



# West Lothian Child Protection Committee



Annual Report 2008 – 2009  
Business Plan 2009 - 2010



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Child Protection Committee  
Annual Report 2008 – 2009

## West Lothian Child Protection Committee

Annual Report: 01.04.08– 31.03.09

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**Preface**

The Chief Officers’ Group (COG) has met regularly throughout the last 12 months in order to review the progress of the CPC’s 2007-08 business plan and ensure that all agencies have the public protection agenda firmly in mind.

The confidence of the Chief Officers in West Lothian staff’s commitment and dedication to protecting the area’s children was reinforced by HMIe’s positive report following their inspection of services to protect children in West Lothian, published in September 2008.

However, neither the Chief Officers’ Group (COG) nor the CPC are complacent and have taken on board the areas identified for improvement by HMIe and have been working hard to continuously improve service delivery. The CPC remains committed to learning from other areas, sharing knowledge and good practice, self-evaluation and continuous improvement.

With the tragic death of ‘Baby Peter’ we have once again seen the vilification in the press of staff tasked with the most difficult of jobs against a backdrop of increasing referrals and decreasing resources. The challenge for the CPC is to maintain the high standard of practice to protect children and support staff in the valuable work they do despite negative press coverage and the impact this has on staff morale.

This third CPC annual report outlines the work of the CPC over the last 12 months and details the business plan for 2009-10.

Alex Linkston  
Chair W. Lothian Chief Officers’ Group

Jo MacPherson  
Chair W. Lothian CPC

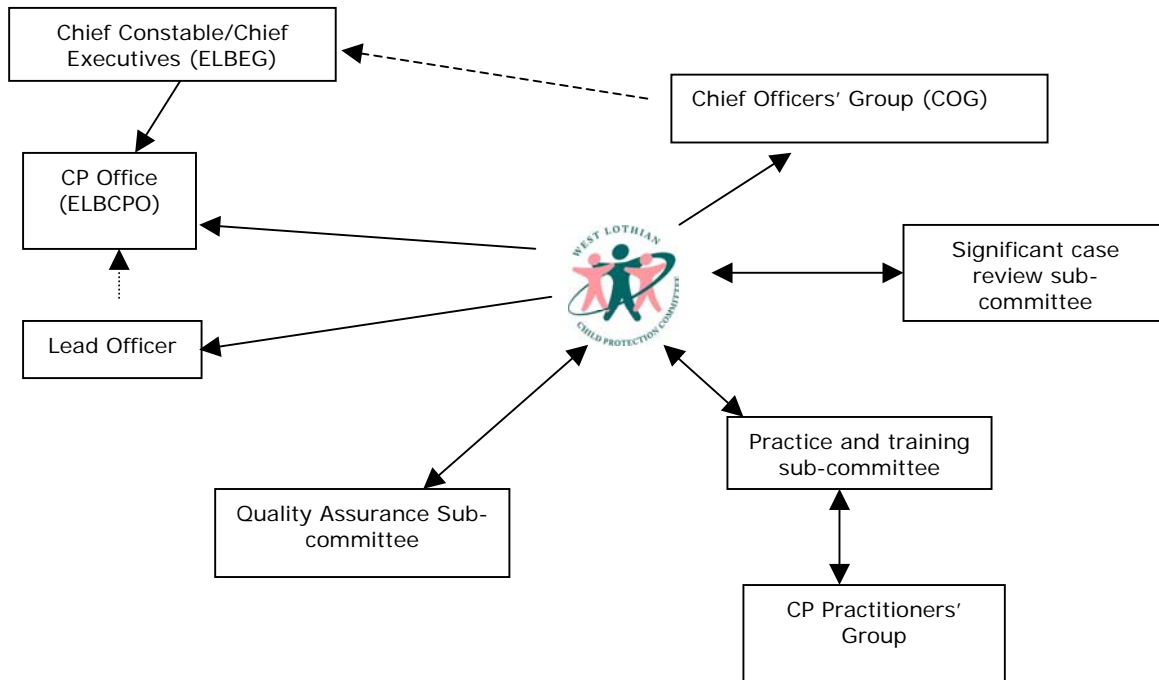




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**Structure**

The West Lothian Child Protection Committee was established in August 2005. The structure remains unchanged from last year.



The CP Lead Officer, Service Development Officers for Adult Protection and the Sexual and Violent Offender Liaison Officer are co-located (Public Protection Team). The team is due to move to West Lothian's new Civic Centre in autumn 2009 and will be co-located with various Council services, the Sheriff Court, Lothian & Borders Police and SCRA.

The CPC has three sub committees chaired by the Chair of the CPC and the Lead Officer. The Lead Officer chairs a meeting of frontline practitioners, which informs the Practice and Training sub committee of practice issues and the training needs of staff.





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## Evaluation and Inspection

West Lothian’s joint inspection of Child Protection services took place in February/March 2008 and the final report was published in September 2008. The evaluation of services to protect children and young people in West Lothian was very positive. Issues identified by HMIe requiring further work were incorporated into the CPC’s business plan for 2008 – 09. Quality assurance work related to HMIe’s inspection and the CPC’s own self-evaluations is ongoing.

During the last 12 months the Quality Assurance sub committee audited the quality of child protection plans, and a small number of cases where children’s names have been on the Child Protection Register for over 2 years. (See Quality Assurance section)

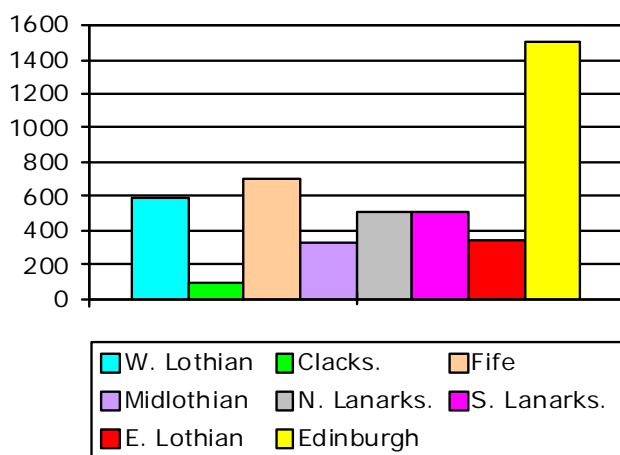
The CPC is committed to the ongoing evaluation of practice and the sharing of good practice within single agencies and in a multi-agency context. The IRD business meeting (comprising of managers in Social Work, Police and Health who are involved in conducting IRDs) is also responsible for quality assurance work.

