

East Renfrewshire Child Protection Committee



Constitution and Partnership Agreement 2017 - 2019

Working Together to Keep Our Children Safe

[Visit the ERCPC Website Here!](http://www.eastranfrewshire.gov.uk/ercpc)

Table of Contents

1. Introduction
2. Aim
3. Functions
4. Membership
5. Roles and Responsibilities
6. Accountability

APPENDIX

1. *Meetings*
2. *Chair and Vice Chair*
3. *Agenda and Minutes*
4. *Sub Groups*
5. *Annual Report and Improvement Plan*
6. *Administrative Support*
7. *Amendments to the Constitution and Partnership Agreement*

1. Introduction

This Partnership Agreement sets out the working framework of the East Renfrewshire Child Protection Committee. It incorporates the Constitution; Statements of the Functions of the Child Protection Committee; Membership of the Child Protection Committee; Statements of the Roles and Responsibilities of the Members of the Child Protection Committee and their Accountability requirements.

2. Aim

There shall be established a Child Protection Committee for East Renfrewshire. The Child Protection Committee will contribute to promote the care, safety and wellbeing of children in this area by aiming to ensure that all children are kept safe and protected from harm and abuse.

The Child Protection Committee will work together to promote multi-agency working, continuous improvement through self-evaluation and best practice in child protection services. The work of the Child Protection Committee will support practice and will aim to provide better outcomes for vulnerable children, young people and their families.

3. Functions

The core business functions of the Child Protection Committee are specified in Part 2 of the **National Guidance for Child Protection in Scotland (2014)**

<http://www.scotland.gov.uk/Resource/0045/00450733.pdf>

With a focus on continuous improvement, strategic planning, public information and communication, the ERCPC will also take cognisance of the work of the **Scottish Government - Child Protection Improvement Programme** (from Dec 2016) and introduce actions are

www.eastrenfrewshire.gov.uk/ercpc

required.

Key points for Chief Officers Public Protection are noted as follows;

Chief Officers Public Protection (COPP)

Chief Officers Public Protection will ensure that East Renfrewshire Child Protection Committee is properly constituted and resourced, and that the arrangements are clearly focused and relevant to all members of the committee itself, as well as any sub-committees and partner agencies, and the wider public at large. The East Renfrewshire Child Protection Committee must work within the wider planning framework so that their work is fully integrated with other planning forums and is as effective as possible.

Chief Officers Public Protection are responsible for ensuring that resources include dedicated finance to support the collective work and/or specific core functions and/or activities of the Child Protection Committee. Chief Officers Public Protection will ensure that East Renfrewshire Child Protection Committee has dedicated professional and administrative support staff. Chief Officers Public Protection alongside Child Protection Committees will consider joint funding and effective approaches to sharing resources for appropriate areas of activity.

Members of the Chief Officers Public Protection Group in East Renfrewshire are:

- Chief Executive, East Renfrewshire Council (Chair)
- Divisional Commander Police Scotland
- Board Nurse Director, NHS Greater Glasgow and Clyde
- Chief Officer, HSCP, East Renfrewshire

The Lead Officer Child Protection

East Renfrewshire Child Protection Committee will appoint a Lead Officer Child Protection to co-ordinate its activities, including the work of any sub-committees. The Lead Officer will have substantial child protection experience to deliver its work including robust self-evaluation activity. The Child Protection Committee will have in place the necessary resources to deliver multi-agency child protection training, such as a dedicated Child Protection Training Officer.

3.1 Continuous Improvement

3.1.1 Policies, Procedures and Protocols

- To ensure that clear and robust multi-agency child protection policies; procedures; protocols and/or guidelines are in place which are sufficiently disseminated and understood by all staff;
- To encourage member agencies to have in place their own up-to-date child protection policies; procedures; protocols and/or guidelines and other relevant materials;
- To ensure that member agencies have in place robust whistle-blowing policies; procedures; protocols and/or guidelines which are sufficiently disseminated and understood by all staff;
- To ensure that multi-agency child protection policies; procedures; protocols and/or guidelines are developed around agreed existing and emerging key issues; including disability; child trafficking; child sexual exploitation; online and mobile phone child safety and children and young people who are missing; and
- To publish multi-agency child protection policies; procedures; protocols and/or guidelines which reflect national and local policy and practice developments; including GIRFEC which are regularly reviewed and evaluated.

