



West Dunbartonshire  
**Child Protection  
Committee**

## Vision Statement and Constitution 2016 – 2019

Previous Version: 2013-2016

Reviewed: June 2016

Next Review: June 2019

**getting  
it right**  
*for every child*

## West Dunbartonshire Child Protection Committee.

### “Improving the lives of children and young people”.

West Dunbartonshire Child Protection Committee is made up of senior officers from different agencies, service areas and organisations including Police Scotland, the Voluntary Sector, Violence against Women Partnership, Adult Services and the Alcohol and Drugs Partnership.

The committee will ensure that local agencies, services and organisations work together to protect children by the following means;

- Continuous improvement activity
- Strategic planning
- Dissemination of public information

### Vision, Values and Aims.

#### “Child Protection is Everyone’s Responsibility”.

We believe that:

We aim to:

<p>The child’s right to protection from harm is our primary and overriding concern.</p> <p>Children and young people should get the help they need when they need it.</p> <p>Children and young people should be listened to and respected.</p> <p>Information should be shared about children and young people where this is necessary to protect them.</p> <p>Children, young people and their families have a right to be kept informed of all processes involving them.</p> <p>Agencies individually and collectively should demonstrate leadership and accountability for their work and its effectiveness.</p> <p>The promotion of cultural diversity and equality of opportunity in our communities is central to our work in improving the lives of children and young people.</p>	<p>Improve the safety of children in West Dunbartonshire.</p> <p>Provide an integrated approach to identifying, intervening and providing ongoing support to protect children and young people at risk of harm.</p> <p>Ensure we have a competent and confident workforce.</p> <p>Listen to the views of children and families at all times and involve them in the delivery of services.</p> <p>Provide public information about child protection.</p> <p>Support families and the community to safely care for children.</p> <p>Support our children and young people to achieve their full potential.</p> <p>Offer our children and young people a safe place to live, work and play.</p>
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## **1. The Constitution**

The West Dunbartonshire Child Protection Committee Constitution will be ratified by the Public Protection Chief Officers Group, and will be reviewed by the Child Protection Committee on a three yearly basis to coincide with the production of the three year Improvement Plan.

## **2. Confidentiality and Information Sharing**

West Dunbartonshire Child Protection Committee is committed to transparency, open communication and sharing of information. The Child Protection Committee Constitution, minutes and papers discussed at Committee meetings will be made available on the Child Protection Committee web site. Where there is sensitive information discussed that is not appropriate for wider distribution, this will be made explicit by the Chair and recorded as such in the minute; such exceptions will meet the requirements for non-disclosure as described within the Freedom of Information Act 2000 and the Data Protection Act 1998.

## **3. The Role of the Public Protection Chief Officers' Group and its Relationship to the Child Protection Committee**

The key areas that will be overseen by the West Dunbartonshire Public Protection Chief Officers Group (PPCOG) are:

- Child Protection;
- Adult Protection;
- Offender Management processes for high risk sexual and violent offenders;
- Violence Against Women Services

West Dunbartonshire enacts their operational, strategic and developmental responsibilities in relation to child protection specifically via the West Dunbartonshire Child Protection Committee;

Responsibility is clearly defined in respect of the roles, responsibilities and functions of the Public Protection Chief Officers Group as described in the National Child Protection Guidance 2010 and the National Guidance for Child Protection Committees 2005.

The Public Protection Chief Officers Group will develop a clearly defined communication strategy ensuring clear lines of local accountability and communication to and from the Child Protection Committee. The Public Protection Chief Officers Group will also develop a clearly defined communication strategy ensuring clear lines of local accountability and communication from and between all of the local public protection committees. This will provide consistency and coherence in terms of leadership and direction, ensuring arrangements are in place to provide assurance in respect of transition planning, collaboration, joint risk

assessment and risk management activity within and across areas of service and in respect of joint working arrangements.

The Public Protection Chief Officers Group will appoint both the chair and vice chair to the Child Protection Committee, agree the lifespan of those appointments, with arrangements for the selection / nomination of replacement chairs / vice chairs as required. Any unresolved issues in respect of membership of the Child Protection Committee will be escalated to the Public Protection Chief Officers Group for resolution.

The Public Protection Chief Officers Group will ratify both the Child Protection Committee Annual Progress Report and annual Improvement Plans, ensuring that the child protection strategic priorities as outlined in the Integrated Children's Services Plan are also taken into account.

#### **4. Responsibilities of the West Dunbartonshire Child Protection Committee:**

The Child Protection Committee is a locally based, interagency strategic partnership responsible for continuous improvement, strategic planning, public information and communication.

The responsibilities of the Child Protection Committee are;

- To ensure the strategic leadership of child protection activity in West Dunbartonshire.
- To ensure the production of an agreed three year Improvement Plan and associated Improvement Action Plans.
- To facilitate the production of an Annual Progress Report, including details of expenditure from the Child Protection Committee budget.
- To develop "Getting It Right For Every Child" across all services, including the roles and responsibilities of the named person and lead professional within child protection processes.
- To support the preparation for integrated inspections of children's services.
- To agree, implement and review multi-agency quality assurance mechanisms for inter-agency work within child protection, including early and effective intervention processes, the management of referral and investigation processes and management of the child protection register.
- To oversee the development and timeous review of procedures, guidelines and protocols necessary to protect children and meet their needs.