There have been no significant case reviews in West Lothian during the last 12 months. However, the SCR sub committee has discussed Ofsted’s report on SCRs conducted in England and the two executive summaries of the Baby P case in order to consider any implications for West Lothian. The CPC has also considered Lord Laming’s report on progress made in England following the Victoria Climbié inquiry.

## Local and National Statistics

### Number of Child Protection referrals

2007 - 2008



W. Lothian	588
Clacks.	97
Fife	703
Midlothian	325
N. Lanarks.	513
S. Lanarks.	510
E. Lothian	337
Edinburgh	1,510
Scotland	12,382

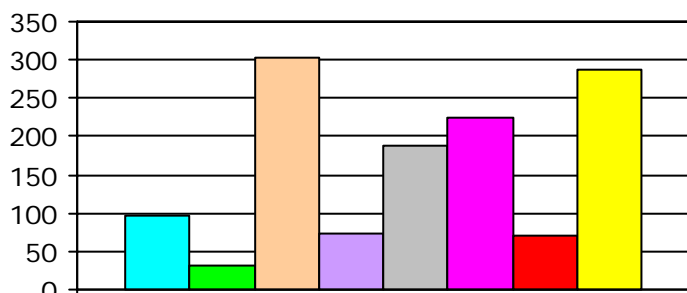




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West Lothian’s comparator authorities are: Clackmannanshire, South Lanarkshire, Midlothian, North Lanarkshire and Fife. Edinburgh, E. Lothian, Midlothian and W. Lothian share the same child protection procedures

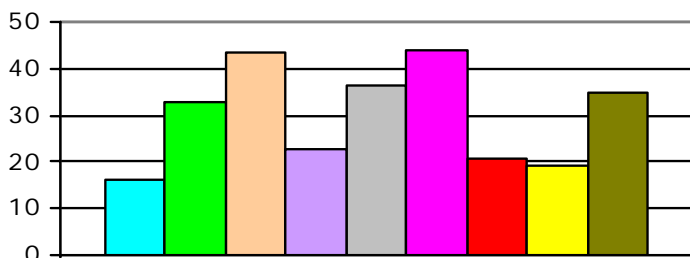
**Number of referrals resulting in a case conference 2007 - 08**



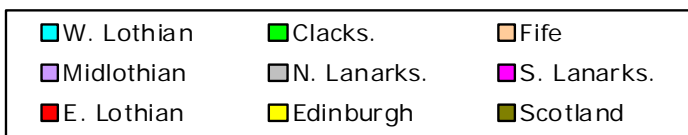
W. Lothian	97
Clacks.	32
Fife	304
Midlothian	74
N. Lanarks.	187
S. Lanarks.	224
E. Lothian	70
Edinburgh	287
Scotland	4,298



**Percentage of referrals resulting in case conference 2007 - 08**



W. Lothian	16.4
Clacks.	32.9
Fife	43.2
Midlothian	22.8
N. Lanarks.	36.5
S. Lanarks.	43.9
E. Lothian	20.8
Edinburgh	19.0
Scotland	34.7



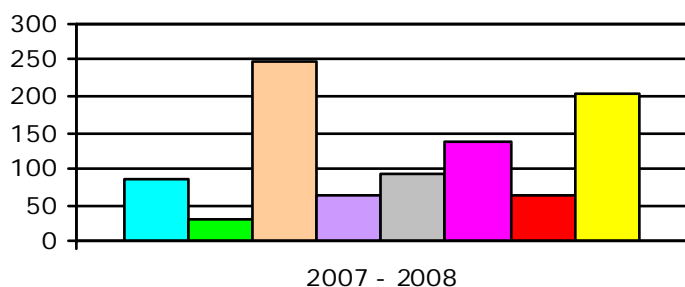
Source: Scottish Government, Children's Statistics.





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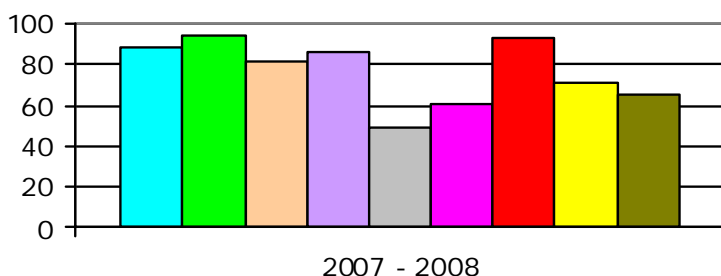
**Number of registrations following a case conference 2007 - 08**



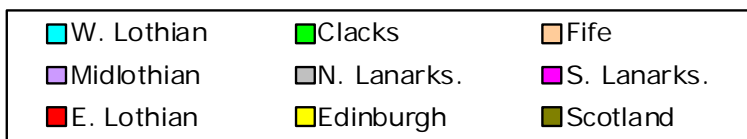
W. Lothian	86
Clacks.	30
Fife	246
Midlothian	64
N. Lanarks.	91
S. Lanarks.	136
E. Lothian	65
Edinburgh	205
Scotland	2,814



**Percentage of registrations following case conference 2007 - 08**



W. Lothian	88.7
Clacks.	93.8
Fife	80.9
Midlothian	86.5
N. Lanarks.	48.7
S. Lanarks.	60.7
E. Lothian	92.9
Edinburgh	71.4
Scotland	65.5



