

A Practitioner's Guide and Toolkit: Getting Our Priorities Right (GOPR)



*Working Together with
Children, Young People and Families
Affected by Problematic Alcohol and/or
Drugs Use Across Perth and Kinross*

**Getting it Right
in Perth and Kinross**

Helping children be the best they can be

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

If you are worried or concerned about a child or young person, then in the first instance you should follow your own Service/Agency Child Protection Procedures and/or contact your Designated Child Protection Officer, Line Manager and/or Supervisor.

Alternatively, you should contact Perth and Kinross Child Protection and Duty Team or Police Scotland:

<i>Perth and Kinross Child Protection and Duty Team (24 hours)</i>	01738 476768 ChildProtection@pkc.gov.uk
<i>Perth and Kinross Community Care Access Team (24 hours)</i>	0345 30 111 20 AccessTeam@pkc.gov.uk
Police Scotland:	
<i>Non-Emergency Number (24 hours)</i>	101
<i>Emergency Only Number (24 hours)</i>	999

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Introduction

Who developed this Practitioner's Guide and Toolkit?

This Practitioner's Guide has been developed jointly by **Perth and Kinross Alcohol and Drug Partnership (ADP)** and **Perth and Kinross Child Protection Committee (CPC)** and **Perth and Kinross Adult Support and Protection Committee (APC)**.

How has it been developed?

This Practitioner's Guide and Toolkit has been developed from the national guidance - **Getting Our Priorities Right: Updated Good Practice Guidance for All Agencies and Practitioners Working With Children, Young People and Families Affected by Problematic Alcohol and/or Drug Use** (Scottish Government, April 2013).

It has also been developed and informed by the **National Risk Framework and Toolkit to Support the Assessment of Children and Young People** (Scottish Government, 2012).

It has been developed in partnership with over 200 front-line practitioners and managers, from across a wide range of public, private and third sector services and/or agencies, who are working directly with children, young people and families affected by problematic alcohol and/or drug use.

What does it aim to do?

This Practitioner's Guide and Toolkit aims to:

- *keep children, young people and their families safe and protected;*
- *translate the national policy guidance into the local practice arrangements;*
- *promote prevention; early identification; proportionate intervention and support to children, young people and families affected by problematic alcohol and/or drug use;*
- *ensure children, young people and their families get the right kind of help and support they need, when they need it, for as long as they need it;*
- *ensure parents and carers are provided with help and support to improve their parenting capacity;*
- *support and empower all practitioners and managers working with children, young people and families affected by problematic alcohol and/or drug use;*
- *fit with, support, complement and not replace existing single service/agency assessment and care planning processes in relation to children, young people and families affected by problematic alcohol and/or drug use; and*
- *provide better outcomes for children, young people and families affected by problematic alcohol and/or drug use.*

This Practitioner's Guide and Toolkit cannot in itself protect and/or provide better outcomes for children, young people and families affected by problematic alcohol and/or drug use; a competent, skilled and confident workforce, focussed on early identification, proportionate intervention; effective support, assessment and care planning can. This Guide and Toolkit aims to support and promote that approach and empower your practice.

Who is it for?

This Practitioner's Guide and Toolkit is for all practitioners and managers working with children, young people and their families within the **public, private and third sectors** across Perth and Kinross.

It is particularly for all those practitioners and managers within **education and children's services, adult services, health and/or alcohol and drugs services** who are working with children, young people and families affected by problematic alcohol and/or drug use.

Parents and carers may also find it helpful.

How do you use this Practitioner's Guide?

This Practitioner's Guide and Toolkit is divided into 3 Parts:

Part 1: Practitioner's Guide

This Part is divided into 5 Sections (which reflects the national GOPR guidance). Each Section is presented (from a practitioner's perspective) in a question and answer style format. Each Section contains bullet point messages and prompts (extracted from the national guidance), which aim to support and empower your practice. Each Section also contains additional key practice points, references and/or electronic links.

Part 2: Policy, Legislation, References and Electronic Links

This Part contains references and electronic links to the national policy framework (presented by publication date); legislative framework (presented by year of enactment); local publications (policies, procedures, and information and advice leaflets presented alphabetically) and useful web links (national and local).

Part 3: Toolkit Checklists

This Part contains a number of Checklists which contain various questions and prompts. Each Checklist supports early identification and proportionate intervention. They are presented as Document Templates which can be completed online, downloaded and/or printed off. They also contain text boxes and/or fields which automatically expand to allow data input.

Each Checklist contains some guidance about who can use it and when to use it. Each Checklist allows the author to include information about the child, young person and/or their parent/carer; to consider what the information is telling them and to record the next steps to be taken.

These Checklists do not replace professional judgment; instinct; and common sense. They do not replace any other single service/agency screening, assessment and care planning processes and aim to support and complement existing processes.

We hope you will find this Practitioner's Guide and Toolkit helpful and a useful resource in your day-to-day practice.

Perth and Kinross Alcohol and Drug Partnership (ADP)

Perth and Kinross Child Protection Committee (CPC)

Perth and Kinross Adult Support and Protection Committee (APC)

September 2020



Part 1

*Practitioner's
Guide*

Section 1:

Describing the Context and Challenge

Practice Points¹

What is the context?