3.1.2 ***Importance of Self-Evaluation in Improving Services to Protect Children***

- To ensure that robust and systematic performance management and quality improvement arrangements are in place across all relevant services to provide the CPC with the information it needs;
- To ensure that systematic approaches to self-evaluation and quality assurance are focused on the experiences and outcomes for children and families;
- To establish effective systems to monitor the quality of key child protection processes;
- To monitor and implement improvement plans effectively to ensure they lead to positive change;
- To communicate learning effectively to staff; including learning from self-evaluation;
- To build capacity in the workforce by supporting the development of practitioner forums and other methods to share good practice;
- To provide an overview of management information and statistics relating to children and young people on the Child Protection Register which includes analysis of trends to inform a strategic assessment of service need; GIRFEC compliance is essential.
- To ensure that management information and reporting mechanisms inform the development of multi-agency child protection policy, procedures, protocols and practice; and
- To measure the extent to which self-evaluation and changes made as a result of self-evaluation contribute to actual improvements in services and outcomes for children and young people.

- To evidence an outcomes focus in all its work

3.1.3 **Promoting Good Practice**

- To identify and promote good evidence-based policy and practice developments;
- To address issues of policy and practice where improvements are required;
- To encourage learning from effective policy and practice developments;
- To have robust mechanisms in place for the identification, consideration, undertaking, recording and reporting of initial and significant case reviews on behalf of the Chief Officers Public Protection Group;
- To have in place a rigorous evaluation process for the actions resulting from such reviews as reflected in national guidance on conducting SCR's;
- To have in place mechanisms to identify and disseminate lessons from past and current practice including the learning from significant case reviews, inspection reports and other inquiry reports;
- To ensure that these lessons directly inform multi-agency child protection planning, training and staff development; and
- To identify networks, mechanisms and opportunities to share these lessons more widely across services and agencies and between Child Protection Committees across Scotland.

3.1.4 **Learning and Development**

- To ensure that single agencies take responsibility for ensuring their staff are competent and confident in carrying out their responsibilities for keeping children safe and protecting their wellbeing as noted in the national child protection learning and development framework;
- To ensure that single and an multi-agency child protection training is developed, effectively delivered to meet national and local need;
- To ensure that mechanisms are in place for regular self evaluation of local training, learning and development initiatives;
- To ensure that multi-agency child protection training, learning and development programmes complement and build on the work already done by individual agencies;
- To embrace the multi-agency training, learning and development needs of single agency staff;
- To routinely identify collective training needs and to respond quickly to gaps identified by inspection reports, significant case reviews or other sources;
- To work in collaboration with single agencies which may have their own training responsibilities;
- To have an overview of the training needs of all staff involved in child protection activity, including key individuals;
- To ensure that training and development opportunities are available for managers at both operational and strategic levels;
- To publish, implement and review an multi-agency child protection training strategy; and

- To quality assure and evaluate the impact of training, learning and development opportunities across the child protection workforce.

3.2 Strategic Planning

3.2.1 *Communication, Collaboration and Co-operation*

- To ensure effective communication and co-operation both within and between practitioners and across all services and agencies;
- To demonstrate effective communication and co-operation between the Child Protection Committee and Sub Groups and/or Short Life Working Groups;
- To actively promote effective communication, collaboration and co-operation between all services and agencies;
- To identify and resolve any issues between services and agencies that hinder the protection of children and young people;
- To demonstrate effective communication with other multi-agency partnerships and bodies;
- To communicate effectively about the work of the Child Protection Committee with staff in constituent services and agencies; and
- To identify opportunities to share knowledge, skills and learning with other Child Protection Committees via national and local networks across Scotland.

