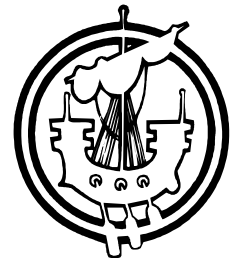




WESTERN ISLES CHILD PROTECTION COMMITTEE



ANNUAL REPORT 2009/2010 & BUSINESS PLAN 2010/2011



COMATAIDH DION CLANN NAN EILEAN SIAR



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PREFACE FROM CHIEF OFFICERS

We are pleased to present the Western Isles Child Protection Committee Annual Report 2009 and the Business Plan for 2010/2011.

The purpose of this report is to provide information on the work of the committee in order to be accountable to our partner agencies, the Scottish Government, Elected Members, integrated Children's Services, and to the children, young people and families in the western Isles.

As Chief Officers we are fully aware of our responsibility to provide leadership and accountability in the delivery of children's services. We recognise the importance of aligning our delivery of services to that which is provided for in the national strategy 'Getting it Right for Every Child' which sets out how agencies should work collectively towards ensuring appropriate support for vulnerable children.

In addition, we have assumed responsibility for monitoring the Western Isles Integrated Children's Services Plan 2010-2013 and we identify closely with the vision and commitment outlined in the plan, which states, "We want all our children to experience the joy of growing up in a safe community, nurtured wherever possible by their family and fully included in their community"

The past year has been challenging for agencies, individually and collectively, in delivering services to protect children; future years will see these challenges increase, given the unprecedented financial constraints increasingly being faced by everyone.

The recent restructure and integration of Education and Children's Services, affecting two departments of the Comhairle, required changes to practice and delivery of these services.

However, despite these challenges the report from the recent HMIE joint inspection of services to protect children in the Western Isles highlighted the effectiveness of local services working together, as detailed elsewhere in this report, and we take this opportunity to acknowledge the commitment of all our staff in taking forward their responsibilities in this difficult area of work.

Gordon Jamieson
Chief Executive
Western Isles NHS

Gordon MacLeod
Chief Inspector
Area Commander
Western Isles

Malcolm Burr
Chief Executive
Comhairle nan Eilean Siar



INTRODUCTION

As Chair of the Western Isles Child Protection Committee (CPC) I am pleased to present our Annual Report for 2009/2010 and our Business Plan for 2010/2011.

The CPC provides a forum for senior managers from Comhairle Nan Eilean Siar, Northern Constabulary, NHS Western Isles, Scottish Children's Reporter Administration (SCRA), Children's Panel, Procurator Fiscal Service and the Voluntary sector. The CPC has a responsibility to develop, monitor and review child protection policies and practice, and works within the community planning structure to ensure that organisations work together to provide appropriate children's services.

The population of the Western Isles is around 26,000 with 20% under 18 years, which is about the Scottish average. The number of children referred for child protection enquiries has decreased over the past 4 years, as has the number of children on the Child Protection Register. This is outlined in detail further on in this report.

The past year has seen considerable change in the structures and business delivery of some of the agencies with membership of the CPC. Comhairle Nan Eilean Siar has now achieved full integration of education and children's services. Clearly this has had significant impact on working practice for all staff involved in children's services, with the clear links and common purpose of the agencies involved ensuring more focused and efficient communication which can only enhance outcomes for vulnerable children.

During October and November 2009 HMle completed a joint inspection of services to protect children in the Western Isles. The inspection covered services provided by Comhairle Nan Eilean Siar, NHS Western Isles, Northern Constabulary, SCRA and services provided by voluntary and independent providers.

The HMle inspection report highlighted a number of key strengths as well as areas for improvement and as a child protection committee our emphasis will remain on our commitment to provide better outcomes for all children in our community, particularly those who are vulnerable and at risk of harm.

Inspector Steven Black
Chair, Western Isles Child Protection Committee





EVALUATION AND INSPECTION

As previously highlighted, a significant area of the CPC's work over the past year was taking forward preparation for the HMIE inspection with the CPC being the central point for facilitating the smooth and efficient progress of inspection.

In preparation, a link group of CPC Lead Officers was established with a remit of establishing a programme of inter-agency self-evaluation to identify strengths in services and also areas for further development. Using an agreed framework of quality indicators to ensure consistency evidence was provided by key agencies including Education and Children's Services, Health, Children's Reporter and Police.

The inspection found the following particular strengths that make a difference to children and families in the Western Isles:

- Services working well together to help keep children safe, especially in the early years.
- The prompt response by staff, volunteers and the communities to child protection concerns.
- Not having to travel out of local communities (including rural areas) to access services to keep children safe.

Using six quality indicators from the revised HMIE evaluation framework "How well do we protect children and meet their needs?" the inspection evaluated the services provided by Comhairle Nan Eilean Siar, NHS Western Isles, Northern Constabulary, the Children's reporter and voluntary and independent organisations.

The inspectors read samples of children's files held by the agencies, talked with children and their parents and spoke with staff who were directly involved, and with senior managers.

The inspection result was positive with four of the quality indicators evaluated as 'Good', one as 'Very Good' and one as 'Satisfactory'.

The following areas for improvement of services were agreed:

- Increase the effectiveness of approaches to meeting the needs of children affected by domestic abuse.
- Ensure that information and decisions about children in need of protection are systematically recorded, reviewed and analysed to help reduce risk.
- Strengthen arrangements to ensure the longer-term needs of children are met.



The CPC have now published a work plan based on the inspection findings. This outlines specific actions to be addressed by all relevant agencies, within agreed timescales. The work will be progressed in liaison with a link HMle inspector appointed to each inspected local authority as part of the revised inspection process.





CHILD PROTECTION COMMITTEE FUNCTIONS

Public Information

The Western Isles Child Protection Committee is the primary strategic planning mechanism for inter-agency child protection work in the Western Isles. It is a forum for senior managers and professionals from social work (adult and children's services), police, health and education, children's panel, procurator fiscal service and the voluntary sector to achieve the task of developing, monitoring and reviewing child protection policies and practice throughout the Western Isles.

CPC's are required to produce and disseminate public information about protecting children and young people. This includes raising awareness of child protection issues within communities, including children and young people, promoting the work of agencies in protecting children to the public at large, and providing information on where members of the public will go if they have concerns about a child and what could happen thereafter.

Key messages from the CPC communications strategy are:

- To raise awareness of the CPC in the community and to improve understanding of child protection work
- To provide clear and relevant information, where appropriate, on child protection processes
- To ensure that children, young people and adults have information on how to access support when this is required.
- To enhance communication processes relating to child protection between partner agencies as represented on the CPC
- To ensure that the CPC maintains effective links with both national and local developments relating to child protection

Western Isles CPC takes every opportunity to provide clear information to the community on all these aspects. The CPC website is regularly updated with relevant information which is easy to access. This includes clear information surrounding child protection referrals and the processes involved, including investigation, case conferences, child protection register and most importantly relevant information for children, young people and their parents.

Pull-up banners with information on child protection are regularly sited in public buildings where the public have access.





A periodical child protection newsletter is to be published this summer and will be distributed to all statutory and voluntary agencies as well as being available on the CPC website.

Staff regularly participate in local radio discussions on child protection related matters, and publicity is also channeled through local newspaper outlets.

Every module of the CPC training plan now provides information on the purpose and remit of the CPC, and the CPC approved wallet card giving basic child protection information which emphasises the responsibilities of all staff from statutory and voluntary agencies which come into contact with children, continues to be distributed. These are also being provided to agencies which may have any contact, however indirect, with children.