- *Problematic alcohol and/or drug use - is defined as “when the use of drugs or alcohol is having a harmful effect on a person’s life, or those around them²”.*
- *Problem drug use can also include the unauthorised use of over-the-counter drugs and/or prescribed medicines; New Psychoactive Substances (NPS).*
- *Not all alcohol and/or drug use is harmful; it does not necessarily follow that all children and young people will be adversely affected or that all users are bad parents/carers; albeit it can impair and/or affect their parenting capacity.*
- *Adults can recover from problematic alcohol and/or drug use; whilst being effective parents/carers for their children.*
- *Supporting families where there are problem alcohol and/or drug use - remains a significant practice challenge for all workers and a most difficult task.*
- *Pregnancy and pre-conception stages are the most critical stages - sexual health, family planning and maternity services have an important role to play.*
- *Alcohol and/or drug use may co-exist with mental ill-health and domestic abuse - trio of risk³ (previously known as the toxic trio); with heightened risks for children and families.*
- *There is a need to ensure a co-ordinated approach to child protection, recovery and wider family support - a **whole system** and **whole family** approach is required.*
- *Recovery - is defined as “a process through which an individual is enabled to move-on from their problem drug use towards a drug-free life and become an active and contributing member of society⁴”.*
- *Recovery Timescales for adults may differ from Child Protection Timescales - there is a need to be aware of the risks.*
- *Recovery Timescales - the start and end points are variable; it is a sustained journey over a given period of time; it can last for several years or for a lifetime - outcomes are better if a **whole family** approach is taken.*
- *Recovery Timescales - contingency and supportive measures are necessary; consider the impact if services are withdrawn too quickly - keep your focus on the child or young person.*

¹ **Practice Points** throughout this document have been extracted from **Getting Our Priorities Right: Updated Good Practice Guidance for All Agencies and Practitioners Working With Children, Young People and Families Affected by Problematic Alcohol and/or Drug Use** (Scottish Government, April 2013)

² **Problematic alcohol and/or drug use** as defined in **Getting Our Priorities Right: Updated Good Practice Guidance for All Agencies and Practitioners Working With Children, Young People and Families Affected by Problematic Alcohol and/or Drug Use** (Scottish Government, April 2013)

³ **Trio of Risk (previously known as the Toxic Trio)** as described in the **Audit and Analysis of Significant Case Reviews** (Sharon Vincent, 2012)

⁴ **Recovery** as defined in **The Road to Recovery: A New Approach to Tackling Scotland’s Drug Problem** (Scottish Government, 2008)

- Stigma remains one of the biggest issues - it can result in reluctance to seek help; create a fear of being judged; a fear of repercussions; and can present a significant barrier.
- Children's Services and Adult Services **must** work together and remain focussed on the child - **whole family approach** - in keeping with the **Getting it Right For Every Child (GIRFEC)** and **Recovery Agenda**.

What is the scale of the challenge?

- Estimating the exact numbers of children and young people affected by problematic alcohol and drug use remains a complex task - there is always a level of significant under-reporting.
- Agreeing, on an inter-agency basis, the definition of a Child in Scotland can be challenging, given differing professional backgrounds and service and/or agency perspectives.
- **The Children and Young People (Scotland) Act 2014** defines a child as "a person who has not attained the age of 18 years".
- Alcohol is by far the most popular substance in Scotland.
- Unborn Baby - Pre-Conception and Pregnancy - some babies are born dependent on alcohol and drugs and can develop severe withdrawal symptoms - **Neonatal Abstinence Syndrome (NAS)** and **Fetal Alcohol Spectrum Disorder (FASD)**.
- **Neonatal Abstinence Syndrome (NAS)** - has serious impact on attachment; inter-actions; longer-term growth and development.
- **Fetal Alcohol Spectrum Disorder (FASD)** - has serious impact on health and development; effects are lifelong and include learning disability; behavioural problems; impaired emotional development; hyperactivity and attention disorders - this is not an exhaustive list.
- Unborn Babies - If you are worried or concerned about the health and wellbeing of an unborn baby and you consider the unborn baby to be vulnerable and/or at risk, take action. Contact the **Perth and Kinross Child Protection and Duty Team**.
- Blood-Borne Viruses - including HIV; Hepatitis B; and Hepatitis C are a possible consequence.
- Neglect - defined as "the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent/carer failing to: provide adequate food, shelter and clothing, to protect a child from physical harm or danger, or to ensure access to appropriate medical care or treatment. It may also include neglect of, or failure to respond to a child's basic emotional needs⁵".

⁵ Neglect as defined in **National Guidance for Child Protection in Scotland 2014** (Scottish Government, 2014)

Section 2:

Deciding When Children Need Help

Practice Points

What should I consider first?

Key Practice Point 1: Reflective Practice

If you are worried or concerned about something you have witnessed and/or observed ask yourself the following questions:

- *What have I seen?*
- *What have I heard?*
- *What do I feel is unusual or different?*
- *What has actually happened?*
- *What is my worry or concern?*

Key Practice Point 2: Ask Yourself the Five GIRFEC Questions

At each stage of an intervention, practitioners should consider the GIRFEC values and principles and ask themselves the following questions:

- *What is getting in the way of this child or young person's wellbeing?*
 - *Do I have all the information I need to help this child or young person?*
 - *What can I do now to help this child or young person?*
 - *What can my agency do to help this child or young person?*
 - *What additional help, if any, may be needed from others?*
-
- *Keeping children and young people **safe** is everyone's job and everyone's responsibility.*
 - *Children and young people should **get the help they need; when they need it; for as long as they need it;** and their **wellbeing**⁶ is always paramount.*
 - *Children and young people have a view and must be listened to, understood and respected.*
 - *Ensure the child or young person is seen and is **safe** - remember the siblings.*
 - *Keep your focus on the child or young person's **wellbeing** - always consider the needs of the child or young person and any impact on them.*

⁶ For the purposes of this Practitioner's Guide **Wellbeing** is defined as the **GIRFEC Eight Indicators of Wellbeing (SHANARRI)** - Safe; Healthy; Achieving; Nurtured; Active; Respected; Responsible; and Included, in which all children and young people need to progress, in order to do well now and in the future.

- Significant need or risk to a child or young person - **child protection procedures must be followed immediately** - there are no other parallel pathways - do not delay.
- Prevention, early identification, intervention and support is critical - to prevent further escalation, damage and/or difficulties later.
- Compulsory measures of supervision and early intervention are not mutually exclusive of each other - consideration should be given to compulsory measures of supervision to ensure effective intervention and/or compliance.
- Child Protection is a **Getting it Right for Every Child (GIRFEC)** intervention where the emphasis on keeping **safe** is the main **Wellbeing Indicator**.
- In keeping with the **GIRFEC National Practice Model** - always involve the practitioner who is fulfilling the role of the **Named Person** and where there is a Child's Plan in place the practitioner who is carrying out the role of the Lead Professional, if one has been appointed.
- Always consider the wider factors - the family's strengths; vulnerabilities; challenges; protective factors; resilience; ability to recover and the impact on the child or young person.
- Ensure you have read and understood your own service and/or agency child protection procedures and adult protection procedures - know where and how to access them.
- If in any doubt, seek help and support from your Designated Child Protection Officer (CPO); Line Manager and/or Supervisor.