- To have in place mechanisms to identify and disseminate lessons from audits, inspections, learning from research, and recommendations, action and learning from inquiries and significant case reviews.
- To identify inter and intra agency training needs and to take a lead role in developing and promoting child protection training and development.

## 5. Child Protection Committee Meetings

The Child Protection Committee will meet every 8 weeks. Meetings will be considered quorate when attended by representatives of at least four agencies, which must include Police, Social Work, Health and Education plus the Chair or Vice Chair.

## 6. Membership of West Dunbartonshire Child Protection Committee

West Dunbartonshire Child Protection Committee consists of members from each of the main agencies responsible for working together to safeguard and protect children. Member agencies must appoint representatives whose roles and seniority enable them to contribute to developing and maintaining strong and effective inter-agency child protection procedures and protocols and to ensure that local child protection services are adequately resourced. Members should have the authority to speak on behalf of their agency in matters of policy and practice development, and to delegate within their agency in respect of specific improvement tasks as defined by the CPC Improvement Action Plan.

West Dunbartonshire Child Protection Committee will include representative senior managers from;

- NHS GGC
- HSCP Health and Social Care services
- Educational Services
- Housing Services
- Police Scotland
- SCRA
- Third Sector Organisations
- Adult Services (HSCP)
- Addiction Services (HSCP)

## 7. Responsibilities of the Chair of the Child Protection Committee

The Chair of the Child Protection Committee will be responsible for:

- Ensuring the development of the three year Improvement Plan and Annual Progress Report
- Reporting to the Public Protection Chief Officers' Group.

- Chairing all Child Protection Committee meetings.
- Ensuring the appointment of a Vice Chair to the Child Protection Committee
- Ensuring the Committee effectively fulfils its functions as outlined above.
- Ensuring the Committee collaborates with other Child Protection Committees via West of Scotland and National Child Protection Committee meetings.

## **8. Responsibilities of the Vice-Chair**

The Vice Chair will be responsible for:

- Assuming the responsibilities of the Chair at the request of the Chair, Committee or Public Protection Chief Officers' Group.
- Assisting the Chair in ensuring the Child Protection Committee effectively fulfils its functions.

## **9. Responsibilities of the Lead Officer Child Protection**

The Lead Officer Child Protection is a multi-agency post with responsibility for co-ordinating and developing the work of the Committee. The Lead Officer will support the implementation of the core functions of the CPC consistent with the functions stated in the National Guidance, ensuring that actions emanating from Committee meetings and the Improvement Action Plan are taken forward.

The responsibilities of the Lead Officer include:

- Ensuring that the Child Protection Committee is informed of national developments, including changes in legislation, Scottish Government policies, regulations and guidance.
- Undertaking specific tasks as identified by the Child Protection Committee and the Chair.
- Facilitating the production of the Child Protection Committee Annual Progress Report.
- Facilitating the production of the Child Protection Committee Improvement Plan.
- Ensuring that the actions from the Improvement Action Plan are taken forward and that the Improvement Action Plan is updated after each Child Protection Committee meeting.

- Ensuring that the Child Protection Committee is made aware of actions and learning from Significant Case Reviews and that these are taken forward in practice.
- Ensuring the development and implementation of quality assurance mechanisms and self-evaluation processes.
- Ensuring effective systems are in place to monitor performance in child protection work across all services.
- Ensuring that all child protection procedures are up to date for all agencies, and that a system of monitor and review of all child protection policies and procedures is in place.
- Ensuring that local child protection training is developed to meet the needs of the multi-agency workforce.

## **10. Role of the Improvement Groups of the Child Protection Committee**

West Dunbartonshire Child Protection Committee has developed an Improvement Action Plan, within which key improvement areas have been identified.

Specific areas for development prioritised within each improvement area will be actioned by short life improvement groups, members of which will be identified by the Committee. The Committee will proactively identify a lead professional who will assume responsibility for facilitating the group, and who will formally report on progress to the Committee. Updates to the Child Protection Committee will be provided in the form of a short written report.

West Dunbartonshire Child Protection Committee Key Improvement Areas:

- Quality assurance
- Child and family views
- Training and development
- Assessment and practice
- Information sharing
- Public information and raising awareness
- Protocols and procedures

Specific information in respect of the key priorities within each area will be detailed within the Improvement Action Plan, to be updated following each Child Protection Committee meeting.

## **11. Provision of Administrative Support to the Child Protection Committee**

Administrative support to the Committee will be overseen by the Lead Officer; this will include preparation of the agenda and ensuring the timely circulation of papers.

Completion of the minute will be undertaken by the administrative support to the Chair and Lead Officer.