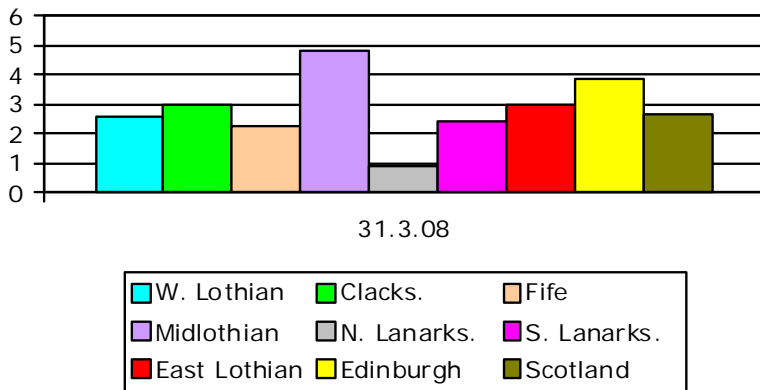
Source: Scottish Government, Children's Statistics





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**Number of children on Child Protection Registers (CPR) 31.3.08  
 (per 1,000 of 0-15 population)**



W. Lothian	2.6
Clacks.	3
Fife	2.3
Midlothian	4.8
N. Lanarks.	0.9
S. Lanarks.	2.4
E. Lothian	3
Edinburgh	3.9
Scotland	2.7

Source: Scottish Government, Children's Statistics

Whilst the number of children's names (per 1000 of 0-15 population) on the CPR in West Lothian is similar to the national average the process by which this happens appears to differ from many of the Scottish authorities. The percentage of referrals resulting in a CPCC is half the national average but the percentage of case conferences resulting in registration is 88.7% compared with the national average of 65.5%.

The CPC has been aware of this difference in practice for some time. An audit is planned for July 09 when the Quality Assurance sub-committee will examine a number of cases where there has been a joint investigation but no CPCC to ensure that information sharing has been thorough and decision making robust.

The hypothesis is that the IRD process and information sharing which involves the three core agencies and the briefing and debriefing of staff involved in the investigations ensures that all relevant information is shared at an early stage thus allowing IRD participants to decide that a case conference is not required with confidence. This would also explain why the majority of children who are discussed at CPCC result in registration. A template has been designed to enable the sub-committee to audit the cases.





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**Fulfilling Functions**

**West Lothian CPC Business Plan 2007 – 08**

**1. Public Information**

- Raise awareness of child protection issues within communities, including children and young people
- Promote the work of agencies protecting children to the public at large
- Provide information about where members of the public will go if they have concerns

Objective	What are we going to do?	When will we do it by?	What resources are required?	How will we know when we have done it?	Completed
Information available on CP website	Develop W. Lothian CPC website	December 2008	QA & PT subcommittee members, IT support	Functioning website containing information for the public and professionals	Website will go live in August 2009
Consider other forms of public information	<ul style="list-style-type: none"> <li>• Consider media options.</li> <li>• Resources for libraries, community centres etc.</li> <li>• Possible leaflet for all households</li> <li>• Develop Communications strategy</li> </ul>	Ongoing	QA sub committee Financial resources depending on option(s) chosen.  P&T sub committee	Public more aware of CP issues, who to contact and what will happen if they make contact.  Information is produced and developed as part of a strategy	Ongoing  Leaflets will be revamped following move to Civic Centre

The development of a website for the public and professionals was the responsibility of the ELBCPO. Unfortunately the website could not be maintained. West Lothian CPC has developed its own website which is due to go live in August 2009. The website contains information for the public and young people, with links to other relevant websites, downloadable leaflets and information for immigrant families living in Scotland.

The Lead Officer is responsible for updating the CPC on initiatives that have been successful in other CPC areas with a view to developing similar strategies in West Lothian. The Lead Officers and ELBCPO staff meet on a regular basis to progress work for the whole ELBEG area.

The Lead Officer worked with 3 young people to produce a cartoon type leaflet and poster. The cartoon character (Jamie) is now easily recognised in West Lothian and featured on stickers that were distributed to all school age children and all staff in all agencies advising who to contact if they have a child protection concern. "Jamie" also features in a DVD produced by ELBCPO with money from the Scottish Government. The DVD features the experiences of West Lothian children who have been involved in the child protection process and its aim is to advise





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children and young people about the child protection process and what happens once a disclosure is made. The DVD was distributed to all schools in W. Lothian and is available on the website.

Last year there were 14 children educated at home in West Lothian. Education officers visited these children in May/June 08 and delivered packs containing a variety of information, including information about child protection and keeping safe.

**2. Policies, Procedures and Protocols**

- a. Ensure that constituent agencies have in place their own up to date policies and procedures
- b. Regularly develop, disseminate and review inter-agency policies and procedures
- c. Ensure that protocols are developed around key issues where there is agreement that this is required

Objective	What are we going to do?	When will we do it by?	What resources are required?	How will we know when we have done it?	Completed
Feedback to Scottish Government	Participate in national consultations, National Chairs' meetings etc.	Ongoing	QA sub committee	National procedures are robust, workable and reflect best practice	Ongoing
Improve CP procedures	Review CP procedures	Dec 08	Lead Officer, ELBCPO, CPC	Improvements are made to current CP procedures	Review of CP procedures began April 09
Improve risk management of sexually aggressive young people	Develop risk management case conference process and associated paperwork	Sept 08	SAVOLO & LO	Structured, auditable processes implemented which are fit for purpose	New procedure live July 09
Develop useful chronologies	Agree thresholds and info that is required for chronologies. Develop guidance for staff	Ongoing	Staff time	Shared chronology is accessible and useful	C-Me Project is working with S. Gov. To develop shared chronology

A member of the CPC worked with the ELBCPO and representatives from other Lothian areas to review and evaluate existing child protection guidelines and practice and produce new procedures. These procedures were ratified by ELBEG and are more explicit and prescriptive about agencies' and individuals' responsibilities in the child protection process. It was envisaged that following these procedures would result in everyone taking responsibility for child protection, production of reports by all agencies invited to attend case conferences, better information sharing and better outcomes for children and their families. The new procedures were implemented from 1.6.07. The procedures have been operational for 2 years and are currently being reviewed. Guidelines for the protection of children living in families with problem substance misuse are also under review.