What should I be considering further?

- Staff working in adult services - including health; drug and alcohol; housing; criminal justice - have an important role in identifying children and young people living and being cared for by adults with problematic alcohol and/or drug use - you must understand the impact on the child or young person.
- Staff need to consider any other related issues - including domestic abuse; mental-ill health; learning disability; hostile and/or non-engagement behaviours and you should know how to recognise and respond to these complex issues.
- Staff need to be aware of the signs and/or symptoms of child abuse and/or neglect; you need to be alert to changes in behaviours and/or family circumstances - keep your focus on the child or young person's **wellbeing**.
- This Guide and Toolkit contains a number of electronic Checklists/Questions/Prompts to support early identification; proportionate intervention; assessment and planning. Staff may find these helpful in determining the nature and/or extent of any initial worry or concern they may have and can use them to identify risks and/or needs to a child or young person's **wellbeing** (reproduced with the permission from GIRFEC Guidance 2012; Getting Our Priorities Guide 2013 and with kind permission from Fife CPC).
- Generally, the greater the depth, extent and number of the presenting issues and/or early indicators that are evident, the higher the likelihood there may be a serious underlying issue of **wellbeing**.

What should I do if I am worried or concerned about a child or young person?

- **Doing nothing is not an option - do not delay unnecessarily.**
- **Do not assume someone else will do something - they may not.**

- Always act in the best interests of the child or young person - their **wellbeing** is paramount and is your responsibility.
- **Ensure the child or young person is seen and that they are safe.**
- Note and accurately record the exact nature of your worry or concern.
- Follow your own service and/or agency child protection procedures.
- Make use of this Practitioner's Guide and Toolkit to determine and identify the level of risk and/or needs.
- Alert your Designated Child Protection Officer (CPO) or Line Manager/Supervisor - in their absence a Colleague - Peer Support.
- Share your worry or concern with them - discuss and agree a course of action and follow it.
- Make contact with the practitioner who is fulfilling the role of the **Named Person** for the child or young person; discuss and share your worry or concern; agree a course of action - single agency or multi-agency and follow it.
- Make sure you speak with colleagues in other relevant services and/or agencies - including children's services (education and social work), adult services (including health, drug and alcohol services, housing services and criminal justice services) - it is important you have a full holistic picture of what is affecting the child or young person and the whole family unit.
- Share and exchange information with other practitioners, services and/or agencies who may also be involved with the child or young person and family - keeping in mind the guidance available in the next section of this guide.
- Remember you are entitled to feedback - if you do not get it - actively seek it.
- If you are worried about a child or young person, follow your own Service/Agency Child Protection Procedures and/or contact your Designated Child Protection Officer, Line Manager and/or Supervisor.
- Alternatively, you should contact **Perth and Kinross Child Protection and Duty Team** and/or **Police Scotland** .

Section 3:

Information Sharing, Confidentiality and Consent

Practice Points

What do I need to know about Information Sharing?⁷

- Information gathering, sharing and exchanging is not a one-off event - but a continual process.
- The **wellbeing** of children and young people is **everyone's job and everyone's responsibility** - including you.
- **Doing nothing is not an option.**
- Keep your focus on the **wellbeing** of the child or young person.
- Ask yourself the **five key GIRFEC Questions** - if the answer is no, or you do not know, find out.
- Adopt a common sense approach.
- **Use your professional judgment, instinct, knowledge and skills - gut feelings.**
- **Do not delay unnecessarily - act quickly.**
- Seek help and support in doing so - Designated Child Protection Officer (CPO), Line Manager/Supervisor or Colleague or the **Perth and Kinross Child Protection and Duty Team** .
- Share what you consider only to be necessary, legitimate, appropriate and proportionate - on a need-to-know basis only.
- You should also consider sharing your worry or concern with the practitioner who is fulfilling the role of the **Named Person** for the child or young person.
- Consider the alternatives and/or implications of not sharing information.
- Follow your own service and/or agency information sharing guidance, child protection and/or adult protection procedures.
- Always record your decision and the reasons for it.
- Do not be afraid to discuss information sharing, confidentiality and consent with parents/carers - especially when it is safe to do so - you must know these limitations and extents.

⁷ **Information Sharing** - For the purposes of this Practitioner's Guide, Information Sharing should be widely defined and interpreted as sharing and/or seeking and/or exchanging personal data (information) and/or special category data (information), in keeping with the **Data Protection Act 2018** and the **General Data Protection Regulation (GDPR)** .

Practitioners may also find the following Perth and Kinross Guidance helpful: **Perth and Kinross Code of Practice: Information Sharing, Confidentiality and Consent** .

Key Practice Point 3: Dispelling a Common Misconception

It is a common misconception that data protection legislation/GDPR prevents you from sharing personal information or special category information.

Nothing whatsoever, in Scottish, UK and/or European Law and/or in the Scottish child protection legislative, policy and/or practice environments prevents you from sharing personal information and in some cases special category information where you are worried or concerned about the welfare and/or protection of a child or young person.

On the contrary, you are, within certain limitations and constraints, empowered to do so.

What do I need to know about Confidentiality?

- Practitioners must work within the limitations and constraints of confidentiality.
- Confidentiality is not an absolute right and must never be promised.
- Confidentiality does not apply where the matter is clearly one of protecting children and young people. The welfare of children and young people is paramount.
- Confidentiality does not prevent you from sharing a worry or concern about a child or young person's welfare - it actually empowers you to do so.
- Practitioners have a duty of care and it has long been established that just cause, or excuse and/or acting in the public interest are defences to any action for breach of confidence.

