

**West Dunbartonshire Child Protection Committee**  
**23<sup>rd</sup> March 2015**  
**Meeting Room3, Garshake**  
**MINUTE**

**Present:**

Jackie Irvine - Head of Service / Chief Social Work Officer CHCP (Chair)  
Annie Ritchie- Manager Fieldwork Services (Social Work)  
Paula Godfrey - Manager Looked After Services  
Scott McMillan - Detective Chief Inspector PPU, Police Scotland  
Carla McKay - Missing Persons Co-ordinator, Police Scotland  
Douglas Hill - Locality Reporter Manager S.C.R.A.  
Sheila Downie - SCS Service Manager/SLT Manager  
Kevin Fellows – Clinical Director WDCHCP  
Patricia Montgomery- Inclusion Officer Education  
Carol Bews - Child Protection Advisor NHSGGC  
Helen Turley- Head of Housing and Community Safety  
Marie Rooney – Integrated Operations Manager Mental Health

**Apologies:**

Jackie Hamill – Senior Nurse, Children's Services  
Eric Brown - Child Protection Coordinator (Social Work)  
Chris Smith – Education Service Manager  
Yvonne Scott- Detective Superintendent Police (Vice Chair)  
Jennifer McMahon- Policy Officer Housing  
Julie Lusk - Manager Addictions Services  
Rosie Lawrence- Senior Inspector, Care Inspectorate  
Elaine Kelly- Team Leader, Children with Disabilities

		<b>Action</b>
<b>1.</b>	<b>Welcome and Introductions</b> Carla McKay attended to introduce herself to the group in her role as Missing Persons Co-ordinator with Police Scotland. Jackie advised the group that this would be Paula's last CPC as she is taking up a new position as Head of Children's Services in South Ayrshire. Jackie thanked Paula for her achievements and for her hard work and commitment in the fostering campaign and her contribution to improving WD's inspection grades. Carron O'Byrne will replace Paula as Manager, Looked After Children Services	
<b>2.</b>	<b>Previous Minutes and Matters Arising</b> As the wrong minute had been provided, apologies were made and the correct minute will be reissued to the group with a request that any inaccuracies be reported back for amendment.	<b>Dawn</b>
<b>3.</b>	<b>Domestic Abuse Event 5 Dec 2014</b> Jackie reported good participation at the domestic abuse event hosted by Yvonne Scott and herself on behalf of the Public Protection Chief Officers Group (PPCOG). Jackie read out some of the feedback. The comments on topics covered, interest of subject matter, information given and variety of speakers were all favorable, even though the venue was deemed to be cold.	
<b>4.</b>	<b>Missing Children Protocol</b> Scott advised that the "Looked after children who go missing from residential and	

	<p>foster care in Scotland” document is still in draft and will be formalized at the end of the pilot currently running in Edinburgh, Dundee and South Lanarkshire. Paula advised that an interim document will be required in WD and should take account of the processes to be followed for care homes and residential schools. Two missing persons whose cases are open to social work are currently the subject of a code red concern. Pat will link with Carla, whose new role covers WD and A&amp;B. Helen advised that a link in to the homelessness service would be important. This item will remain on the agenda for progress reports to be brought for discussion.</p>	<b>Jackie Irvine</b>
<b>5.</b>	<p><b>Blue Triangle Report to Public Protection Chief Officers Group</b></p> <p>Jackie asked the group to note a briefing to the PPCOG which detailed the recommendations and progress to date. The most significant achievement was recommendation 5, the establishment of the multi-agency forum which has been in place since February 2014. Jackie highlighted that 6 young people had been admitted to Skye House recently. This high number of vulnerable young people with mental health and well being issues has prompted recent discussions regarding the current third sector service provision. This funding will be recalled in order to achieve a more flexible approach to providing a service that provides targeted support and manages the level of risk appropriately.</p> <p>Helen flagged up the recent death of an 18 yr old who had come through the homelessness services route and highlighted the lack of information regarding services that may have had previous contact with him. Jackie suggested that Elaine Kelly, as chair of the multi agency group, could carry out a piece of work around protocols and awareness development sessions for homelessness staff around these issues. Helen suggested that Catherine Smith, dedicated link person for external services can check lessons learned through current cases and use these in developing training materials.</p> <p>Annie suggested that the operational group should look at the current structure, decision making and reviewing to make the service more accessible. Jackie will task Elaine with revisiting the terms of reference (TOR) and remit and explores links in to the governance group to feed down information. Involvement from Helen Turley and Janice Lockhart was requested.</p> <p>Progress with recommendation 10 is not as advanced as had been hoped for as this is mostly provided through the long term funding that has been in place in respect of the family mediation service which is based in Glasgow. One development is that from last year following discussion with Brian McGlynn (Family Mediation) it was agreed that they would offer a satellite clinic in the Vale of Level One Stop Shop so that the service was more accessible. There were plans to submit a bid to extend the service through the Big Lottery fund. Jackie will contact Brian McGlynn for an update.</p> <p>There was discussion about the differing degrees of success with family mediation depending on the family profile. Within Education Pat is exploring the increased anxiety stemming from the use of mobile devices and social media.</p> <p>Helen advised that in homelessness services there is no funding provision within the benefits system and they have an in house mediation service. As there is no dossier of information provided the first contact within homelessness services should be with Education as per GIRFEC, as they will have knowledge of the agencies involved with families. Legislation dictates that consent is not required to initiate this contact.</p>	<p><b>Jackie Irvine/ Elaine Kelly</b></p> <p><b>Jackie Irvine</b></p>