The Sexual and Violent Offenders Liaison Officer (SAVOLO) and Lead Officer worked together to produce a risk management procedure, creating a system of risk management case conferences for young people who present a serious risk to the community. Staff will be





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briefed in June 09 and the procedure will be live in July 09. The Lead Officer is involved in a national working group to consider information sharing between authorities when a young person presenting a risk is placed outside their home area.

The CPC receives reports of child deaths in the West Lothian area. Police, health and social work services review their information in relation to each child and family and a decision is taken as to whether there are any concerns, which would warrant closer scrutiny or a significant case review.

**3. Management Information**

The CPC will:

- a. Have an overview of information relating to children and young people on the CPR
- b. Receive regular management information reports, which include analysis of trends
- c. Identify and address the implications of reports
- d. Ensure reports inform the inter-agency CP strategy

Objective	What are we going to do?	When will we do it by?	What resources are required?	How will we know when we have done it?	Completed
Collect and analyse information re children and young people on the CPR	Continue to provide information to CPC at agreed reporting periods	Ongoing	Admin. QA sub	Plans are formulated on the basis of information received and analysed. Comparisons made with local and national statistics	Ongoing

The production of reports and attendance of staff at Child Protection Case Conferences (CPCs) is monitored by chairs of CPCs. Non compliance is reported to a senior manager in the invitee's agency.

The CPC considers information on the number of CP referrals, joint investigations resulting in CPCs and registration, case conferences held within the 28-day time period and agency compliance with the procedures.

Further scrutiny of management information is provided by the Quality Assurance sub-committee, which, for example, considers all cases where children's names have been on the child protection register for over 2 years and reviews cases where children's names have been de-registered and re-registered.

Due to the very nature of illegal drug taking and the secrecy surrounding this activity it is impossible for professionals to be sure that they are aware of every child in West Lothian living in families where substance misuse is an issue.





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However, staff most likely to be in contact with substance misusing adults (Midwives, Police, Social Work Addictions Team (SWAT), Addictions Service, West Lothian Drug & Alcohol Service (WLDAS), Criminal Justice Social Workers etc.) have amended their assessment criteria over the years to ensure that adults are always asked whether they have children or are in contact with children.

Midwives are alert to substance misusing mothers-to-be and also ask questions about any partner who may be in the home. Midwives share information, via their manager, with all antenatal and postnatal sites. Midwives in West Lothian also alert the special care baby unit (SCBU) if there is a likelihood of neonatal abstinence syndrome (NAS). Midwives refer to the Addictions Service and where necessary make a child protection referral. Health Visitors receive a copy of the maternal alert and make an assessment as to whether the baby should be placed on the Health Visitor "Cause for Concern" list. However, following the implementation of HALL 4 if a Health Visitor were initially satisfied about a family's circumstances there would be no further contact. If a parent began misusing substances or struck up a relationship with someone with a substance misuse problem the next chance to identify this issue could possibly be when the child starts nursery or school.

The Police send a report to Social Work Services if they are involved in any situations where there are children in the family.

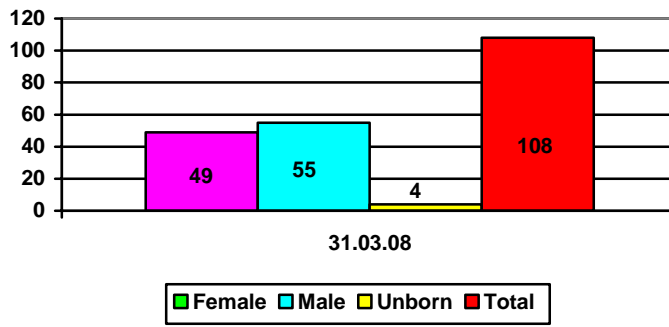
On 31.3.09, of 457 of health visitors' "Cause For Concern" cases, 122 of them cited the main reason as substance misuse. Of 75 young carers, 6 care for people with substance misuse problems (5 alcohol, 1 drug). On 2.3.09 there were 102 children's names on the Child Protection Register from 54 families. 38 of these children live in 22 families where problem substance use (illegal drugs, prescription drugs, alcohol) is an issue.

During 2008-09 WLDAS worked with clients whose substance misuse affected 110 children. SWAT worked with 80 clients who had 138 children between them.

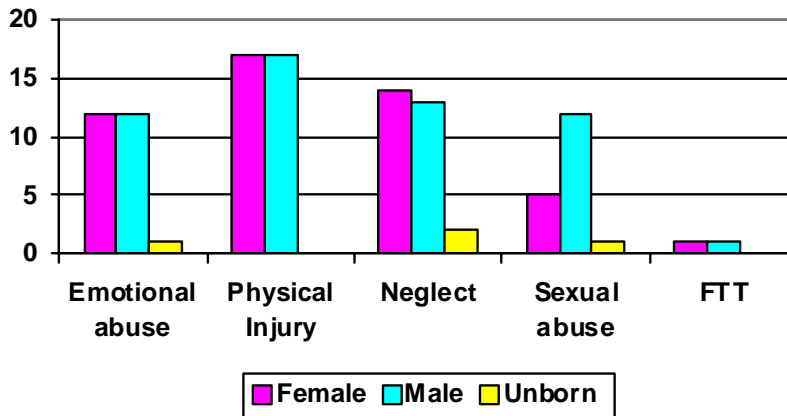




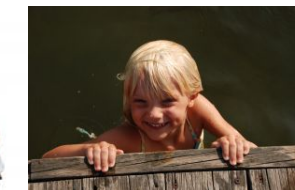
**Table 1.0 Number of Children on the Child Protection Register 31.3.09**