Key Practice Point 4: Limitations and Constraints

Where a practitioner believes, in their professional opinion, that there is risk to a child or young person that may lead to harm, proportionate sharing of information is unlikely to constitute a breach of **The Data Protection Act 2018** and the **General Data Protection Regulation (GDPR)** in such circumstances.

It is very important that the practitioner uses all available information before they decide whether or not to share. Experience, professional instinct and other available information will all help with the decision-making process as will anonymised discussions with colleagues about the case.

If there is any doubt about the welfare of the child and the decision is to share, a breach of **The Data Protection Act 2018** and the **General Data Protection Regulation (GDPR)** should not be viewed as a barrier to proportionate sharing.

What do I need to know about Consent?

- Practitioners must clearly understand the limitations and constraints of consent.
- Consent does not apply where the matter is clearly one of protecting children and young people. Seeking consent in these circumstances would not be appropriate, as doing so, may likely place a child or young person at further risk.
- Consent is only applicable in circumstances where an individual has a real choice over the matter.
- Seeking consent can be difficult.

- Where consent is considered appropriate, practitioners must ensure the individual being asked to provide their consent fully understands that request and its extent.
- Consent must be considered on a case-by-case basis. Consent, when sought, must be freely given, specific, informed and unambiguous and never implied.
- Consent can take the form of a written statement, (including by electronic means) or an oral statement. However, consent in writing should be obtained wherever possible so that it can be easily evidenced if subsequently challenged or questioned.
- Consent and discussions relating to consent must always be recorded.

Key Practice Point 5: To Seek or Not to Seek

Consent does not apply where the matter is clearly one of protecting children and young people. Seeking consent in these circumstances would not be appropriate, as doing so, may likely place a child or young person at further risk. Consent is only applicable in circumstances where an individual has a real choice over the matter.

What do I need to know about the legislation?

- Legislation regulates and supports you to share information lawfully.
- Legislation provides you with a legal framework within which information can be shared.
- Legislation helps you to weigh up the benefits and risks.
- Legislation is based upon common sense principles.

What do I need to know about information sharing methods?

- Share and exchange information in a working relationship - built on mutual trust and respect.
- Record the reasons why you are sharing information and/or not sharing information.
- Keep all information safe and secure at all times.
- Always identify the person you will be communicating with.
- Do not give verbal information where you can be overheard.
- Do not leave information on answering machines or voicemail.
- Be aware of your own service and/or agency's email policy - always use secure email.
- Do not use fax if at all possible. If you have to and there is no alternative, make sure the recipient is standing by to collect the fax and follow **safe haven principles**⁸.

⁸ **Safe Haven** is a term used to explain an agreed set of arrangements that are in place in an organisation to ensure person identifiable information (eg clients and staff information) can be communicated safely and securely. **Safe Haven** Principles act as a safeguard for confidential information which enters or leaves an organisation, whether this is by facsimile (fax), verbal communication or other means, for example, email.

Practitioners may also find the following Perth and Kinross Guidance helpful: **Perth and Kinross Code of Practice: Information Sharing, Confidentiality and Consent** .

Section 4:

Assessing Risks, Planning and Improving Outcomes

Practice Points

Key Practice Point 6: When Enough is Enough

When a parent or carer consistently places procurement and use of alcohol or drugs over their child's welfare and fails to meet a child's physical or emotional needs, the outlook for the child's health and development is poor. Problematic alcohol and/or drug using parents themselves acknowledge this and it is the duty of all professionals to act in the child's best interests when parents cannot.

What should I be thinking about when trying to make an assessment of risk?

- When looking at the parent/carer's alcohol and/or drug use, do so from the perspective of the child or young person and the impact that may have on their **wellbeing** .
- Keep your focus consistent with the **GIRFEC National Practice Model** in particular the **Wellbeing Indicators** ; the **My World Triangle** ; and the **Resilience Matrix** .
- Focus on each child or young person in the household separately - **ensure they are seen**.
- **Keep your focus on risk as well as need.**
- Assessment is a dynamic and continuous process - **not a one-off event**.
- Assessment must take account of changing circumstances - good or bad; positive or negative.
- Assessments must be evidence-based; comprehensive and strengths-based.
- Involve the child or young person and their parents/carers to maximise the overall opportunity of recovery - ensure that their voice is heard, listened to and respected.
- Work to build and sustain trusting and honest relationships with the child or young person and family - always work in partnership with them.
- Be aware of hostile and/or non-engaging parents and carers and ask yourself why resistance may have developed.
- **Do not allow the Rule of Optimism to overly-influence your professional judgment, instinct, knowledge, skills and/or gut feeling.**
- Keep in mind there are critical and difficult points during the recovery journey - detoxification; relapse; discharge; hospitalisation; blood testing; imprisonment and these must be carefully assessed.
- Always involve the practitioner who is fulfilling the role of the **Named Person** for the child or young person.
- If single service and/or agency assessment indicates the need for a multi-agency assessment - move towards a **Child's Plan** - co-ordinated via the practitioner carrying out the role of the Lead Professional.
- Always follow your own single service and/or agency assessment and/or care planning processes and/or frameworks.

- This Guide and Toolkit contains a number of electronic Checklists/Questions/Prompts to support early identification; proportionate intervention; assessment and planning. Staff may find these helpful in determining the nature and/or extent of any initial worry or concern they may have and can use them to identify risks and/or needs to a child or young person's **wellbeing** (reproduced with the permission from GIRFEC Guidance 2012; Getting Our Priorities Guide 2013 and with kind permission from Fife CPC).
- Alternatively, you may find the **National Risk Framework and Toolkit to Support the Assessment of Children and Young People** a helpful resource.

What should I be thinking about in terms of Planning, Improvements and Outcomes?

