



## Agenda Item 5 (iv)

### EAST AYRSHIRE CHILD PROTECTION COMMITTEE: 26 AUGUST 2009

#### DEVELOPMENT DAY

#### 1. PURPOSE OF REPORT

- 1.1 To conclude the activities of the development day which took place on 22 June 2009 and for the committee endorsement of the revised vision, logo and constitution.

#### 2. BACKGROUND

- 2.1 The Child Protection Committee development day took place on 22 June 2009 to revise the constitution and the vision of the Child Protection Committee.

#### 3. VISION

- 3.1 The committee discussed its vision and there was much debate as to the use of the words 'our' and in 'East Ayrshire'. It is suggested that the vision statement is used to describe our overall intention of where we need to be.

- 3.2 The options were: -

- 'working together to keep our children and young people safe in East Ayrshire'; or
- "working together to keep children and young people safe"; or
- "working together to keep our children and young people safe".

- 3.3 The preferred option appears to be option 3.

#### 4. CHILD PROTECTION COMMITTEE LOGO

- 4.1 It was agreed at the Child Protection Committee on 19 May 2009 that the logo would be kept as it is a clear trademark of the committee work. To ensure consistency with the revised vision a revised logo (below) has been drafted with the word 'our' inserted for consideration by the committee.



Proposed

Current

## **5. CONSTITUTION**

- 5.1 A revised draft of the constitution has been attached to this paper, appendix 1, to take into account the comments and amendments made.

## **6. RECOMMENDATION**

- 6.1 The Child Protection Committee is asked to: -
- (i) approve the revised vision statement (option 3);
  - (ii) consider whether any change should be made to the logo as set out at section 4; and
  - (iii) approve the revisions to the constitution.

**Susan Taylor**  
**Chair of the Child Protection Committee**  
**18 August 2009**

**Report prepared by Diane Burns, Child Protection Co-ordinator**



**EAST AYRSHIRE**  
**CHILD PROTECTION COMMITTEE**  
**CONSTITUTION**

Revised: June 2009

Approved by the EA CPC:

Approved by the COG:

## **1. TITLE**

- 1.1 The Committee will be called East Ayrshire Child Protection Committee hereinafter referred to as “the Committee” or EACPC.

## **2. INTRODUCTION**

- 2.1 All agencies that work with children have a shared responsibility for protecting children and safeguarding their welfare. Inter-agency working is essential to child protection and no one agency should be seen as solely responsible for the protection of vulnerable children. The child protection committee is an inter-agency forum which will co-ordinate and develop responses to child protection.

## **3. INTERPRETATION**

- 3.1 In the following Constitution a ‘member’ is one of the corporate bodies of partnership agencies making up the EACPC. A ‘representative’ is the person appointed by a member body or agency as its representative on the Committee.
- 3.2 The ‘Committee’ means the members acting through their collective representatives in the discharge of the business of the EACPC.

## **4. AIMS AND OBJECTIVES**

- 4.1 The Committee is the primary forum for developing and implementing child protection strategy across and between agencies in East Ayrshire. Its work shall be underpinned by the principles of equal opportunities and integration, with the overarching purpose of promoting the care and protection of all children through strategic planning, leadership, agreed priorities, objectives and actions.
- 4.2 Through strategic planning and partnership working the EACPC shall seek to continuously improve child protection work and secure better outcomes for children, and in particular vulnerable children, at a local and national level.
- 4.3 To achieve its key objectives the EACPC shall fulfil the following functions:
- Procedures, Protocols and Guidance
    - ensure that member agencies have robust, up to date, child protection procedures, protocols and guidance in place and established systems to monitor and review the usage
    - regularly develop, disseminate and review inter-agency policies and procedures and ensure that all member agencies work to the agreed inter-agency guidance.
  - Quality Assurance and evaluation
    - ensure that appropriate quality assurance measures are in place and ongoing improvements through continuous self evaluation of child protection services
    - contribute to the integrated system of inspection of child protection services