3.2.2 *Making and Maintaining Links with Other Planning Groups*

- To identify and make links with other multi-agency planning

www.eastrenfrewshire.gov.uk/ercpc

partnerships and structures;

- To ensure that the Child Protection Committee's plans and priorities are clearly linked to and aligned with other national and local plans;
- To identify areas where joint working would be beneficial or duplication could be avoided; and
- To have in place and regularly review the effectiveness of joint protocols around particular identified issues
- To link specifically with GIRFEC processes in our work

3.3 Public Information and Communication

3.3.1 Raising Public Awareness

- To determine the level of public awareness, understanding and knowledge of child protection systems and address any issues;
- To determine the level of public confidence in child protection systems and address any issues;
- To produce and disseminate public information about protecting children and young people;
- To design, develop, publish, distribute, disseminate, implement, regularly review and evaluate a Public Information and Communication Strategy;
- To raise basic awareness and understanding of child protection issues within communities and with children and young people;
- To adopt good practice from others and explore further opportunities with other Child Protection Committees;
- To promote the ethos that *child protection is everyone's job* in

www.eastrenfrewshire.gov.uk/ercpc

keeping with the *Getting it Right for Every Child (GIRFEC)* approach; and

- To consult with and provide information about how members of the public can report concerns about a child and what could happen.

3.3.2 ***Involving Children and Young People and their Families***

- To ensure that the views of children, young people and their families are used meaningfully and effectively to inform the work of the Child Protection Committee;
- To ensure that the views of children, young people and their families are fed into the planning and implementation of improvements;
- To demonstrate that the work of the Child Protection Committee is informed by the perspective of children and young people, including the most and those with direct experiences of child protection services;
- To review and develop strategies for seeking the views of children, young people and their families; and
- To involve children and young people in the design, development and implementation of the CPC Public Information and Communication Strategy to ensure that information is accessible and that experiences of children and young people and perspectives are properly reflected.

4 Membership

Chair	Chief Social Work Officer, Head of CHCP Children's Services & Criminal Justice and Chair of ERCPC
Members	Chief Officer, East Renfrewshire Health and Social Care Partnership (HSCP)

www.eastrenfrewshire.gov.uk/ercpc

East Renfrewshire Child Protection Committee Constitution (2017 – 2019)

Lead Officer Child Protection, East Renfrewshire Child Protection Committee

Acting Head of Service, Head of Education Services

Quality Improvement Officer, Education Services

Tenancy Services & Improvement Manager – Housing ERC

Head of Democratic and Partnership Services, ERC

Inspector, Care Inspectorate

Service Manager, Criminal Justice (MAPPA)

Service Manager, Health & Social Care Partnership

Service Manager, Children & Families – HSCP

Business Support Manager, ER Culture and Leisure Ltd.

Area Convener, Children's Hearing Scotland, East Renfrewshire

Senior Practitioner Public Protection (ERCPC)

Chief Officer, Legal & Procurement, East Renfrewshire Council

Child Protection Advisor, Child Protection Unit, NHSGGC

Detective Chief Inspector, Police Scotland

Authority Reporter, Scottish Children's Reporters Authority (SCRA)

Principal Psychologist, East Renfrewshire Council

Mental Health and Partnerships Manager, HSCP

Senior Nurse Children and Families, HSCP

Associate Members

Associate members will from time to time join East Renfrewshire CPC meetings by invitation only. Minutes of the meeting are available by request to the;

[East Renfrewshire Child Protection Committee Chairperson](#)

www.eastrenfrewshire.gov.uk/ercpc

5 Roles and Responsibilities

- 5.1 Part 2 of the National Guidance for Child Protection in Scotland (2014) clearly specifies the individual and collective roles and responsibilities of the Child Protection Committee and its members. In particular it notes:

“All agencies, professional and public bodies and services that deliver adult and/or child services and work with children and their families have a responsibility to recognise and actively consider potential risks to a child, irrespective of whether the child is the main focus of their involvement. They are expected to identify and consider the child's needs, share information and concerns with other agencies ...to improve outcomes for the child”.

East Renfrewshire Child Protection Committee has an additional expectation that partners of the CPC routinely advise the Chair or Lead Officer when a significant incident occurs relating to children in the area. In some cases this may lead to a Significant Case Review and should be seen as a priority across protective services.

- 5.2 A Child Protection Committee Induction Pack will be available to all members and provided on joining the Child Protection Committee. This offers essential information on member roles and responsibilities.

5.3 **Member agencies will have the following key responsibilities:**

- Member agencies will nominate a representative(s) to serve on and to represent them at the Child Protection Committee.
- Member agencies will ensure that their nominated representative(s) fully understand their role and responsibility as a member of the Child Protection Committee.
- Member agencies will ensure that their nominated representative(s) is properly inducted into the Child Protection Committee.
- Member agencies will ensure that their nominated

www.eastrenfrewshire.gov.uk/ercpc

representative(s) has access to child protection training (as necessary).