- If a **Child's Plan** is required - this would usually be initiated by the practitioner carrying out the role of the **Named Person**.
- If it assesses that the child or young person requires specialised support through a targeted intervention, then a practitioner should be identified to fulfill the role of the Lead Professional and he/she should coordinate the **Child's Plan**.
- Ensure the views of the child or young person and the family are included.
- **Child's Plans** must focus on the child or young person's **wellbeing**; they must be SMART; outcome-focussed; specify clear timescales and/or milestones; regularly reviewed and must include contingency planning.
- **Ensure the Child's Plan is focussed on risk as well as need.**
- Ensure that goals, milestones and timescales are outcome-focussed, realistic and achievable - keep them real and under constant review.
- Consider setting short-term and longer-term outcomes - this may be more manageable - do not allow these timescales to drift.
- Keep in mind a parent/carer's recovery timescales may not match the needs of the child or young person.
- Consider including social support (mutual aid/support) information provision; parenting skills training as part of your planning process.
- Any withdrawal of services must be planned and/or co-ordinated; practitioners providing support must be involved in that decision-making process and the consequences of any withdrawal of support carefully considered beforehand.
- Withdrawal of treatment services can have a negative impact on parenting capacity and therefore the child or young person's **wellbeing**.
- In trying to effect positive change and/or improvement, remember the need for engagement; stickability; relationships; support; trust; honesty; empowerment; self-determination.
- Always follow your own service/agency assessment and care planning processes.
- Remember this Practitioner's Guide and Toolkit supports and complements single service/agency assessment and care planning processes - it does not replace them.

Section 5:

Working Together (Children's Services and Adult Services)

Getting it Right - Working Together to Keep Children and Young People Safe

Practice Points

What difference does joint working make?

It's everyone's job to make sure children and young people are alright.

- Keeping children and young people **safe** is **everyone's job and everyone's responsibility** - their **wellbeing** is paramount.
- Problems in alcohol and/or drug using families are more than often complex and cannot be solved by one service and/or agency working alone.
- Support should be provided to all family members - children, young people and their parents and/or carers - child protection and adult protection procedures may apply.
- Determining the degree of risk and need requires good inter-agency communication and collaboration between all services and/or agencies including children's services; health and adult services - drug and alcohol; housing; criminal justice; third sector.
- A joint approach between all children's services and adult services should ensure a **whole system** and **whole family approach** is taken - to meet the wider needs of the child or young person and family in overall therapy, support and recovery.
- Effective collaboration and co-ordination between all children's services and adult services is vital.
- Interventions must be planned and co-ordinated - individual staff cannot resolve these complex issues alone.
- Working together means breaking down organisational barriers; building mutual trust and respect and seeing it from each other's perspective.
- Working together means having an understanding of each other's roles and responsibilities and any limitations (real or imagined).
- Issues of power; control; status and hierarchy are irrelevant - the focus must remain on the needs of the child or young person and family.
- Working relationships have to be developed, maintained and sustained - they need to be worked at.
- Work shadowing and joint visits promote good inter-agency working relationships.
- Effective partnership working is an underpinning principle of **Getting it Right for Every Child (GIRFEC)** - which has a focus on early identification, proportionate intervention and support.
- Communication between and across all services and/or agencies is critical - if children, young people and families are not to fall through the gaps.

- *Transitions - children, young people and families who may be in transition (any type) can become more vulnerable and in need of help and support.*
- *Housing Services - Housing Staff have a key role to play in keeping children and young people safe, given their community based work and home visiting.*

What can I do to promote joint working further?

- *Ensure you know who your Designated Child Protection Officer (CPO) is or who is the Designated Lead for Child Protection in your service/agency.*
- *Ensure that you take advantage of any Line Management and/or Supervision opportunities - in the absence of that, always seek support from Colleagues and/or Peers - you are not alone.*
- *Ensure you **know what to do if you are worried or concerned about a child or young person** ; who to contact and how and when to do that.*
- *Ensure that you understand the roles and responsibilities of other practitioners, services and/or agencies - understand their professional boundaries, limitations and constraints - **if in doubt ask them.***
- *Ensure that you have read and understood your own service and/or agency child protection and adult protection procedures and information sharing guidance.*
- *Ensure that you have read and understood this **Practitioner's Guide** - ensure you understand these Practice Points and make use of this resource.*
- *Ensure you understand the principles of **information sharing, confidentiality and consent** - proactively share and exchange information when it is appropriate to do so.*
- *Ensure you have an understanding of meetings, assessment, care planning and what constitutes an improvement outcome for a child or young person and family.*
- *Ensure that you actively contribute to any assessments, chronologies and/or care plans if asked to do so.*
- **Ensure your opinion and professional experience is taken into consideration when decisions are being made - your contribution is vital.**
- *Ensure that you visit children, young people and families at home; that visits are both planned and unplanned - where possible carry out joint visits with other practitioners, services and/or agencies.*
- **Ensure you keep your focus on the child or young person and family - remain child-centred and focussed and ensure you see the child or young person - be persistent and do not give up.**
- **Ensure the child or young person is safe** .
- **Ensure you always seek feedback - be proactive and seek it.**
- *Ensure you take an opportunity to view and complete the **Perth and Kinross Online Child Protection Training Module** ; the **Perth and Kinross Online Getting it Right for Every Child Training Module** ; and the **Perth and Kinross Online Adult Protection Training Module** .*
- *Ensure you consider any need you may have for further learning and development in child protection, adult protection and/or drugs and alcohol and actively seek out that learning, as part of your own staff training and/or continuous professional learning and development plan.*
- **Ensure you always think about wellbeing** - remember the child or young person's welfare is paramount.