**Category of abuse by Gender**

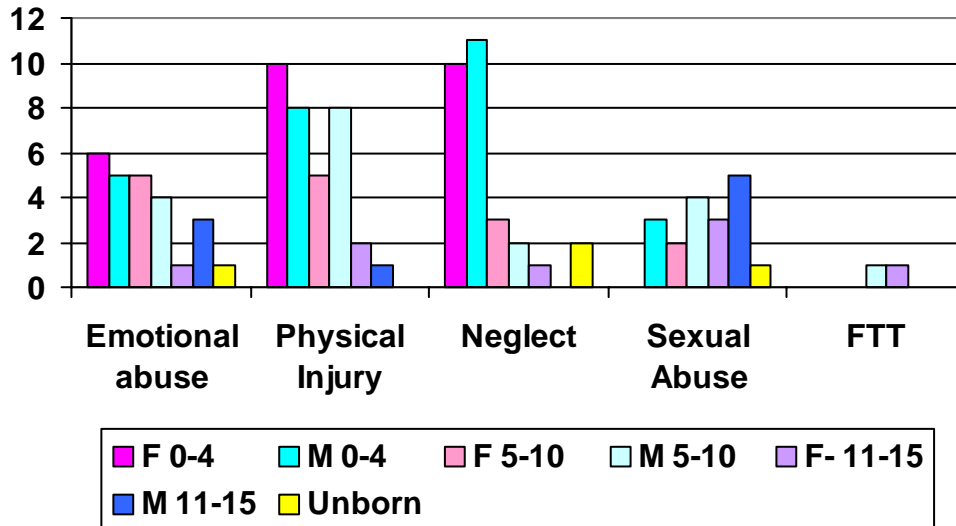


There are almost the same number of male and female children whose names are on the child protection register, evenly split by category of registration. However, this year the number of male children on the register for sexual abuse is more than double that of females. However, on 31.3.09 there were 8 boys from 2 families who were registered as being at risk of sexual abuse.



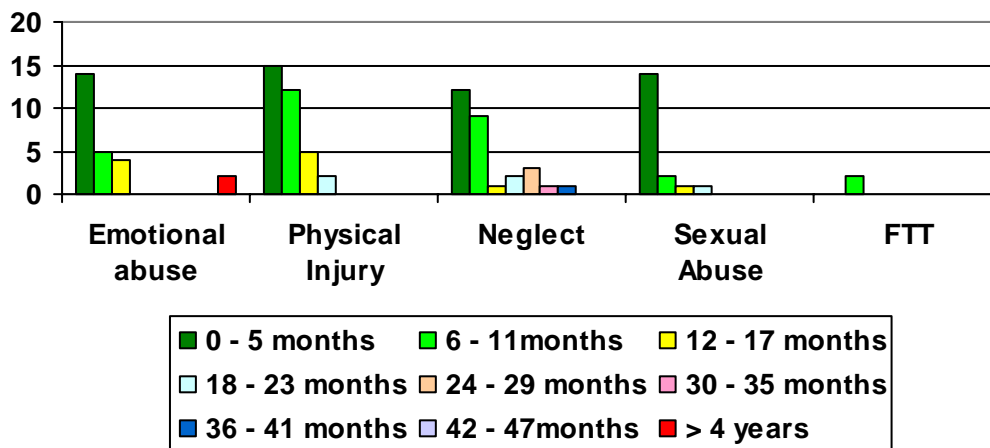


### Category of abuse by age and gender



As would be expected younger children are more vulnerable, leading to a larger proportion of under-5s being at risk than older children.

### Category of abuse and length of time on CPR



Chronic neglect cases are more likely to result in children being registered for lengthy periods of time than any other category of case. In recognition of the difficulties experienced by all agencies in dealing with these cases the CPC is organising an event to raise awareness of the issues and successful interventions in these complex cases. The Quality Assurance sub committee reviews all cases where children's names have

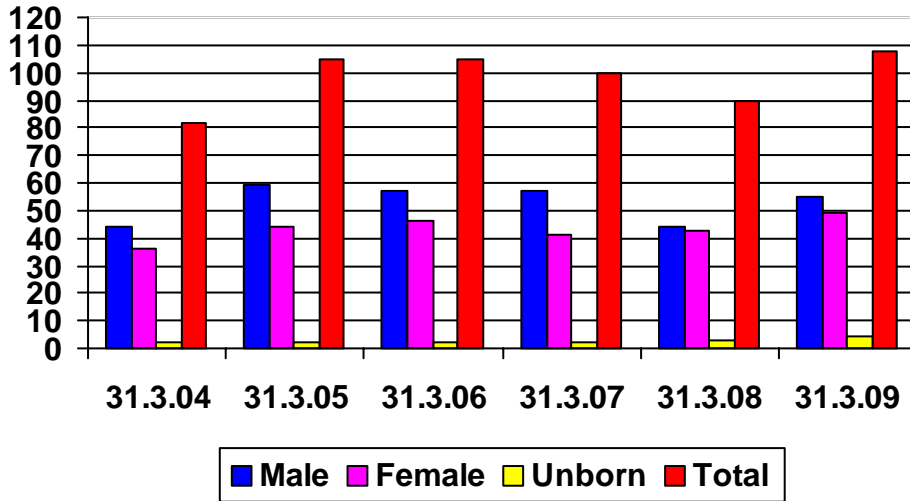




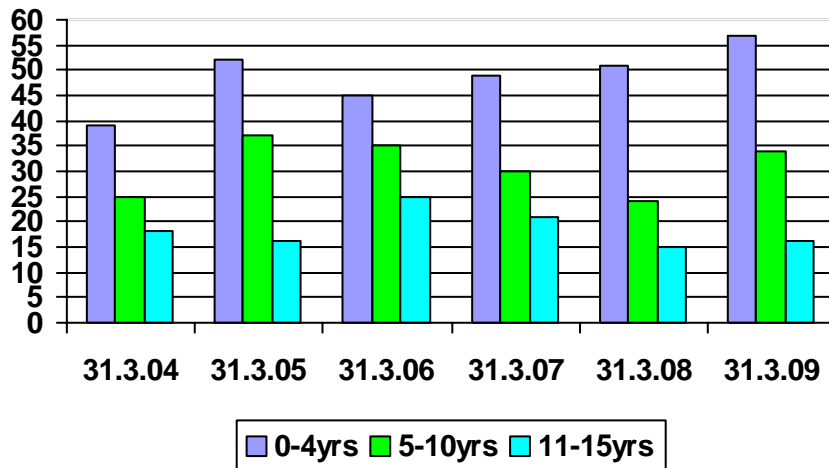
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been on the CPR for over 2 years. The practitioners' group has been asked to consider what additional support may be beneficial in these cases.