The CPC is supporting the Western Isles schools internet safety programme. This is being provided in liaison with Northern Constabulary to all schools and to the parents of pupils, and is aimed at enhancing awareness of the risks and the steps which can be taken to protect children when using the internet.





Policies Procedures and Protocols

A full revision of the Western Isles inter-agency Child Protection Procedures was carried out during the year. This edition incorporates updated practice in line with national and local developments and is available on the Comhairle and individual agency websites.

Careful consideration is also given to the findings from various significant case reviews which have been completed in various areas and are used to inform the practice of all agencies.

The Western Isles Integrated Children's Services Plan 2010-2013 is published this year. This plan coincides with the restructuring by Comhairle Nan Eilean Siar to bring Education and Children's Services into one department, and will ensure that agencies will work closely together at a local level in a multi-agency structure to achieve better outcomes for children and young people.

The Emergency 'Out of Hours' Social Work Policy and Procedures have been revised. The policy covers the provision of a flexible 365 day a year service, delivered jointly by Children's Services and Social and Community Services social work staff, working in partnership with Faire, the Comhairle's out of hours emergency all service and with Northern Constabulary. As part of the service deals with any referrals where there may be child protection concerns, there is access at all times to the Carefirst database; information from the child protection register, and to an up to date list of Justices of the Peace for the purpose of obtaining child protection orders out with normal office hours.

Northern Constabulary in the Western Isles and Children's Services in conjunction with SCRA are piloting a scheme to ensure the safety of children and young people as well as victims of domestic abuse, at the same time trying to reduce the number of referrals to SCRA. This involves weekly dialogue between designated staff looking at all child concerns, domestic abuse, youth offender cases and associated thresholds, thus enhancing information sharing and effective allocation of resources. The pilot has been running for 6 months and is now to be evaluated.





Management Information

Managers involved in providing children's services are expected to have up to date accurate information about the services provided by agencies both individually and collectively. This information is essential in assessing both current and possible future risk to children and young people.

It is vital that relevant information is shared and analysed so as to plan services and to be ready to respond to the needs of children, and to help children to recover from any adverse experiences in their lives.

In interpreting statistical information surrounding child protection it has to be recognised that it can sometimes be difficult to gain meaningful information when analysing relatively small figures, as is the case in the Western Isles.

It is also important to note that statistical information, for example in terms of children whose names have been removed from the child protection register, does not necessarily give an absolute picture of their circumstances. However, this information may show that the children involved have either been placed where they are no longer at risk, or that their family life has improved to the extent that the risk to them has been reduced.

The statistical information is important in that aspects such as recurring registration on the child protection register, remaining on the register for relatively long periods and fluctuations in the categories of abuse as well as the age groups involved, require to be examined closely so that options for responding to these issues can be explored on an inter-agency basis.

Spreadsheets providing relevant information are prepared for each CPC meeting. This information is also compared with national statistics to provide more relevant analysis of trends and activity.

Whilst the number of children subjected to a child protection case conference and the number whose names have been placed on the child protection register as outlined in the following tables have reduced, the number of child protection referrals has increased significantly over the past year.

This higher level of referrals is considered to be a reflection of increased public awareness of child protection, together with the ongoing focus on training within agencies with responsibility for providing children's services.





Statistical Analysis

During 2009/2010, there were 11 children placed on the Child Protection Register of which 64% were girls and 36% were boys. Of those referred 26% were under 5 years old.

Table 1

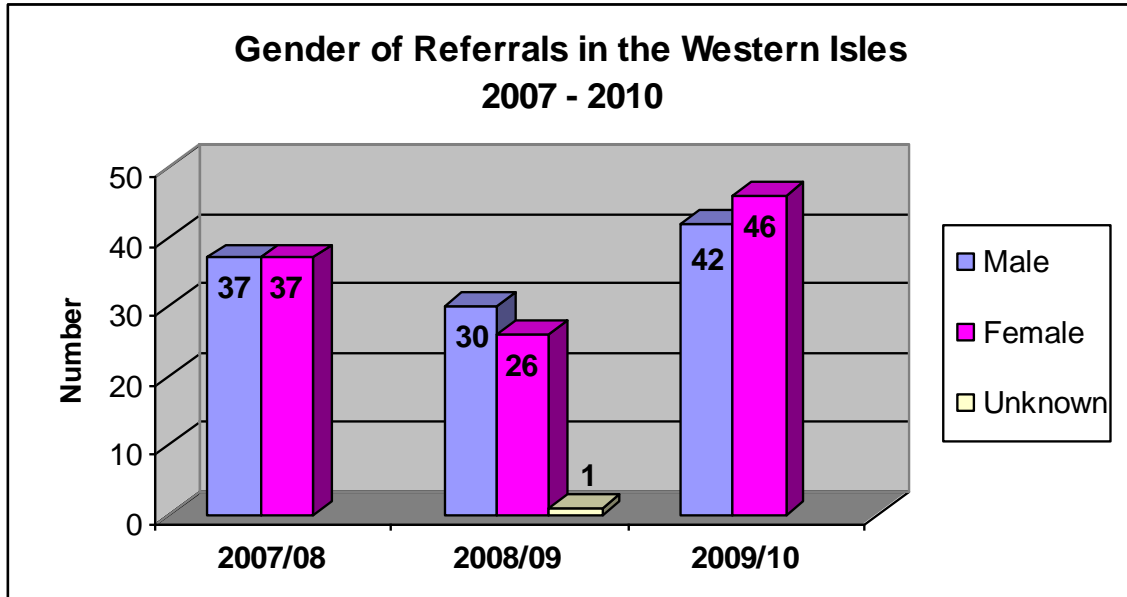


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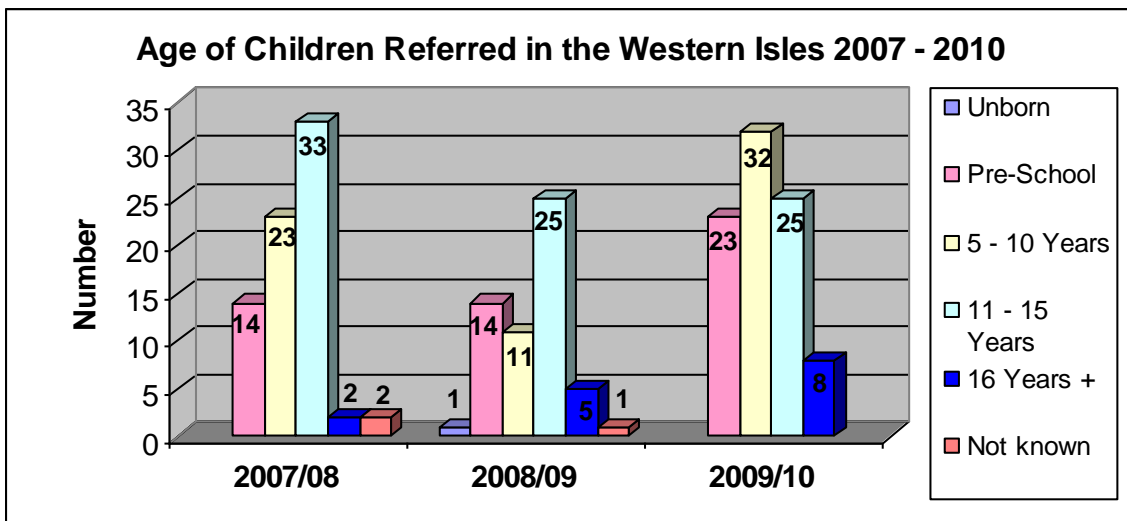