Part 2

*Policy, Legislation
and Reference
Weblinks*

Weblinks

National Policy Framework

UN Convention on the Rights of the Child

www.unicef.org/crc/

Scottish Executive (2002) - Audit and Review Report (2002): "It's everyone's job to make sure I'm alright"

www2.gov.scot/Resource/Doc/47007/0023992.pdf

Scottish Government (2003) - Getting Our Priorities Right: Good Practice Guidance for Working with Children and Families Affected by Substance Misuse

www2.gov.scot/Resource/Doc/47032/0023960.pdf

Advisory Council on the Misuse of Drugs (ACMD) (2003) - Hidden Harm: Responding to the Needs of Children of Problem Drug Users

www.drugsandalcohol.ie/5456/1/1737-1660A.pdf

Scottish Executive (2004) - Hidden Harm: Scottish Executive Response to the Report of the Inquiry by the Advisory Council on the Misuse of Drugs

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/120619/0012816.pdf

Scottish Executive (2004) - Protecting Children and Young People: Children's Charter

www2.gov.scot/Resource/Doc/1181/0008817.pdf

Scottish Executive (2004) - Protecting Children and Young People: Framework for Standards

www2.gov.scot/Resource/Doc/1181/0008818.pdf

Scottish Executive (2006) - Hidden Harm: Next Steps Supporting Children - Working with Parents

www2.gov.scot/Resource/Doc/114027/0027764.pdf

HMIe Services for Children Unit (2009) - How good are we now? How well do we protect children and meet their needs? How good can we be? Self-Evaluation Using Quality Indicators

www.pkc.gov.uk/media/28600/How-well-do-we-protect-children-and-meet-their-needs-/pdf/HMIe_Quality_Indicators_2009

Department of Health (2012) - Your Guide to Long-Acting Reversible Contraception (LARC)

www.fpa.org.uk/sites/default/files/long-acting-reversible-contraception-your-guide.pdf

Scottish Government (2012) - A Guide to Getting it Right for Every Child

www.gov.scot/Resource/0039/00394308.pdf

HMIe Services for Children Unit (2005) - Self-Evaluation and Quality Indicators Framework: How well are children and young people protected and their needs met?

www.pkc.gov.uk/media/38659/How-well-are-children-and-young-people-protected-and-their-needs-met-/pdf/HMIe_Quality_Indicators_2005.pdf?m=636197221637670000

Scottish Government (2012) - National Risk Framework to Support the Assessment of Children and Young People

www.gov.scot/Resource/0040/00408604.pdf

Scottish Government (2012) - National Child Protection Risk Assessment Framework: Useful Toolkit for Practitioners

www.gov.scot/Publications/2012/11/7143/0

Sharon Vincent (2012) - Audit and Analysis of Significant Case Reviews

www.celcis.org/files/4415/4445/2689/Audit_and_Analysis_of_Significant_Case_Reviews_Sharon_Vincent_2012.pdf

Scottish Government (April 2013) - Getting our Priorities Right: Updated Good Practice Guidance for All Agencies and Practitioners Working With Children, Young People and Families Affected by Problematic Alcohol and/or Drug Use

www.gov.scot/Resource/0042/00420685.pdf

Scottish Government (2014) - National Guidance for Child Protection in Scotland 2014

www.gov.scot/Resource/0045/00450733.pdf

Scottish Government (2014) - National Guidance for Child Protection in Scotland: Protecting Disabled Children From Abuse and Neglect

www.gov.scot/Resource/0045/00450942.pdf

Scottish Government (2014) - National Guidance for Child Protection in Scotland: Protecting Disabled Children From Abuse and Neglect - Online Toolkit

www.pkc.gov.uk/article/17693/National-Child-Protection-Disability-Toolkit-

Care Inspectorate (2014) - How well are we improving the lives of children and young people? A Guide to Evaluating Services Using Quality Indicators

www.pkc.gov.uk/media/28213/How-well-are-we-improving-the-lives-of-children-and-young-people-/pdf/CI_Joint_Inspect_Quality_Indicators_Children___Young_People.pdf?m=636114343318530000

Scottish Government (2018) - Rights, Respect and Recovery: Alcohol and Drug Treatment Strategy

www.gov.scot/binaries/content/documents/govscot/publications/strategy-plan/2018/11/rights-respect-recovery/documents/00543437-pdf/00543437-pdf/govscot%3Adocument/00543437.pdf?forceDownload=true

Scottish Government (2018) - Alcohol Framework 2018

www.gov.scot/binaries/content/documents/govscot/publications/strategy-plan/2018/11/alcohol-framework-2018-preventing-harm-next-steps-changing-relationship-alcohol/documents/alcohol-framework-2018-preventing-harm-next-steps-changing-relationship-alcohol/alcohol-framework-2018-preventing-harm-next-steps-changing-relationship-alcohol/govscot%3Adocument/00543214.pdf?forceDownload=true

Care Inspectorate (2019) - A Quality Framework for Children and Young People in Need of Care and Protection

https://www.careinspectorate.com/images/Quality_framework_for_children_and_young_people_in_need_of_care_and_protection_2019_Revised.pdf

National Legislative Framework

The Children and Young People (Scotland) Act 1937

www.legislation.gov.uk/ukpga/Edw8and1Geo6/1/37/contents

The Social Work (Scotland) Act 1968

www.legislation.gov.uk/ukpga/1968/49

The Age of Legal Capacity (Scotland) Act 1991

www.legislation.gov.uk/ukpga/1991/50/contents

The Children (Scotland) Act 1995

www.legislation.gov.uk/ukpga/1995/36/contents

National Legislative Framework *(continued)*

The Human Rights Act 1998

www.legislation.gov.uk/ukpga/1998/42/contents

The Data Protection Act 2018

www.legislation.gov.uk/ukpga/2018/12/contents/enacted

General Data Protection Regulation (GDPR 2018)

<https://gdpr-info.eu/>

The Adults with Incapacity (Scotland) Act 2000

www.legislation.gov.uk/asp/2000/4/contents

The Freedom of Information (Scotland) Act 2002

www.legislation.gov.uk/asp/2002/13/contents

The Mental Health (Care and Treatment) (Scotland) Act 2003

www.legislation.gov.uk/asp/2003/13/contents

The Adult Support and Protection (Scotland) Act 2007

www.legislation.gov.uk/asp/2007/10/contents

The Children's Hearings (Scotland) Act 2011

www.legislation.gov.uk/asp/2011/1/contents

The Children and Young People (Scotland) Act 2014

www.legislation.gov.uk/asp/2014/8/contents/enacted

Local Publications

Perth and Kinross Child Protection Committee

www.pkc.gov.uk/cpc

Child Protection Information and Advice Card

www.pkc.gov.uk/media/41084/Child-Protection-Information-and-Advice-Card/pdf/PK_CPC_Child_Protection_Advice_Card_2017