**Children on the CPR 2004 - 2009**



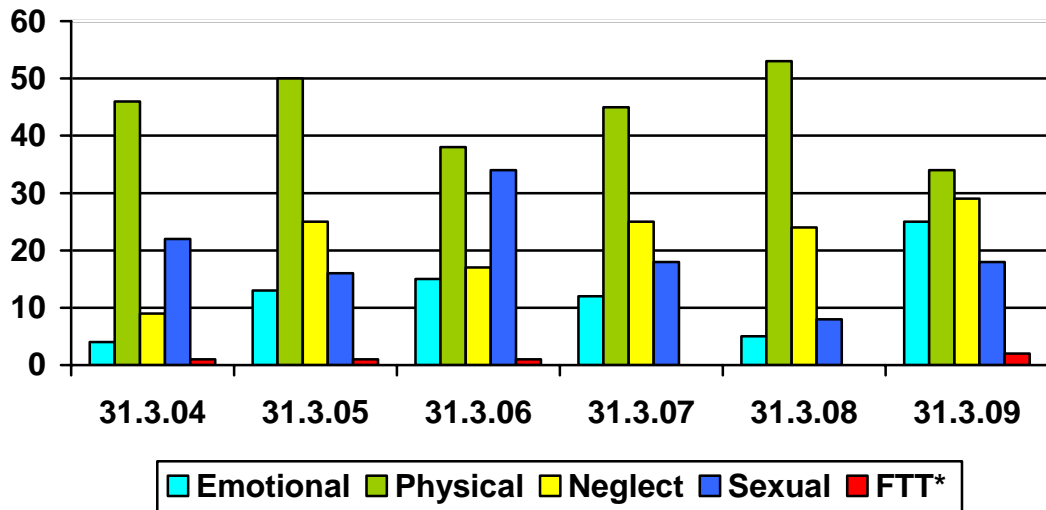
**Number of Children on the CPR by age 2004 - 2009**





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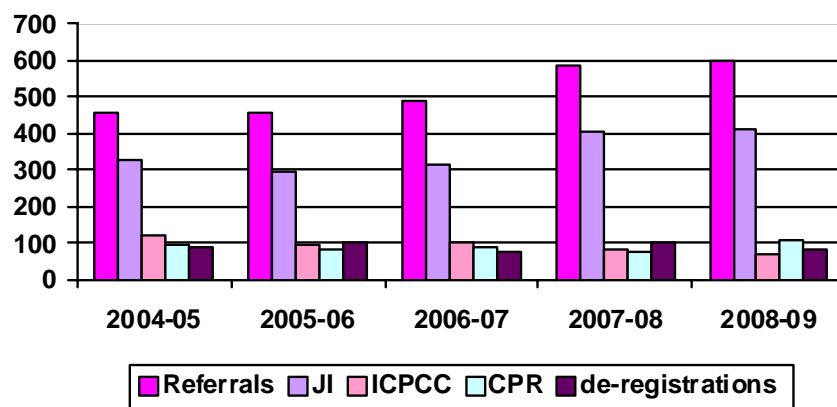
Number of Children on the CPR by category of abuse 2004 - 2009



\*FTT= Failure to thrive

There has been a drop in the number of children registered as being at risk of physical injury. Children living in families where there is domestic abuse are now more likely to be registered as being at risk of emotional abuse rather than physical injury.

Referrals, Joint Investigations (JI), Initial Case Conferences (ICPCC), Registrations, de-registrations (CPR) 2004 - 2009





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The Domestic Abuse Service has worked individually with 80 children in the last year (18 children in group work) and has hosted a holiday activities programme for 75 children. Alongside other agencies, DAS piloted a Preventative Education Programme (PEP), raising awareness of domestic abuse with S2 pupils in Whitburn Academy. Over 200 children attended the three sessions involved in this PEP and its success has led to the extension of this project to 7 West Lothian secondary schools during 2009-2010.

The team offered support to over 93 women, including women from ethnic minority populations. More recently, an immediate response initiative has been piloted by DAS, aiming at contacting women within 24 hours of referral.

The multi-agency screening group, which considers referrals from the police where children are affected by domestic abuse dealt with an increasing number of referrals relating to over 1800 children in the last year.

**4. Quality Assurance**

- Ensure quality assurance mechanisms contribute directly to continuous improvement
- Audit against the Framework for Standards
- Consider and learn from CP inspections in other areas. Prepare for CP inspection

Objective	What are we going to do?	When will we do it by?	What resources are required?	How will we know when we have done it?	Completed
Audit areas already identified by the CPC against the Quality Indicators	Questionnaires, focus groups, case sampling etc.	Ongoing		Best practice shared, areas identified for improvement, action plans devised.	Ongoing
Audit quality of risk assessments using RA framework	Audit 20 CPCCs – quality of reports and minutes	April 08 & August 09 following RA training	QA sub-committee members	Action plan developed to tackle weaknesses/promote good practice	08 audit completed. 2 <sup>nd</sup> audit due Aug 09.
Ensure parents' views are properly represented at CPCCs	Develop report format for parents alongside parents	June 08	Lead Officer, parents	Parents satisfied that they had opportunity to express views	Outstanding
Improve standard of CP planning	Audit cases where children's names have been on the CPR for over 2 years	June 08	QA sub-committee members	Any issues identified. Training or other action taken to improve situation if required	Ongoing

Social Work managers regularly inspect the standard of child protection case files in order to ensure that families are visited and that work identified in the child protection plan is





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progressing. The NHS Child Protection adviser supervises health visitors involved in child protection cases.