- Risk Management
  - ensure that arrangements are in place at individual, service, management and strategic levels in identifying, assessing and managing risks which impact on children/young people and their families.
- Performance Management
  - have an overview of management and performance information from all member agencies about their work to protect children and young people, including analysis of trends or gaps in service provision which will be used to inform strategic planning.
- Training, Learning and Development
  - provide an annual programme of inter-agency child protection training which is quality assured and regularly reviewed to reflect policy and practice developments.
  - ensure that research informed practice is shared across agencies, and that this influences the learning and development of staff.
  - have an over view of single agency child protection training and consider the implication for inter-agency training.
  - ensure that opportunities are available for practitioners and managers which promote continuous learning and development in respect of the care and protection of children and young people.
- Business Planning
  - produce an annual report and business plan providing an account of the years work and outlining the priorities for the coming year, including budget information
- Communication
  - ensure that public information is available signposting services for vulnerable children and their families.
  - ensure that the work of East Ayrshire Child Protection Committee is promoted within the local media and community and that the work of East Ayrshire Child Protection Committee is informed by the perspective of children and young people, their families and the community
  - link to other local and national planning forums, in particular structures for integrated children service planning.
- Workforce Planning
  - ensure that the CPC has an overview of workforce issues across agencies in East Ayrshire, including recruitment, retention capacity and deployment issues.
- Reflection and Review
  - undertake Significant Case Reviews as required in compliance with agreed guidance.
  - ensure that opportunities are available on a single and multi agency basis for reflection and review, creating opportunities for learning.

## **5. ROLE OF THE CHIEF OFFICERS GROUP (COG) AND RELATIONSHIP TO EAST AYRSHIRE CHILD PROTECTION COMMITTEE**

- 5.1 The East Ayrshire Child Protection Committee works on behalf of the East Ayrshire Chief Officers Group. The EACPC reports regularly to the COG on progress in fulfilling the objectives set out in the business plan. The Chief Officer Group will ensure sufficient allocation of resources is available to East Ayrshire Child Protection Committee to support the work of the Committee in implementing the agreed business plan.
- 5.2 The Chief Officers Group is responsible for agreeing the appointment of the Chair of East Ayrshire Child Protection Committee and in doing so *ensure that the chair has the time, resources and dedicated professional and administrative support to properly fulfil the role.*

## **6. CHAIR AND VICE CHAIRS**

- 6.1 The Chair of East Ayrshire Child Protection Committee shall have considerable knowledge, experience and skills in both inter-agency working and child protection. The role will be fulfilled by a person who has the relevant qualities and who meets the requirements of the role. This may be an existing committee, a person independent of agencies or another nominated officer.
- 6.2 The Chair of the Committee will be supported in their work by two vice chairs.
- 6.3 The Chair (and Vice Chairs) of East Ayrshire Child Protection Committee shall be agreed by the Chief Officers for a period of two years.
- 6.4 The Chair of East Ayrshire Child Protection Committee shall be responsible for:
- chairing Committee meetings
  - ensuring the CPC fulfils its key functions effectively
  - receiving reports from the Child Protection Co-ordinator who will be accountable to the CPC
  - ensuring the development of the annual business plan and report
  - agreeing resource requirements for the work of the EACPC
  - ensuring that the EACPC collaborates with other CPCs
  - reporting to the Chief Officers the work of the Child Protection Committee
- 6.5 In the absence of the Chair, the Vice Chair will assume all levels of authority, responsibility and accountability as that of Chair, in conducting Committee business.

## **7. THE CHILD PROTECTION CO-ORDINATOR AND OTHER STAFF WORKING DIRECTLY TO THE CHILD PROTECTION COMMITTEE.**

- 7.1 The Committee will be supported in the implementation of its core functions by the Child Protection Co-ordinator. The Child Protection Co-ordinator will be employed by East Ayrshire Council and is directly accountable to and managed by the Chair of the Committee.

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<sup>8</sup> *Protecting Children and Young People : Child Protection Committees* Scottish Executive 2005

7.2 The Child Protection Committee will appoint an inter-agency Training Officer will be responsible for identifying inter-agency training needs, producing an annual programme of inter-agency training and developing, commissioning, delivering, and evaluating inter-agency child protection training within an identified budget and in line with Best Value.

## 8. MEMBERSHIP

8.1 The membership of the committee will be consistent with the requirements of “*Protecting Children and Young People: Child Protection Committees*”<sup>6</sup> and have representation from key corporate bodies and partnerships within East Ayrshire.

8.2 The Committee shall review its membership every two years.

8.3 Each representative shall have the delegated authority to make strategic and operational decisions on behalf of their agency to realise the objectives of the Committee’s agreed business plan and through their knowledge and skill contribute to the work of the Committee.