Information and Advice Leaflet: Child Protection Case Conferences (Children and Young People)

[www.pkc.gov.uk/media/7829/Child-Protection-Case-Conferences-Leaflet-Children-and-Young-People/pdf/Final_CPCC_Information___Advice_Leaflet_\(C_YP\)](http://www.pkc.gov.uk/media/7829/Child-Protection-Case-Conferences-Leaflet-Children-and-Young-People/pdf/Final_CPCC_Information___Advice_Leaflet_(C_YP))

Information and Advice Leaflet: Child Protection Case Conferences (Parents & Carers)

www.pkc.gov.uk/media/7837/Child-Protection-Case-Conferences-Leaflet/pdf/Case_Conference_Leaflet_-_Adults.pdf?m=636549829270500000

Information and Advice Leaflet: Child Protection and Duty Team

www.pkc.gov.uk/media/7838/Child-Protection-and-Duty-Team-Leaflet/pdf/Final_CP_Duty_Team_Leaflet_-_Jul_2018

Information and Advice Leaflet: Fieldwork Services (Social Work)

www.pkc.gov.uk/media/19593/Fieldwork-Services-Leaflet/pdf/Final_Fieldwork_CP_Leaflet_-_Jul_2018

Information and Advice Leaflet: What is Adult Support and Protection?

www.pkc.gov.uk/media/1105/What-is-Adult-Support-and-Protection-leaflet/pdf/ASP_Leaflet

Perth and Kinross Adult Support and Protection Guidelines

www.pkc.gov.uk/media/35788/PKC-Operational-Guidance/pdf/2016292_Adult_Guidance.pdf?m=636099846223370000

Perth and Kinross CPC Practitioner's Guide: Working with Hostile and Non-Engaging Parents and Carers

www.pkc.gov.uk/media/15598/Guidance-for-Working-with-Hostile-and-Non-Engaging-Parents-and-Carers/pdf/CPC_Guidance_Hostile__Non-Engaging_15.10.01.pdf?m=636549832384870000

Perth and Kinross CPC Inter-Agency Child Protection Guidelines 2017

www.pkc.gov.uk/media/40313/CPC-Inter-Agency-Child-Protection-Guidelines-2017/pdf/PK_CPC_CP_Guidelines_2017_FINAL_2-0

Perth and Kinross Code of Practice: Information Sharing, Confidentiality and Consent

www.pkc.gov.uk/media/39666/Perth-Kinross-Code-of-Practice-Information-Sharing-Confidentiality-and-Consent-21-February-2017/pdf/PK_COP_Information_Sharing_etc_FINAL_17.02.21.pdf?m=636342521411670000

Perth and Kinross CPC Practitioner's Guide to Child Protection Case Conferences

www.pkc.gov.uk/media/20421/Practitioner-s-Guide-Child-Protection-Case-Conferences-refreshed-January-2017-/pdf/Practitioners_Guide_to_CPCCs_FINAL_17.01.12.pdf?m=636223353363370000

Tayside Practitioner's Guidance: Chronologies

www.pkc.gov.uk/media/22778/Tayside-Practitioners-Guide-Chronologies-Approved-WEB-Version/pdf/Tayside_Practitioners_Guide_-_Chronologies_15-12-14

Perth and Kinross CPC Practitioner's Guide: Professional Curiosity

https://www.pkc.gov.uk/media/44800/CPC-Professional-Curiosity-Guidance-FINAL-19-08-27/pdf/CPC_Professional_Curiosity_Guidance_FINAL_19.08.27.pdf?m=637025854364030000

Perth and Kinross CPC Practitioner's Guide - Resolution and Escalation

https://www.pkc.gov.uk/media/44799/CPC-Resolution-Escalation-Guidance-FINAL-19-08-27/pdf/CPC_Resolution__Escalation_Guidance_FINAL_19.08.27.pdf?m=637025854360570000

Other Useful Weblinks

Alcohol Focus Scotland

www.alcohol-focus-scotland.org.uk/

Alcoholics Anonymous

www.alcoholics-anonymous.org.uk/

Barnardos Scotland

<https://www.barnardos.org.uk/scotland>

Centre for Excellence for Children's Care and Protection (CE:CIS)

www.celcis.org/

ChildLine

www.childline.org.uk/Pages/Home.aspx

Children 1st

www.children1st.org.uk/?gclid=CJbpu5utrb0CFeXLtAodmiEAnQ

Crimestoppers Scotland

<https://crimestoppers-uk.org/in-your-area/scotland/>

Drink Aware

www.drinkaware.co.uk/

DrugWise

www.drugwise.org.uk/

FPA Sexual Health Charity

www.fpa.org.uk/

GIRFEC My World Triangle

www.gov.scot/Topics/People/Young-People/gettingitright/national-practice-model/my-world-triangle

GIRFEC National Practice Model

www.gov.scot/Topics/People/Young-People/gettingitright/national-practice-model

GIRFEC Resilience Matrix

www.gov.scot/Topics/People/Young-People/gettingitright/national-practice-model/resilience-matrix