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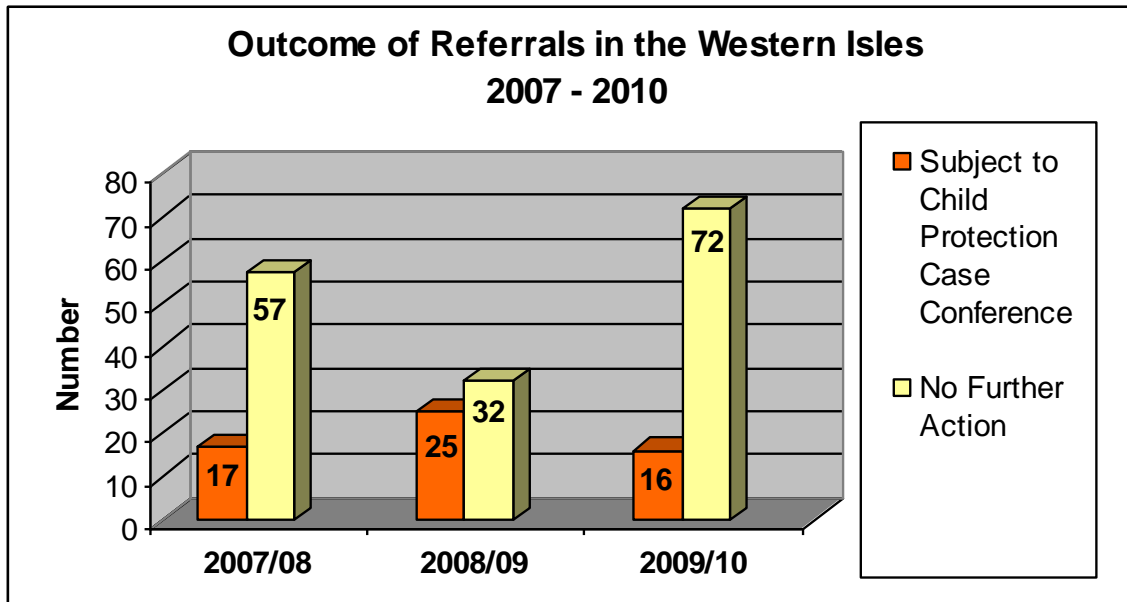


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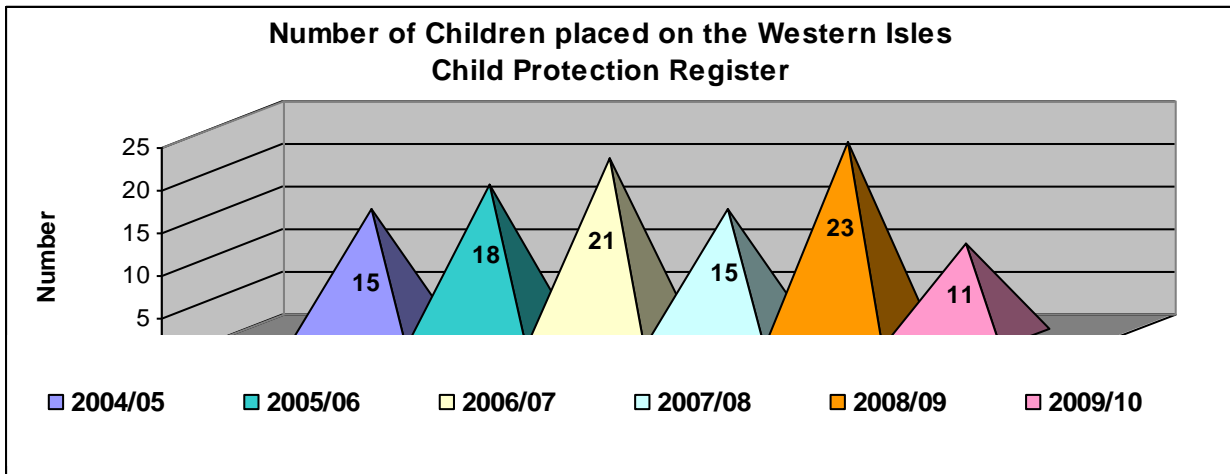




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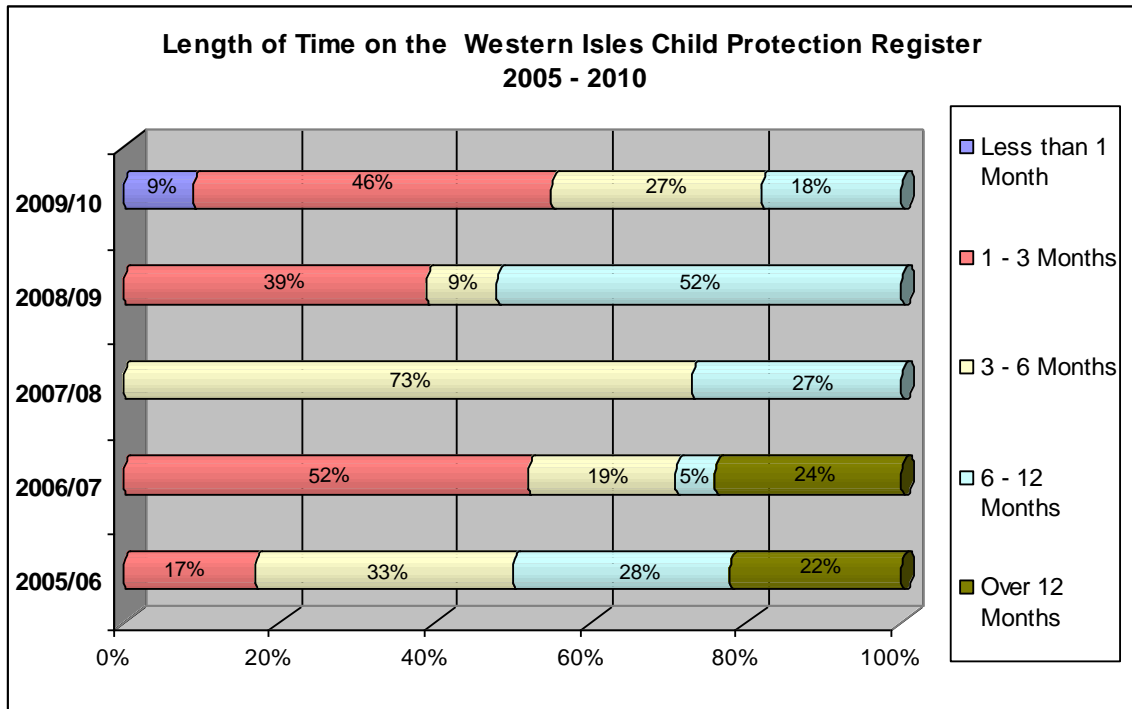