Inter-agency referral discussions (IRDs) are recorded and shared electronically in West Lothian. This has meant that all agencies have exactly the same information recorded and resulted in an improvement in communication and reporting back to each other. At the CP practitioners' group social workers reported that they had concerns about the number of Joint Investigative Interviews (JIIs) they were being asked to undertake and whether the circumstances had merited child protection intervention. In order to gather the views of frontline practitioners involved in JIIs from the Police and Social Work Services, a questionnaire was devised based on the expected conduct of managers involved in briefing and debriefing.

Over a period of a few weeks 29 joint investigative interviews (JIIs) took place. The workers (58) were identified and sent the questionnaire almost immediately after the investigation. There were 42 responses – 22 from social workers and 20 from police officers. The responses were in relation to 27 of the 29 JIIs.

**Conclusion:** From the responses received all workers agreed that the JII had been required. Briefings and debriefings appear to be happening in the majority of cases and other than any reference to staff safety appear to cover the topics expected. Staff responsible for conducting IRDs were reminded of the need to share all relevant information and consider staff safety.

ELBCPO and the local lead officers produced a risk assessment framework (RAF) for the ELBEG area. This was circulated to all staff at the beginning of December 07. The QA sub-committee decided to review the quality of risk assessments produced by all agencies prior to the introduction of the RAF and training associated with it. Twenty case conferences that took place between August 07 and December 07 were selected and all reports and the minutes of the CPCCs read. A template was produced against which the quality of risk assessments was measured. A small number of risk assessments were of poor quality, with the majority being adequate or better. The HMIE Inspection, while noting that risk assessment and planning in W. Lothian was good also noted these as areas for improvement. A risk assessment training course was developed and delivered to almost 300 front line practitioners in 2008. The QA sub-committee will repeat the audit exercise in August 2009 to examine whether the quality of assessments has improved.

The Quality Assurance sub-committee reviewed the quality of 25 Child Protection Plans. 25 cases were selected from the CP register on 4.2.09. The 25 cases represented 56 of the 109 children on the CPR on 4.2.09.

33 of the children were registered as being at risk of physical injury.  
5 of the children were registered as being at risk of emotional abuse.  
1 of the children was registered as being at risk of sexual abuse.





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2 of the children were registered as being at risk of failing to thrive.  
15 of the children were registered as being at risk of neglect.

The children ranged in age from unborn to 15 years and lived across the West Lothian area.

The sub-committee worked in pairs and read the minute of the initial CPCC and the first CP plan from the first core group. The plans were audited against a template. More than one pair audited some plans. In cases where a plan was judged to be weak it was re-audited by a second pair (and in some cases a third pair).

**Findings:**

9 plans were assessed as good  
6 plans were assessed as adequate  
4 plans were assessed as weak

**Issues:**

Weaknesses in the plans were identified as:

- Timescales too vague
- Lack of clarity about the risks would be addressed

The best plans clearly outlined:

- Work to address the risk and who would be doing it
- A clear contingency plan
- Appropriate and measurable outcomes

**Outcome:**

1. As a result of the audit and issues raised by HMIE during the CP inspection it was agreed that Reviewing Officers would be responsible for detailing the initial CP plan at the initial CPCC. A further audit of child protection plans will take place in 6 months time to assess whether this action has resulted in an improvement in the quality of the plans.
2. Therefore the first meeting of the core group will review the CP plan produced at the CPCC, amend and develop accordingly.

The CPC reviews the reports and minutes from all case conferences where there has been dissent amongst participants about registration or the immediate protection plan.





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**5. Promotion of Good Practice**

- Mechanisms to identify and disseminate lessons from past and current practice, including significant incident reviews, ensure these lessons inform training and development and identify opportunities to share these lessons more widely

Objective	What are we going to do?	When will we do it by?	What resources are required?	How will we know when we have done it?	Completed
Learn lessons from local significant cases	Review significant cases	Ongoing	Members of SCR sub committee, independent consultant external support from other CPCs where necessary	Reviews completed action plans devised where there are lessons to be learned	Ongoing
Learn lessons from national significant cases	Multi-agency briefing events	As and when cases arise	Lead Officer External speaker (if required)	Local action plans devised if there are lessons to be learned. Implementation of legislation or national procedures if required	Ongoing

The CPC is committed to promoting multi-agency training and events in order for practitioners to develop an understanding of each other’s roles, develop trust, share a common approach to child protection work, accept responsibility and share good practice.

The CPC members consider the implications of inspections, reports and inquiries for West Lothian both within their own agencies and as a group.

The Domestic Abuse Services Manager, Team Managers from the social work Children & Families Teams, the police and representatives from health and education screen every police referral about domestic abuse in West Lothian. The screening group shares information and decides whether further action (including referral to the Reporter) is necessary.

The Lead Officer links with staff at the ELBCPO and other Lead Officers across Scotland to share examples of good practice and promote them within West Lothian.

Barnardo’s Skylight Project provides training for West Lothian foster carers and consultancy for staff working with young people who have been sexually abused and a consultancy service for parents whose child has been sexually abused.

No. 54, an NHS Lothian/Barnardo’s Skylight service attached to the Child and Family Mental Health Service (CAMHS) offering consultancy and training to professionals involved in the care of children/young people where there are concerns around sexual abuse, and work with





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parents/carers whose children have made allegations of sexual abuse was established in November 2008. This is also an early intervention service for families where sexual abuse has been reported to police/social work. The aim of the service is to reduce the number of children/young people requiring individual support as a result of child sexual abuse.