GIRFEC Wellbeing Indicators

www.gov.scot/Topics/People/Young-People/gettingitright/wellbeing

Information Commissioner's Office (ICO) Scotland

<https://ico.org.uk/about-the-ico/who-we-are/scotland-office/>

NHS 24

www.nhs24.scot/

Perth and Kinross Adult Support and Protection Committee

www.pkc.gov.uk/asap

Perth and Kinross Alcohol and Drug Partnership (ADP)

www.pkc.gov.uk/adp

Perth and Kinross Child Protection Committee (CPC)

www.pkc.gov.uk/cpc

Perth and Kinross Child Protection Website

www.pkc.gov.uk/childprotection

Perth and Kinross Getting it Right for Every Child

www.pkc.gov.uk/girfec

Perthshire Women's Aid

www.perthwomensaid.org.uk/

Police Scotland

www.scotland.police.uk/

Rape & Sexual Abuse Centre Perth & Kinross

www.rasacpk.org.uk/

Scottish Children's Reporter Administration (SCRA)

www.scra.gov.uk/home/index.cfm

Scottish Drugs Forum

www.sdf.org.uk/

Scottish Families Affected by Alcohol and Drugs

www.sfad.org.uk/

Scottish Government

www.gov.scot/

Scottish Government Getting it Right for Every Child Website

www.gov.scot/Topics/People/Young-People/gettingitright

Shelter Scotland

<https://scotland.shelter.org.uk/>

SMART Recovery UK

www.smartrecovery.org.uk/community

Talk to Frank: Friendly, Confidential Drug Advice

www.talktofrank.com/



Part 3

Toolkit
(Checklists/Questions/Prompts)

Checklists

Checklist No 1: Reflective Practice

All practitioners and managers in all services/agencies can use this Checklist to reflect on any early worries or concerns they may have witnessed or identified. This is a self-reflective Checklist.

Checklist No 2: Five Key GIRFEC Questions

All practitioners and managers in all services/agencies can use this Checklist to reflect on any worries or concerns they may have about a child or young person's wellbeing. This is a self-reflective Checklist.

Checklist No 3: Early Observations of Children and Young People

All practitioners and managers in all services/agencies can use this Checklist to reflect further on any worries or concerns they may have witnessed or identified from recent contact with and/or observations of children/young people. This is a self-reflective Checklist which can be completed with or without the child/young person.

Checklist No 4: Early Observations of Parents and Carers

All practitioners and managers in all services/agencies can use this Checklist to reflect further on any worries or concerns they may have witnessed or identified from recent contact with and/or observations of parents/carers. This is a self-reflective Checklist which can be completed with or without the parent/carer.

Checklist No 5: Further Considerations for Children's Services

All practitioners and managers in children's services can use this Checklist to reflect further on any worries or concerns they may have. This is a self-reflective Checklist which should be completed with the parent/carer.

Checklist No 6: Further Considerations for Adult Services

All practitioners and managers in adult services can use this Checklist to reflect further on any worries or concerns they may have. This is a self-reflective Checklist which should be completed with the parent/carer.

Checklist No 7: Information to be Considered as Part of a Multi-Agency Assessment (GOPR2)

All practitioners and managers in all services/agencies can use this Checklist to inform a holistic assessment of the impact of problematic alcohol and/or drug use on a child/young person's wellbeing. This is a self-reflective Checklist which can be completed with or without the child/young person and/or their parent/carer.

Checklist No 8: Information to be Considered as Part of a Multi-Agency Assessment (GOPR2)

All practitioners and managers in all services/agencies can use this Checklist to inform a holistic assessment of the impact of problematic alcohol and/or drug use on a child/young person's wellbeing. This is a self-reflective Checklist which can be completed with or without the child/young person and/or their parent/carer.

Checklist No 9: Information to be Considered as Part of a Multi-Agency Assessment (GOPR2)

All practitioners and managers in all services/agencies can use this Checklist to inform a holistic assessment of the impact of problematic alcohol and/or drug use on a child/young person's wellbeing. This is a self-reflective Checklist which can be completed with or without the child/young person and/or their parent/carer.

If you or someone you know would like a copy of this document in another language or format, (on occasion only a summary of the document will be provided in translation), this can be arranged by contacting
Customer Service Centre on 01738 475000.

إن احتجت أنت أو أي شخص تعرفه نسخة من هذه الوثيقة بلغة أخرى أو تصميم آخر فيمكن الحصول عليها (أو على نسخة معدلة للملخص هذه الوثيقة مترجمة بلغة أخرى) بالاتصال ب:
الاسم: Customer Service Centre
رقم هاتف للاتصال المباشر: 01738 475000

اگر آپ کو یا آپ کے کسی جاننے والے کو اس دستاویز کی نقل دوسری زبان یا فارمیٹ (بعض دفعہ اس دستاویز کے خلاصہ کا ترجمہ فراہم کیا جائے گا) میں درکار ہے تو اس کا بندوبست سروس ڈیولپمنٹس Customer Service Centre سے فون نمبر 01738 475000 پر رابطہ کر کے کیا جاسکتا ہے۔

如果你或你的朋友希望得到這文件的其他語言版本或形式 (某些時候，這些文件只會是概要式的翻譯)，請聯絡
Customer Service Centre 01738 475000
來替你安排。

Jeżeli chciałbyś lub ktoś chciałby uzyskać kopię owego dokumentu w innym języku niż język angielski lub w innym formacie (istnieje możliwość uzyskania streszczenia owego dokumentu w innym języku niż język angielski), Proszę kontaktować się z
Customer Service Centre 01738 475000

P ejetec-li si Vy, anebo n kdo, koho znáte, kopii této listiny v jiném jazyce anebo jiném formátu (v n kterých p ípadech bude p eložen pouze stru ný obsah listiny) Kontaktujte prosím Customer Service Centre 01738 475000 na vy ízení této požadavky.

Если вам или кому либо кого вы знаете необходима копия этого документа на другом языке или в другом формате, вы можете запросить сокращенную копию документа обратившись
Customer Service Centre 01738 475000

Ma tha thu fhèin neo duine a dh'aithnicheas tu ag iarraidh leth-bhreacden phàipear seo ann an cànan eile neo ann an cruth eile, (aig amannan cha bhith ach gearr-chunntas a-mhàin ri fhaighinn air eadar-theangachadh) faodar seo fhaighinn le bhith a' cur fios gu:
Customer Service Centre 01738 475000

You can also send us a text message on 07824 498145.

All Council Services can offer a telephone translation facility.

www.pkc.gov.uk

(PKC Design Team - 2020102)