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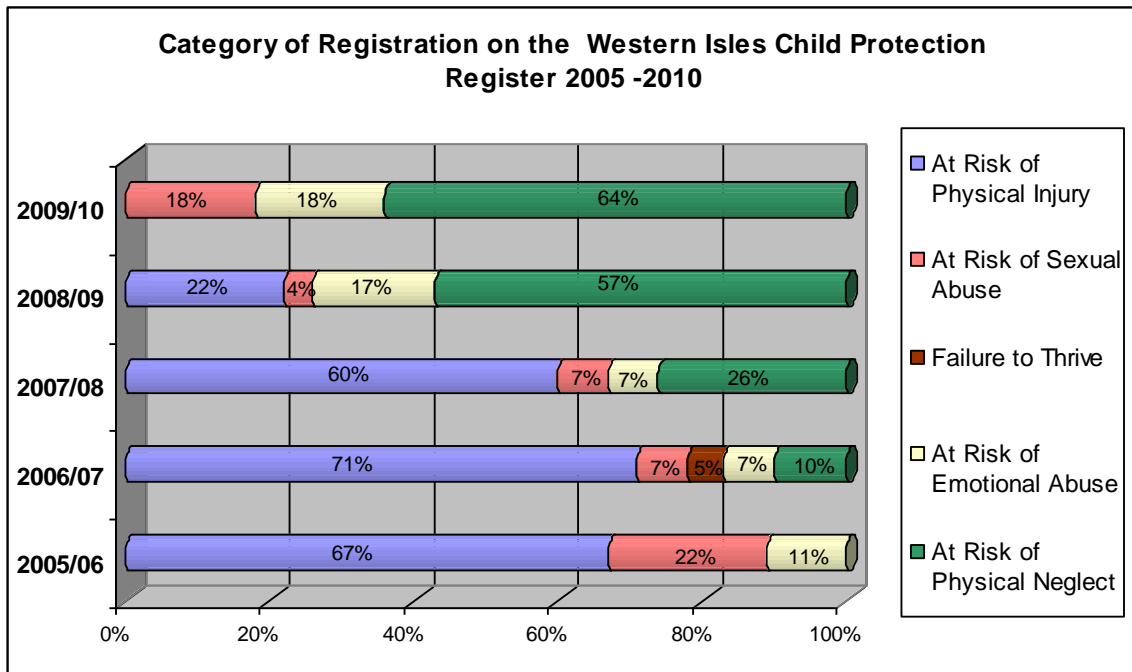




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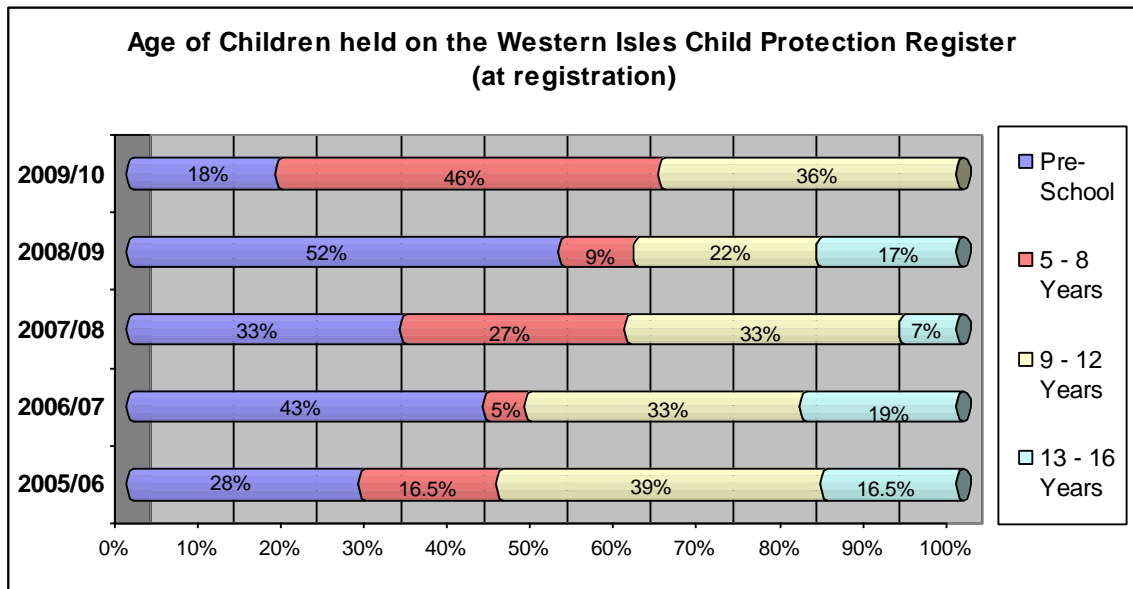
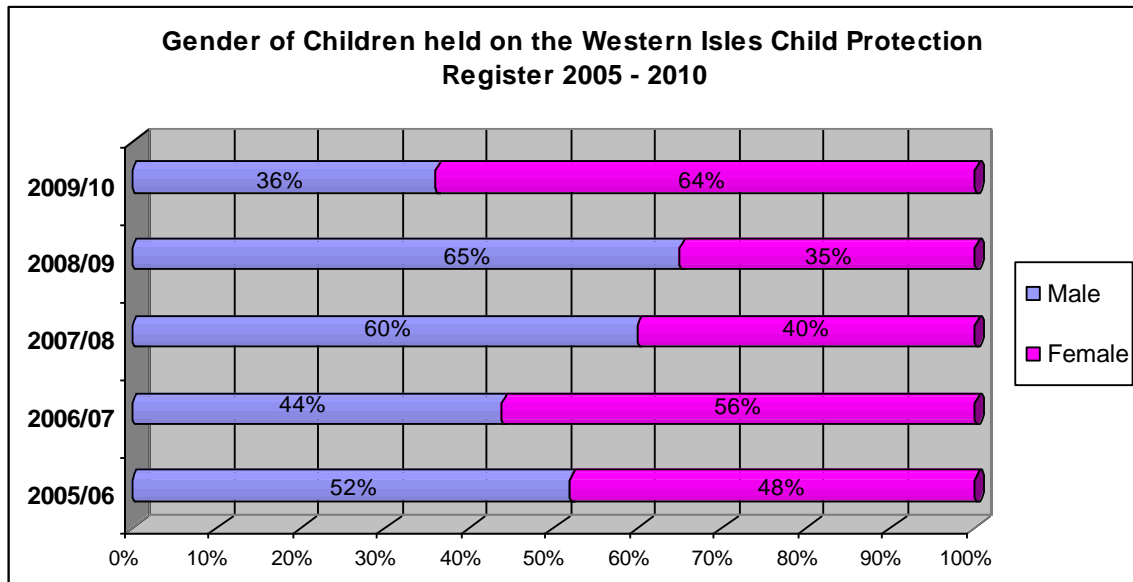


Table 8





In the period from 1 April 2009 – 31 March 2010 there were 25 de-registrations in the Western Isles, involving 11 families. The shortest period of registration was 5 days, the longest was 18 months.

Table 9

Duration	Male	Female
0 – 1 month	0	0
1 - 3 months	5	5
3 – 6 months	2	0
6 – 12 months	5	3
13 months	3	1
18 months	0	1
Total	15	10

As at 31st March, 2010 - 3 (27%) of children on the Western Isles Child Protection Register had previous registration history, higher than the Scottish overall figure (2008/09) of 14%.

- 3 children re-registered involved 3 families.
- The longest time interval between individual registrations was 2 years 3 months and the shortest being 5 months.





Quality Assurance and Promotion of Good Practice

In preparation for the recent inspection, considerable emphasis was placed on all aspects of quality assurance and good practice. A rigorous inter-agency self-evaluation exercise exposed many areas of existing good practice but also areas for improvement. These areas for improvement were highlighted in the inspection and form the framework of the subsequent inspection action plan. These aspects will also inform the forthcoming programme of self-evaluation to which the CPC is committed.

Whilst no significant case reviews have been carried in the past year, several have been completed in other Local Authority areas. Recommendations from these are important in terms of inter-agency work and for that reason the CPC looks closely at the information in terms of the benefits to operational practice.

The CPC has in place a standing sub-group with a remit to audit child protection case files on its behalf within the following criteria:

- All cases on the child protection register
- Child Protection Order cases
- Any cases which involve staff from statutory or third sector
- Neo-natal cases up to six months and pre-birth case conferences;
- Cases where there is evidence of lack of progress;
- Looked after Children;
- Repeat Registrations;
- Children with recognised disability;
- Cases nominated by group members.

A full review of practice surrounding child protection case conferences and core groups has been completed. Invitations to attend, distribution of actions and minutes, together with setting of review case conferences are now to set timescales.

