrate effective communication and cooperation between the Child Protection Committee and Sub Groups and/or Short Life Working Groups;
- To actively promote effective communication, collaboration and cooperation between all services and agencies;
- To identify and resolve any issues between services and agencies that hinder the protection of children and young people;
- To demonstrate effective communication with other inter-agency partnerships and bodies;
- To communicate effectively about the work of the Child Protection Committee with staff in constituent services and agencies; and
- To identify opportunities to share knowledge; skills and learning with other Child Protection Committees via national and local networks and across Scotland.

3.2.2 ***Making and Maintaining Links with Other Planning Fora***

- To identify and make links with other multi-agency planning partnerships and structures;
- To ensure that Child Protection Committee plans and priorities are clearly linked to and aligned with other national and local plans;
- To identify areas where joint working would be beneficial or duplication could be avoided; and
- To have in place and regularly review the effectiveness of joint protocols around particular identified issues.

3.3 Public Information and Communication

3.3.1 ***Raising Public Awareness***

- To determine the level of public awareness, understanding and knowledge of child protection systems and address any issues;
- To determine the level of public confidence in child protection systems and address any issues;
- To produce and disseminate public information about protecting children and young people;
- To design, develop, publish, distribute, disseminate, implement, regularly review and evaluate a Public Information and Communication Strategy;
- To raise basic awareness and understanding of child protection issues within communities and with children and young people;
- To adapt good practice from others and explore further opportunities with 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; and

- To provide information about how members of the public can report concerns about a child and what could happen.

3.3.2 *Involving Children and Young People and their Families*

- To ensure that the views of children, young people and their families are used meaningfully and effectively to inform the work of the Child Protection Committee;
- To ensure that the views of children, young people and their families are fed into the planning and implementation of improvements;
- To demonstrate that the work of the Child Protection Committee is informed by the perspective of children and young people; including the most and those with direct experiences of child protection services;
- To review and develop strategies for seeking the views of children, young people and their families; and
- To involve children and young people in the design, development and implementation of the CPC Public Information and Communication Strategy to ensure that information is accessible and that children's experiences and perspectives are properly reflected.

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/Chief Social Work Officer (CSWO)
- Head of Service, Children and Families' Services
- Service Manager, Fieldwork Services, Children and Families' Services
- Quality Improvement Officer, Education Services (Schools)
- Head Teacher, Education Services
- Service Manager, Communities, Cultural and Community Services
- Business and Management Team Leader, Education and Children's Services

- Perth and Kinross Council, Legal Services

1 Representative

- Senior Solicitor/Legal Manager

- Perth & Kinross Council, Housing and Community Care:

2 Representatives

- Depute Director Housing and Community Care
- Head of Housing and Community Care

- Police Scotland

1 Representative

- Scottish Children's Reporter Administration

1 Representative

- Children's Hearings Scotland

1 Representative (Lead of Children's Panel)

- NHS Tayside

3 Representatives:

- Head of Adult & Children Young People and Families Service, CHP
- Consultant Paediatrician
- Lead Nurse, Child Protection, NHS Tayside

- Voluntary Sector

1 Representative

- Independent Schools Sector

1 Representative

- Further Education / College

1 Representative

- Procurator Fiscal Service

1 Representative

- Live Active Leisure

1 Representative

- Chairs of all CPC Sub Groups

- 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 2014 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 CPC 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 to represent them at the Child Protection Committee.
 - 5.3.2 Member agencies will ensure that their nominated representative(s) fully understand 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, Young People and Families' Partnership, which is the Chief Officer Group responsible for child protection across Perth and Kinross.
- 6.2 The Children, Young People and Families' Partnership provide 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 progress report regularly to the Children, Young People and Families' Partnership.

APPENDIX ONE

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 Development (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 Child Protection 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 Meeting 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 July 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 Tuesday 18 August 2015.