	<p>Kevin asked about evidence that family mediation intervention is successful and the dynamics of the groups that it benefited. Jackie said that John Russell had conducted a sterling piece of work around the Blue Triangle report which indicated that unresolved relationship problems had been a key contributing factor with those young people. Jackie suggested that GP awareness of the service could be beneficial and that it should be considered as an agenda item for the GP Locality Group.</p>	<p><b>Jackie Irvine/ Kevin Fellows</b></p>
<p><b>6.</b></p>	<p><b>Reflective Case Review</b></p> <p>An independent reflective learning review was commissioned in August 2014. Jackie will report to the PPCOG next week on the learning from this review, carried out by Pauline Hogan. The review highlighted several key learning areas for all agencies. One incorrect assumption which emerged was that the responsibility for decision making in respect of registration rested solely with social work. Staff perception around this needs to change for them to be cognisant the fact that “everyone has a voice”.</p> <p>A framework will be developed for chairing and attendance at child protection meetings to reinforce that the focus of case discussions is the child and that attendees should be able to question the chair and voice dissent. Annie is working on strengthening the local Initial Referral Discussion (IRD) process. Recording in Carefirst as primary source of information is working well by showing questions, responses and involved persons and enhances the ability to ensure correct handling.</p> <p>Paula and Annie discussed the process for sharing the learning with key groups of staff. Annie has contacted Moira McKinnon and using CPC funding they will revisit roles and skills required and develop a one page guidance document on participation. The reflective review will be anonymised and used for learning.</p> <p>Kevin highlighted the issue of viewing information in GP records and the use of chronologies as a tool to assessment.</p> <p>Police concern management hubs have provided a large amount of learning and demonstrated the value of a collective joint approach.</p> <p>Jackie advised that the governance group are undertaking a huge piece of work to ensure that adult services are more “in tune” with information gathering and developing a culture where staff can grow in confidence to take cognisance of all areas of risk and decision making evidence.</p> <p>Sheila requested that a sentence within the CPC Core Group minute of 19<sup>th</sup> January was changed and a revised minute will be issued.</p>	<p><b>Dawn</b></p>
<p><b>7.</b></p>	<p><b>Training</b></p> <p>As Eric had sent apologies, Pat explained that Barnados had trained 4 of them as trainers and they had met once to discuss the roll out of this training. A second meeting had not taken place and although it had been established that large numbers required training, requirements about where/how to pitch CSE training had not been formalized. Pat will come back with a clearer brief.</p> <p>James is leading on work with Elaine to promote awareness raising on CSE and this will be linked to the Barnados training and guidance materials. Jackie highlighted that CSE is now a focus even with questions asked by council insurers.</p>	<p><b>Pat &amp; Eric</b></p>

8.	<b>Testing of CPC website</b> Carol reported that she had found the website easy to use and informative. Jackie encouraged the group to look at the site and report back with anything that needed to be addressed. Likewise the council website should also be viewed and if possible any additional material provided where there are blank pages.	
9.	<b>PPCOG Performance Framework</b> Jackie discussed several of the performance indicators and the data trends over the previous quarters. Jackie will report on this information to the PPCOG next week (chaired by Joyce White) as usual. Annie requested that the report be expanded to show the turnover in respect of deregistered children who went on to be looked after. Jackie will take this forward with performance colleagues	Jackie Irvine
10.	<b>National Child Abuse Investigation Unit (NCAIU) Briefing</b> Scott advised that the Dalmarnock Unit will specialise in complex investigations involving multiple offenders and/or victims. It will cover the West and Elaine Galbraith will be the DCI in charge and Steve Martin DI. Staff at the unit are from a public protection background and an increase in on line offences has caused a revamping of processes.	
11.	<b>Police Scotland - Child Protection Under Age Sexual Activity Standard Operating Procedure</b> The response to the document had been positive. The timeline for final guidance to be issued will be a few months, following which in house awareness raising will be undertaken. Jackie noted that James O'Neill and Ian Smith's names should be added to the response document.	Jackie Irvine
12.	<b>Draft Guidance for Health Staff on Child Sexual Exploitation</b> Jackie asked that staff revisit the request for feedback due by 30 <sup>th</sup> March. The original email will be resent.	Dawn
13.	<b>Papers for Note</b> Jackie advised that there were more comments to come out of the Rotherham Report and she would amend this.	Jackie Irvine
14.	<b>AOCB</b> Jackie proposed that the PPCOG minutes be shared with the CPC.  Kevin advised that he was in receipt of an email about level 3 CP training and would explore training venues. He was directed to the National Trust HQ building in Balloch. Kevin will share the email with Jackie. Training for GPs every 3 years comes as a recommendation on the back of the DH enquiry.	Jackie Irvine  Kevin Fellows
14.	<b>DONM:</b> Monday 18th May, 2pm, Committee Room 3, Garshake.	