Core groups are formally established with clearly structured tasks allocated to relevant staff. A minute is noted of core group meetings and a report of the group's work is provided to subsequent review case conferences. The audited information from case conference processes is reported to each CPC meeting.





Training and Staff Development

CPC's are responsible for promoting, commissioning and assuring the quality and delivery of inter-agency child protection training

The recent Western Isles inspection found that 'a very effective and well-planned training programme to improve staff skills in child protection has been put in place'

Over the past three years the CPC has provided, from its training strategy, comprehensive training at all levels to staff from agencies, both statutory and voluntary, with responsibility for children's services. This has ensured that all staff are trained to an appropriate level of expertise to have the awareness, confidence and skill to identify situations where a child may be at risk of harm.

The voluntary and private sector increasingly require child protection awareness training and a considerable number of their staff attend training days, adding a significant contribution in terms of enthusiasm and previous experience.

Child protection awareness training is now provided annually to all non-teaching staff in schools throughout the Western Isles, in addition to the training which is already provided to teaching staff.

The Western Isles Domestic Abuse Forum has been restructured to become a cohesive multi-agency working group and active training consortia.

The forum has commissioned a series of well attended awareness raising sessions in Uist and Barra and Harris and Lewis. Further training specifically in relation to Child Protection is being considered as part of forum's training programme for this year.

The forum intends in the next year to deliver training to staff in all NHS services in the Western Isles which will allow them to identify patients who may be victims of domestic abuse, and to provide advice and support in such cases.

Some staff who deal with child protection referrals require specialised training in order to investigate complex cases. This training is provided annually by Northern Constabulary to selected Social Workers and Police Officers and is delivered to current national standards.

The CPC strategy is designed to be delivered in liaison with managers, based on identified priorities for their agency and the needs of staff. All training is evaluated on the day and after three months attendees are invited to provide further evaluation, in consultation with managers, of the value of the training to themselves and to their organisation.





Communication and Co-operation

Effective communication and co-operation between agencies which form membership of Child Protection Committees is essential towards ensuring that the needs of vulnerable children in the community are properly met. The Western Isles CPC is focused on inter-agency co-operation and ensures that any issues of difficulty in relation to the protection of children are dealt with effectively.

Access to the Western Isles Child Protection Register has been considerably widened to include other professionals who need to have relevant information available to them. Register spreadsheets, giving an accurate account of its current details, are also circulated on a weekly basis to those who require it.

The outcome of this is clearly highlighted in each of the key strengths from the HMle inspection, as outlined earlier in this report.

The CPC communication strategy is designed to promote understanding by everyone, including the public, of their responsibility to ensure that children are protected from harm.

The CPC website is being further developed to include additional relevant information in line with integration of children's services with the Comhairle and further developments in individual agencies.

Close liaison is maintained with national developments and the CPC has membership of and participates in all relevant activities by national groups.

The CPC are to launch a newsletter this year which will raise the level of awareness of CPC activity as well as informing the wider community of the work that is going on among individual agencies with responsibility for providing children's services.

The CnES Anti Social Behaviour officer is now co located at Stornoway Police Station. This allows easier daily sharing of information between local authority and Police thus enabling early and effective prevention/intervention.





Planning and Connections

Agencies which have membership of CPC's are required to have systems and policies in place to share information within and across agencies. CPC's also need to be clear about where they link in with other-multi agency partnerships and structures.

The Western Isles CPC has established formal links with several local groups through linked membership and/or joint protocols, including the following:

- Integrated Children's Services Planning
- Community Safety partnership
- Youth Justice Strategic Planning
- Domestic Abuse Forum
- Early Years Partnership
- Alcohol drug Partnership
- Health Action Group
- Western Isles Adult Protection Committee

The CPC makes every effort to promote joint working and to ensure that voluntary and private providers of children's services participate in the activities of the CPC.

The CPC recognises the potential benefits of having established links with other CPC's, as are in place in several local authority areas. This provides an opportunity to share information, learning, good practice and can also provide a stronger collective voice in terms of national issues.

Discussions on a proposal to establish such links with neighbouring CPC's are currently under exploration by the committee.

Nationally the Western Isles maintains full participation in formal CPC chairs and Scottish Government meetings as well as CPC lead officer groups and child protection training networks.





Listening to Children and Young People

Communication with children and young people has been seen as a priority by the CPC over the years and several processes are now in place to ensure focus on this important area of work.

Two years ago the CPC invested in Viewpoint, an electronic, interactive system which allows children to provide their views without having the feeling of being influenced by, for example, an adult asking questions or taking notes. This is found to be of particular value for children who are involved in child protection case conferences and looked after reviews.

Following a review of Viewpoint it has been found that some children, and staff who facilitate its use appear to find aspects of the process time consuming and repetitive. Further work is being developed in order to overcome these difficulties.

Children's Hearings continue to use 'Having Your Say' forms to gain children's views and this forms part of the Panel's deliberations. As with child protection case conferences children attending Hearings are provided with the services of Advocacy or legal representation where this is required.

One of the key messages from the CPC communications strategy is ensuring that children and young people's awareness surrounding child protection is raised, and that their views on relevant matters are sought.

The recent HMIE inspection of children's services considered that children in the Western Isles are aware of their right to be safe and know who to contact if they need help or feel worried, and that services work well to help children keep safe.

Examples of good practice which were highlighted include the early years intervention strategy, which is helping young families to become less isolated and stressed.

Northern Constabulary with the assistance of partner agencies and families continues to support and facilitates young people to participate in nationally approved initiatives such as Operation Youth Advantage & Operation Rise Above the Rest. These courses are designed to give young people an opportunity to develop their personal and interpersonal skills and confidence through team based activities and inputs. It also creates opportunities for them to realise their potential and the positive contributions they can make to their communities.

Northern Constabulary also provide a well established input to the Duke of Edinburgh award scheme.





CONCLUSION

Following the restructure of Children's Services within Comhairle Nan Eilean Siar, together with changes within partner agencies which make up the Child Protection Committee there is every intention that services to protect children will continue to go from strength to strength in the Western Isles, despite significant challenges caused by unprecedented financial difficulties being faced by every statutory authority.

This approach is underlined by comments from the HMle inspection which found that "Staff are very alert to circumstances where children may be at risk. When children and members of the public contact them with concerns, they treat these seriously and act quickly"

Our commitment to improvement in all aspects of our processes is absolute, and the comprehensive action plan from the inspection will be progressed as a priority during the next few months, in consultation with our HMle link inspector.

The CPC Business Plan is also underpinned by inspection findings and also takes account of specific local and national priorities, as well as information from inspection reports in other local authority areas.

In this increasingly challenging environment we will continue to lead and support our staff in the delivery of effective services to vulnerable children in our community.