- Member agencies will ensure that their nominated representative(s) has time to fulfil their roles and responsibilities before, during and after Child Protection Committee meetings.
- Member agencies will ensure that their nominated representative(s) has the necessary child protection skills and knowledge to enable them to fulfil their individual and collective responsibilities.
- Member agencies will ensure that their nominated representative(s) has the relevant delegated authority level and capacity to make decisions on behalf of the agency they represent.
- Member agencies will ensure their nominated representative(s) has a designated deputy who will attend the Child Protection Committee in their absence and on their behalf when there is a requirement to do so.
- Member agencies will ensure that their nominated representative(s) widely cascades and transmits the work of the Child Protection Committee within their own agency and ensures it is understood and embraced by staff.

6 Accountability

- 6.1
- The Child Protection Committee is directly accountable to the Chief Officers Public Protection Group (COPP).
 - The ERCPC will have in place a programme for continuous improvement, quality assurance, self-evaluation and improvement planning.
 - The Child Protection Committee will publish an Annual Report and Business Plan and associated strategies.

www.eastrenfrewshire.gov.uk/ercpc

APPENDIX

CHILD PROTECTION COMMITTEE BUSINESS FUNCTION

1. Meetings

The Child Protection Committee shall meet on six separate occasions each year, on dates to be determined by the Child Protection Committee. In addition, the Child Protection Committee will hold an Annual Development Session for members and associate members.

The Quorum for a meeting of the Child Protection Committee shall be half of current membership and have representatives from at least five services/agencies, including the Chairperson or Vice Chairperson.

2. Chair and Vice Chair

The Child Protection Committee will agree, from its membership, a Chairperson and Vice Chairperson. The Child Protection Committee can appoint an Independent Chair with the agreement of Chief Officers.

Both the Chairperson and Vice Chairperson shall be appointed for a period of two years, or for such other period as the Child Protection Committee may determine. These appointments will be endorsed by the Chief Officer Group

The Chairperson and Vice Chairperson are eligible for further period or periods as the Child Protection Committee may determine.

In the event of either post becoming vacant at a time other than at the end of the term of office, the posts shall be filled in a manner to be determined by the Child Protection Committee at any of its ordinary meetings.

3. Agenda and Minutes

A minute of each meeting of the Child Protection Committee shall be

www.eastrenfrewshire.gov.uk/ercpc

taken and circulated to the member services/agencies. Once approved, the Minute will be circulated to members and also be made available by request via the East Renfrewshire Child Protection Committee website.

The agenda for each Child Protection Committee will be determined by the Chairperson, following consultation with Child Protection Committee members.

Representatives are entitled to have items placed on the agenda and will be informed of the deadline for inclusion of items on the agenda for each meeting.

4. ERCPC Sub Groups

The Child Protection Committee shall be entitled to establish such number of Sub Groups as it considers necessary for the purpose of discharging its functions. The Role, Remit, Responsibilities and duration of these Sub Groups will be determined by the Child Protection Committee.

Each Sub Group established may comprise Child Protection Committee representatives and/or other representatives nominated by services/agencies for that purpose.

Each Sub Group shall elect a Chairperson in the same manner as for the Child Protection Committee.

Each Sub Group shall report back to the Child Protection Committee on a regular basis.

The Lead Officer Child Protection shall inform the sub groups of national and local activity that will inform their work on a regular basis.

5. Annual Report and Business Plan

The Child Protection Committee shall publish an Annual Report and

www.eastrenfrewshire.gov.uk/ercpc

Business plan. The Child Protection Committee will also have in place a Self-Evaluation Strategy and Improvement Plan linked to the work its sub groups.

6. Administrative Support

The Child Protection Committee shall agree the arrangements, including financial arrangements, for providing administrative, secretarial and professional support to the Child Protection Committee and Sub Groups.

Such arrangements shall be sufficient to enable the Child Protection Committee and Sub Groups to operate effectively and discharge their functions in compliance with National guidance.

7. Amendments to the Partnership Agreement and Constitution

Any amendment to this Constitution and Partnership Agreement will be by the majority of Child Protection Committee members present at any ordinary meeting of the Child Protection Committee, provided notice of the proposed changes has been given to all members in advance of the meeting. Review will take place every two years or as necessary.

NOTE: This constitution is due to reviewed in January 2019