8.4 Membership of East Ayrshire Child Protection Committee will comprise of:

### **East Ayrshire Council**

Social Work	Head of Service: Children & Families and Criminal Justice or Senior Manager (Children and Families)
Schools/ Early Years	Head of Service (Community Support)
Housing/Leisure	Head of Service (Housing)
Criminal Justice SW	Service Manager (Criminal Justice)

<b>NHS Ayrshire and Arran</b>	Health Care Manager, Children's, Women's and Sexual Health Services Designated Doctor (Child Protection) Nurse Consultant (Child Protection)
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<b>Strathclyde Police</b>	Superintendent Strathclyde Police Detective Inspector, Family Protection Unit Strathclyde Police
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<b>Alcohol &amp; Drugs Partnership</b>	Lead Officer
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<b>SCRA</b>	Authority Reporter Scottish Children’s Reporters Administration
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<b>COPFS</b>	Senior Procurator Fiscal
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**East Ayrshire Children’s Panel Chair**

**Academic/Research Representative**

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<sup>6</sup> *Protecting Children and Young People : Child Protection Committees* Scottish Executive 2005

8.5 Where appropriate the Committee can co-opt a representative of a member or other organisation, to the Committee, providing the decision to co-opt the representative is unanimous.

## **9. SUB GROUPS AND WORKING GROUPS FOR EAST AYRSHIRE CHILD PROTECTION COMMITTEE**

9.1 The work of East Ayrshire Child Protection Committee will be supported by a number of sub groups, these are:

- Practitioners Sub Group
- Public Engagement and Information Sub Group
- Training, Learning and Development Sub Group
- Performance and Continuous Improvement Sub Group

9.2 East Ayrshire Child Protection Committee may commission review groups for key issues and Significant Case Reviews as and when required.

9.3 All sub committees or short life working groups, will have a defined membership, aims and objectives and explicit lines of communication and accountability to East Ayrshire Child Protection Committee.

## **10. ADMINISTRATIVE SUPPORT, AGENDA, MINUTES, MEETINGS**

10.1 The East Ayrshire Child Protection Committee will be supported in its work by an Administrative Assistant, who shall be directly responsible to the Chair of the Committee for arranging Committee meetings, distributing Committee papers, taking minutes of said meetings, and ensuring the distribution of the minutes.

10.2 Agenda items for each meeting will be determined by emerging child protection priorities, Committee work in progress, and national developments. Representatives shall forward to the Chair items for the agenda at least 10 working days prior to the forthcoming Committee meeting.

10.3 Minutes of all proceedings at meetings of the Committee will be recorded including the names of the representatives present and apologies received.

10.4 The Chairperson shall move that minutes be confirmed as a true record, and any discrepancies will be noted.

10.5 The Chief Officers Group, and all member agencies and their representative, will receive a copy of the minute.

10.6 The dates of all Committee meetings will be set at the beginning of each calendar year. East Ayrshire Child Protection Committee will meet quarterly (minimum), with the provision for special meetings for specific issues as required.

## **11. CONFIDENTIALITY AND INFORMATION SHARING**

11.1 All member agencies and their representatives will share information about child protection work in line with professional ethics and guidance, and the principle of the child's welfare being paramount.

- 11.2 All agendas, reports and other documents and proceedings of the Committee shall be treated as confidential unless and until they become public in the ordinary course of the Committee's business or are authorised to be communicated to and are available for, publication by the press or other news media and in accordance with a formal decision of the Committee and approval by the Chair, following advice from East Ayrshire Councils Legal Services, and Chief Officers Group.

## **12. BUDGETARY ARRANGEMENTS**

- 12.1 In addition to ensuring member agencies and their representatives have sufficient dedicated time to carry out the Committee's business and core functions, the Chief Officers have a collective responsibility to ensure that East Ayrshire Child Protection Committee has the finance to fulfil the agreed business plan
- 12.2 The Child Protection Committee shall have a financial plan in place to support the Committee and its work.

## **13. RESOLUTION OF CONFLICT OR DISPUTES**

- 13.1 The Committee decisions will be reached by consensus, although individual members can have their dissent recorded. Where conflict or disputes arise between member agencies or a partner agency which significantly affects the work of the Committee, it is the responsibility of the Chair to notify the Chief Officers Group, who will arbitrate on the matter.
- 13.2 In the event of the Chief Officers failing to reach a resolution, it is their responsibility to bring this matter to the attention of the Scottish Executive to agree a course of action to resolve the dispute.

## **14. PROCESS OF AMENDMENT TO THE CONSTITUTION AND PARTNERSHIP AGREEMENT**

- 14.1 The Constitution will be reviewed every 3 years
- 14.2 Where a committee member requests an amendment to be made to the Constitution this shall be discussed by the Committee and if agreed will be submitted to the Chief Officers Group for their agreement.
- 14.3 Where the Committee do not support the request for an amendment the member agency shall accept the decision of the Committee or bring the matter to the attention of their respective Chief Officer, for consideration.
- 14.4 Amendments may also take place where new legislation or direction is available or developments in child protection suggest new approaches are necessary to ensure continuous improvements in the care and protection of vulnerable children in East Ayrshire.