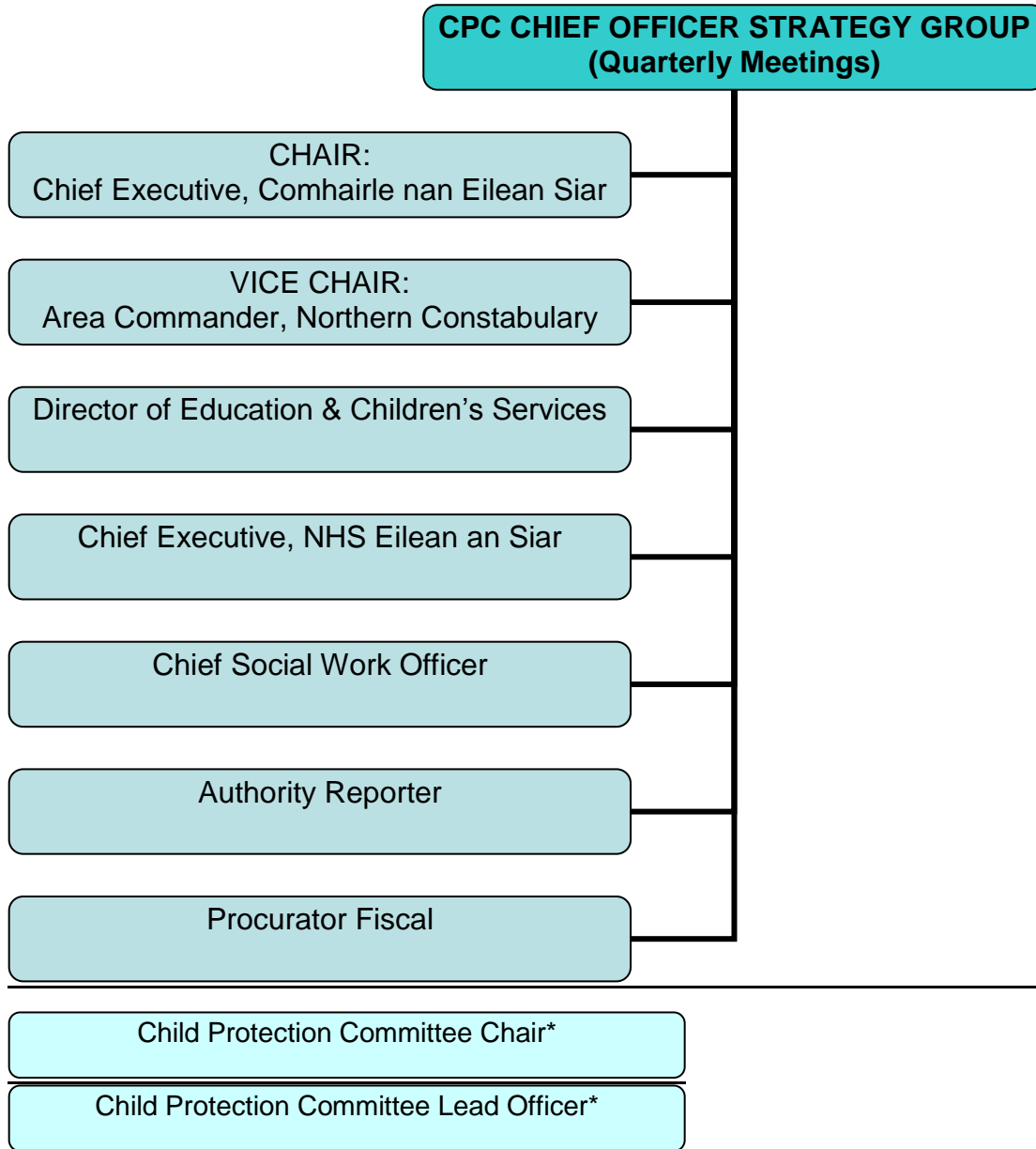
APPENDICES





APPENDIX 1

Child Protection Committee Membership as at 30 June 2010



*Support/Present Papers (Operational Role)





APPENDIX 1

Child Protection Committee (2-Monthly Meetings)

CHAIR: Area Inspector, Northern Constabulary

VICE CHAIR: Interim Head of Children's Services

Children Services Manager

Chief Social Work Officer

Nurse Director/Chief Operating Officer, Western Isles NHS

Head of Education & Resources

Head of Leisure and Learning

Authority Inclusion Manager

Head of Planning & Development, Western Isles NHS

GP Representative

Chair, Children's Panel

CPC Lead Officer

Housing Strategy & Development Officer,
Comhairle nan Eilean Siar

Western Isles Project Manager, Action for Children

Legal Services Representative, Comhairle nan Eilean Siar

Authority Reporter

Senior Nurse Child Protection

Voluntary Sector Representative





APPENDIX 2

Resources dedicated to Child Protection Committee

The key agencies which provide funding to the CPC are Education & Children's Services, NHS Western Isles and Northern Constabulary

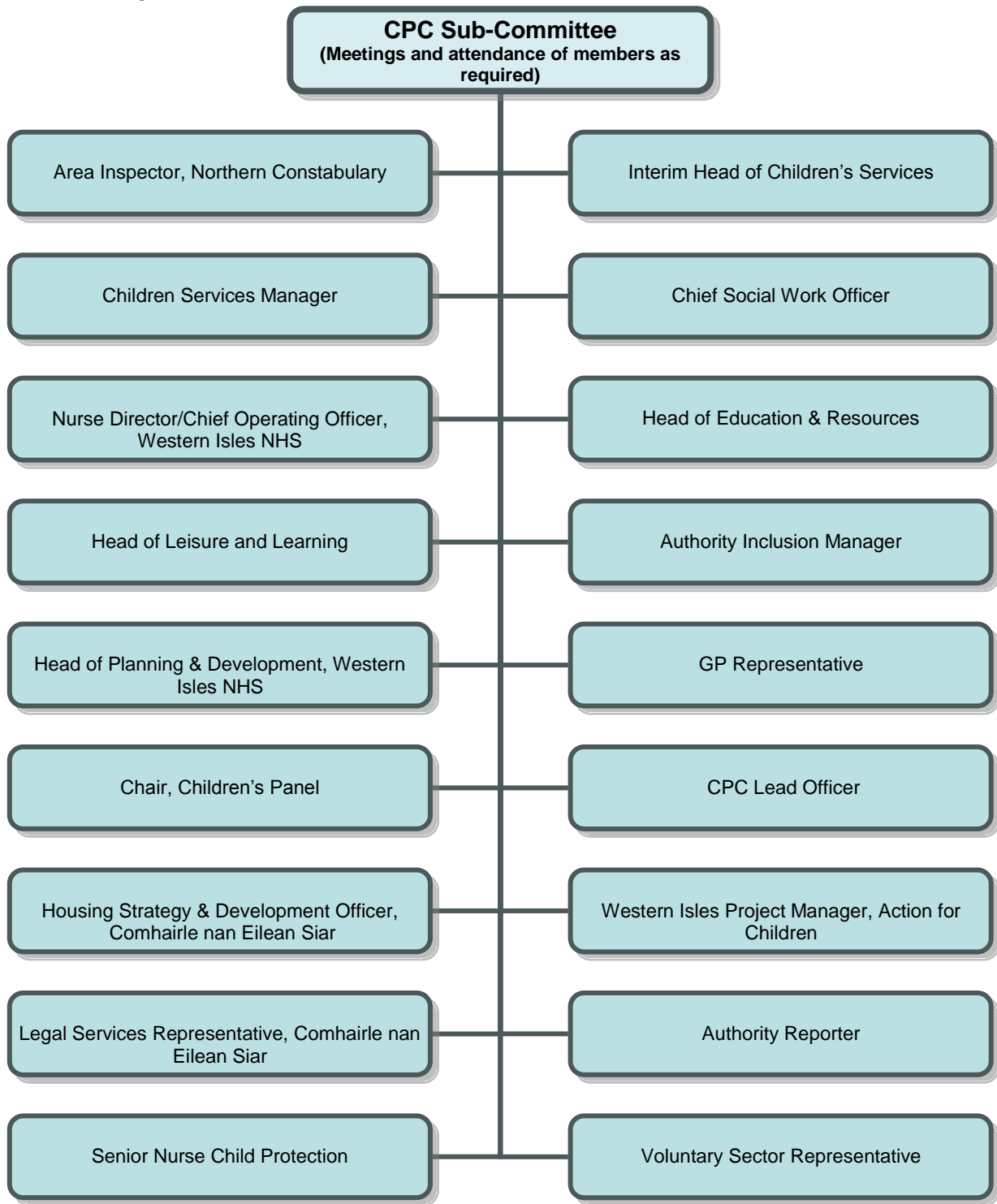
The 2010/11 budget is as follows:

Employee Expenses	£74.7K
Training	£16K
Transport Related Expenses	£2.4K
Supplies & Services	<u>£6.6K</u>
	<u>£99.7K</u>



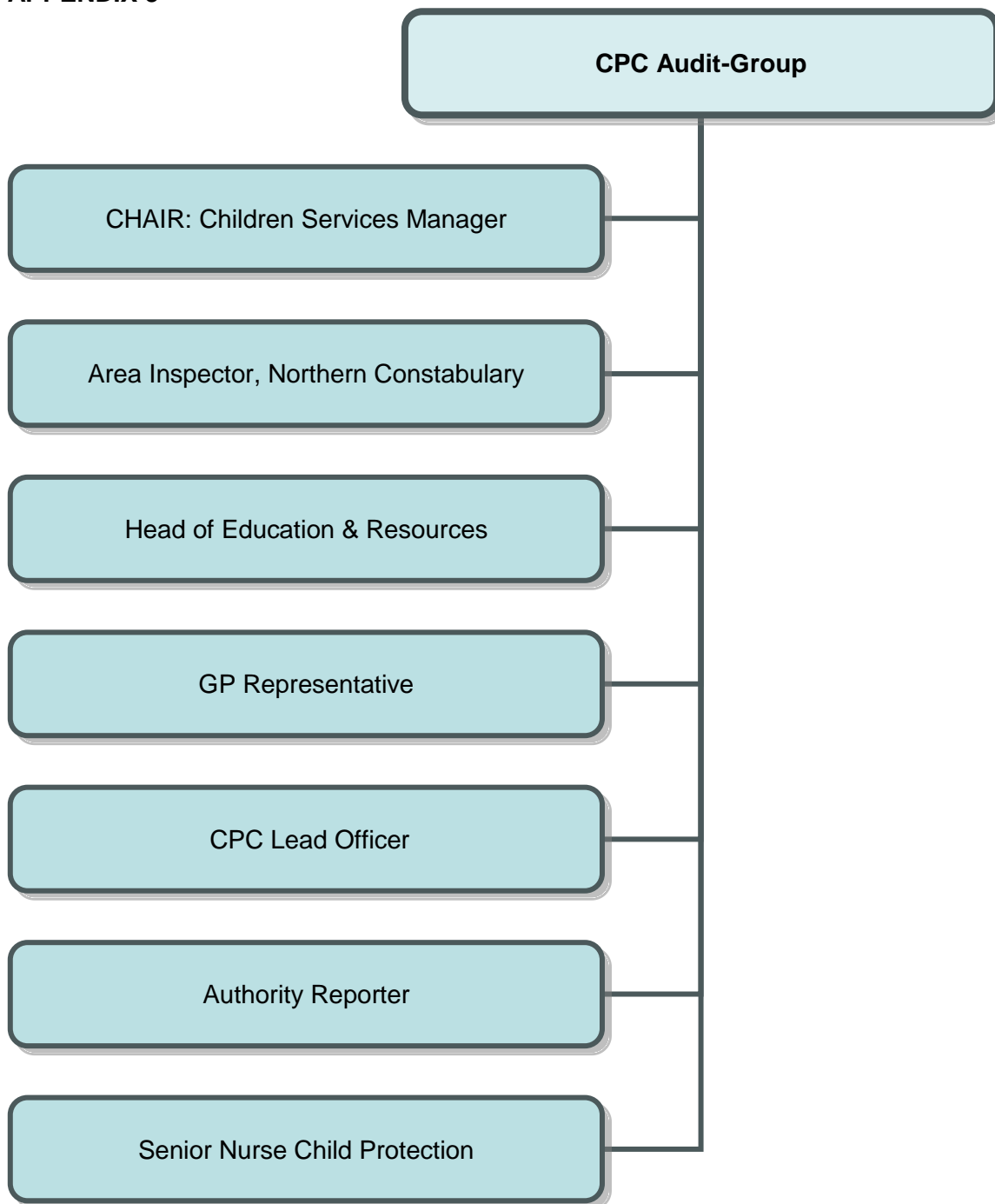


APPENDIX 3





APPENDIX 3





**WESTERN ISLES
CHILD PROTECTION COMMITTEE**

**BUSINESS PLAN
2010/2011**





Objective	What we said we would do	Outcome
<i>Public Information 2009-2010</i>		
To promote the public profile of the Western Isles Child Protection Committee	Develop and publish a CPC inter-agency public communications strategy.	Western Isles child protection committee communication strategy published.
	Design and publish a periodical child protection newsletter for staff of all statutory and voluntary agencies.	Biannual Western Isles child protection committee newsletter established.
	Increased participation in local media initiatives to enhance public child protection awareness.	Regular participation in media programmes relevant to child protection.
<i>Policies Procedures & Protocols 2009-2010</i>		
Ensure individual agency and inter-agency child protection procedures and guidelines and protocols are in place and are regularly updated.	Regular review and update of individual agency and inter-agency guidelines, procedures and protocols.	Revision of inter-agency procedures completed. Agencies have reviewed internal procedures.
	Individual agencies to ensure that child protection procedures guidelines and protocols reflect the inter-agency document.	Individual agencies are updating procedures in line with revised inter-agency procedures.
	Review of individual guidelines to ensure that issues from the HMle child protection inspections are included in guidelines.	Completed Inspection action plan will be reflected within individual agency procedures.





Objective	What we said we would do	Outcome
Management Information 2009-2010		
To provide structured and more detailed reports showing meaningful analysis of child protection activity in order to inform strategic and operational planning.	Improve the current system to provide more in-depth analysis of statistical information.	Revised system introduced providing structured analysis.
	Continue to provide in-depth analysis of trends to Chief Officer and Lead Officer Groups.	Reports provided on a regular basis.
	Provide structured information in a way which will allow individual agencies to input into the planning processes.	Analysis reports linked into individual agencies processes.
Quality Assurances & Promotion of Good Practice 2009-2010		
Establish self-evaluation as a continuous process within agencies and inter-agency, to enhance outcomes for service users.	Self-evaluation to be embedded in practice within all agencies. Establish effective systems to gather views of service users and staff, to establish effectiveness and quality of work.	Successful inter-agency self evaluation process established.
Identify all child protection cases which have significant or critical aspects in order to inform good practice.	CPC sub-group will review and report on and provide recommendations.	CPC sub-group in place with a remit to complete review of reports and provide recommendation.
Review cases referred by individual agencies where concerns are identified and which may have implications for operational practice.	CPC sub-group will review cases and provide recommendations.	CPC sub-group remit includes addressing any such cases identified.





Objective	What we said we would do	Outcome
Training & Staff Development 2009-2010		
Ensure that all staff involved directly or indirectly in child protection work have access to effective and relevant training.	Managers to analyse staff training and development needs to inform the annual training plan.	Agency managers consider relevant training needs of individual members of staff.
	Managers to provide evaluation of all individual agency training for consideration in line with inter-agency training plan.	Training completed by individual agencies considered when drafting new training plan.
Publish an agreed inter-agency training plan based on identified priorities.	<p>Assess quality and suitability of available training and arrange for delivery.</p> <p>Evaluation of completed training and subsequent benefits to practice.</p>	Training plan published annually.





Public Information 2010-2011

<i>Objective</i>	<i>What are we going to do?</i>	<i>By when will we do it?</i>	<i>What resources do we need to do this?</i>	<i>How will we know when we've done it?</i>
Increase public child protection awareness via the Child Protection Committee website.	Improve layout and access and include additional features such as child protection business, minutes, updated leaflets and current initiatives and projects.	January 2011 or earlier.	Existing staffing resources.	Website updated and report to the child protection committee.
Increase public child protection awareness via local media outlets.	Participate in radio discussions on child protection issues and provide news releases on child protection committee initiatives.	Ongoing throughout 2010-2011	Child protection committee and individual agency staffing resources.	Progress report to the child protection committee.
Provide child protection information in public venues.	Child protection information banners and leaflets to be displayed in public area of health centres, hospitals council headquarters, library, airport, etc.	Ongoing throughout 2010-2011	Existing staffing resources.	Progress report to the child protection committee.





Policies Procedures & Protocols 2010-2011

<i>Objective</i>	<i>What are we going to do?</i>	<i>By when will we do it?</i>	<i>What resources do we need to do this?</i>	<i>How will we know when we've done it?</i>
To review ADAT/CPC Guidance (children affected by parental substance misuse)	Complete a review of the guidance in line with national developments.	February 2011 or earlier	Existing child protection committee and ADP staffing resources.	Review of guidance completed.
To develop inter-agency procedures on child internet safety.	In line with Child Exploitation and Online Protection (CEOP) and other national developments, introduce inter-agency guidance and procedures.	January 2011 or earlier	Child protection committee members and child protection committee staffing resources.	Procedures published.
To ensure that all child protection procedures and guidance take account of 2010 HMIE Inspection recommendations.	Review inter-agency and individual agency documents to address specific issues from the HMIE report.	December 2010	Child protection committee and individual agency staffing resources.	Review of guidance and procedures completed.





Management Information 2010-2011

<i>Objective</i>	<i>What are we going to do?</i>	<i>By when will we do it?</i>	<i>What resources do we need to do this?</i>	<i>How will we know when we've done it?</i>
Improve recording of information surrounding child protection referrals to address gaps in management information reports.	Provide meaningful analysis of actions taken following initial child protection referrals.	December 2010 or earlier	Existing staffing resources.	Process established
Introduce information surrounding domestic abuse incidents affecting children into management information reports.	Provide analysis of relevant statistical information involving children affected by domestic abuse.	November 2010	Existing staffing resources.	Process established
To ensure that management information reports reflect recommendations from HMIE report.	Each agency to review recording of progress of referrals in order to inform management information reports.	October 2010	Existing staffing resources.	Recording process introduced.





Quality Assurances & Promotion of Good Practice 2010-2011

<i>Objective</i>	<i>What are we going to do?</i>	<i>By when will we do it?</i>	<i>What resources do we need to do this?</i>	<i>How will we know when we've done it?</i>
To improve the overall quality of reporting to child protection case conferences.	Provide one report to child protection case conferences covering all information from relevant agencies.	December 2010 or earlier	Existing staffing resources.	Single report introduced.
Ensure a robust process of inter-agency audit of child protection case files.	Regular full audit of child protection cases with analysis of findings and recommendations provided to relevant agencies.	Ongoing throughout 2010-2011	Existing staffing resources.	Reports provided from audit.
Establish self-evaluation as a process of continuous improvement.	Progress a programme of self-evaluation involving all agencies.	September 2010 and ongoing	Existing staffing resources.	Self-evaluation exercise completed.





Training & Staff Development 2010-2011

<i>Objective</i>	<i>What are we going to do?</i>	<i>By when will we do it?</i>	<i>What resources do we need to do this?</i>	<i>How will we know when we've done it?</i>
Complete the delivery of all aspects of the agreed inter-agency child protection training programme.	Ensure that all training programme remains structured and relevant to all staff.	Ongoing throughout 2010-2011	Training costs as outlined in Appendix 2.	Training plan completed.
Individual agency managers to ensure that all participants are released from other duties to attend courses.	Early notification and guaranteed attendance in all but the most unavoidable of circumstances.	Ongoing throughout 2010-2011	Existing staffing resources.	Training progress report to child protection committee.
Ensure that training is extended to all agencies, including those outwith statutory agencies.	Provide an opportunity for staff from the voluntary and private sector to participate in relevant training.	Ongoing throughout 2010-2011	Existing staffing resources.	Information from attendance records.





Communication and Co-operation 2010-2011

<i>Objective</i>	<i>What are we going to do?</i>	<i>By when will we do it?</i>	<i>What resources do we need to do this?</i>	<i>How will we know when we've done it?</i>
To strengthen the links between the child protection committee and the voluntary sector.	Agree a more structured formal representation on the child protection committee by the voluntary sector.	December 2010	Existing staffing resources.	Membership on the child protection committee established.
To establish formal links with other child protection committee's	Develop purpose of links and identify opportunities to share knowledge and skills with other child protection committees.	December 2010	Existing staffing resources.	Formal links established.
To establish more effective communication between agencies which provide children's services.	Evaluate current communication processes and improve these within the structure of the child protection committee communication strategy.	Ongoing throughout 2010-2011	Existing staffing resources.	Clear communication links established and reported to the child protection committee.





Planning and Connection 2010-2011

<i>Objective</i>	<i>What are we going to do?</i>	<i>By when will we do it?</i>	<i>What resources do we need to do this?</i>	<i>How will we know when we've done it?</i>
Establish more formal links with Integrated Children's Services Planning, Domestic Abuse Forum and ADP.	To support and contribute to the delivery of the objectives of other groups focussed on outcomes for children and young people.	Throughout the current year	Child protection committee membership.	Periodic reports to the child protection committee.
Ensure full involvement in the work of the National Multi-Agency Resource Service (MARS)	Maintain full active participation via local member of MARS steering group.	Ongoing 2010-2011	MARS group representative and child protection committee lead officer.	Regular reports to the child protection committee.
Maintain links with national child protection committee chairs, Scottish Government group lead officer group and national child protection training consortium.	Continue active membership and contribution to national initiatives and strategic developments.	Ongoing 2010-2011	Child protection committee chair and lead officer	Regular reports to the child protection committee.





Listening to Children and Young People 2010-2011

<i>Objective</i>	<i>What are we going to do?</i>	<i>By when will we do it?</i>	<i>What resources do we need to do this?</i>	<i>How will we know when we've done it?</i>
To ensure that all child protection information provided to children is child centred and up to date.	Review all information leaflets and update with relevant information.	December 2010	Existing staffing resources.	Literature reviewed and published.
To ensure that ViewPOINT is fully evaluated and fit for purpose.	Continue the current review of ViewPOINT to establish whether it should be maintained as a process in the Western Isles,	October 2010	Staffing resources and financial commitment in the event of evaluation.	Report to child protection committee.
Identify a process of gathering information from children and young people who are affected by parental substance misuse.	Work with Western Isles Domestic Abuse Forum to develop a system for gathering accurate and relevant information from children and young people.	February 2011 or earlier	Staffing Resources.	Report to child protection committee.





Western Isles Multi-Agency Training Diary 2010/11

August 2010	Child Protection Basic Awareness – Teaching Staff	
September 2010	Child Protection Basic Awareness – Level 1	Child Protection Basic Awareness – Level 2
October 2010	Child Protection and the Sexually Active under 16's Training	Child Protection and the Sexually Active under 16's Training
November 2010	Assessment of Risk, GIRFEC Assessment and planning in relation to Child Protection	Difficult, dangerous or evasive
January 2011	Children & Families affected by Problem Drug & Alcohol Misuse	
February 2011	Court Skills Training	
March 2011	Personal Safety Awareness	

For further information or to book a place contact
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