Research suggests that early intervention, following abuse allegations, with parents and carers can significantly reduce the likelihood of children/young people developing emotional and behavioural difficulties often associated with sexual abuse. Supporting professionals involved in the protection of children can aid this process and reduce the impact of abuse on children/young people. The service offers training for staff, consultation re specific cases and a consultation clinic.

The service also aims to support parents to support their children and offers information about the impact of abuse, information about investigation/court processes and practical advice to help parents manage the emotional/behavioural difficulties a child may experience as a result of childhood sexual abuse. Between November and April the service has worked with 21 cases through the early intervention service; two of these cases led on from parent work to family work. The service has consulted with professionals on 13 different cases: consultancies can be one off or a series and can comprise of between one and seven professionals (depending who is involved with the case).

Education Services seconded a teacher into the position of Child Protection Officer for Education and developed a network structure of 11 CP tutors each supporting a secondary school and its feeder primaries with single agency training.

Issues identified by the Practitioners' Group, Quality Assurance and SCR sub-committees, the CPC, IRD participants and single agencies are fed into the Practice and Training sub-committee for consideration. If required, training courses, briefings, seminars or procedures are developed to ensure best practice is disseminated.





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## 6. Training and staff development

- Promote, commission and assure the quality and delivery of inter-agency training

Objective	What are we going to do?	When will we do it by?	What resources are required?	How will we know when we have done it?	Completed
Relevantly trained staff	Deliver inter-agency CP training appropriate to the needs of the staff	Ongoing	Trainers identified and confident to deliver training	Staff feel appropriately trained and effective. Improved outcomes for W. Lothian's children	Ongoing
Awareness of national issues, new developments	Arrange inter-agency awareness raising or briefing sessions	As appropriate	Lead Officer	Staff are kept up-to-date with developments in CP practice	Ongoing
Audit training material. Build central store of good quality material.	Group considers locally available material and material from other CPCs	Ongoing	Working group	Good quality training material available	Ongoing

The Practice and Training sub committee takes responsibility for identifying training needs and delivering appropriate multi-agency training or events.

A risk assessment and report writing course was developed based on the local Risk Assessment Framework and delivered to almost 300 frontline staff in 2008. The course will now run twice a year with a shorter course being developed for staff whose main job is not child protection. Awareness raising about children who may have been trafficked has been incorporated into this course and guidance issued to all front line staff.

Specialist training is undertaken by a number of practitioners in W. Lothian. All Children and Families Social Workers undertake the Stirling University Certificate in Child Protection Studies. Children and Families social workers undertake a 5-day joint interviewing course with Police Officers before conducting child protection investigations.

One Police Officer and one SW Team Manager are Joint Investigative Interview trainers and are about to deliver 'refresher' courses to a number of police officers and social workers who were initially trained some years ago.

The Practitioners' Group meets every 2 months and discusses child protection practice issues raised by frontline practitioners. Issues from this group are fed into the Practice and Training sub-committee and Quality Assurance sub-committee. For example, as a result of discussion with practitioners a more user friendly report format has been developed for social workers to complete when child protection investigations do not proceed to case conference.





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The 11 child protection tutors in Education Services attended a domestic abuse basic awareness course and delivered this to school staff in August/Sept 2008 as part of mandatory child protection training. An input on managing disclosures in schools was also included.

Staff in West Lothian had raised concerns about their ignorance of internet crime. Police Officers from the specialist e-crime unit provided 2 half-day seminars for 249 multi-agency staff and foster carers focussing on how children are groomed on the internet and the police response.

Twenty-five Social Work Team Managers, CP Paediatricians and Police Officers responsible for IRDs attended thresholds training to ensure consistency of practice across W. Lothian.

Multi-agency child protection awareness raising is provided on a regular basis for new and inexperienced staff. 180 have been to the event in the last 12 months.

The Lead Officer is involved in the bi-annual "Introduction to Children's Services" day where new staff in all agencies are made aware of the resources in West Lothian for children and families and the importance of multi-agency working. The Lead Officer is also involved in providing child protection training to new prison officers at Addiewell Prison, a private prison located in West Lothian.

**7. Communication and Co-operation**

- Effective communication and co-operation at CPC level, between agencies and with staff
- Opportunities to share knowledge, skills and learning with other CPCs

Objective	What are we going to do?	When will we do it by?	What resources are required?	How will we know when we have done it?	Completed
Share knowledge skills and learning with other CPCs	Local Lead Officers' meetings. National Chairs' & Lead Officers' meetings	Ongoing	Chair, Lead Officer	Local knowledge of national issues. Best practice from other areas adapted to suit local priorities	Ongoing

Members of the CPC regularly attend a wide range of single and multi-agency meetings where child protection issues are discussed and shared both within and without West Lothian. They are responsible for feeding decisions back to staff in their own organisations and for consulting them about new initiatives or developments.

The Chair of the CPC and Lead Officer are members of the National Chairs and Lead Officers' Group, meeting quarterly with other Chairs and Lead Officers and the Scottish Government. The Lead Officer regularly meets with a Lead Officers from across Scotland, enabling wider communication and sharing of good practice examples.





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The establishment of the Practitioners' Group ensures that issues affecting frontline workers in all agencies are heard and addressed.

**8. Planning and Connections**

- CPC links into other multi-agency partnerships and structures

Objective	What are we going to do?	When will we do it by?	What resources are required?	How will we know when we have done it?	Completed
Ensure that CPC members continue to participate in strategic planning groups related to domestic violence, Children's Services planning, substance misuse, community safety etc.	Ensure CPC members are also members of other relevant multi-agency planning groups	Ongoing	CPC members	Appropriate references to CP issues in other relevant plans. Links are made between issues that affect the safety of children and young people	Ongoing
Ensure that CHCP management committee is advised of CP issues	Lead Officer to regularly attend CHCP management meeting	Ongoing	Lead Officer	Senior managers in all agencies are aware of CPC business and progress	Ongoing
Ensure that SW Senior Manager for Children & Families is advised of CP issues	Lead Officer and CPC Chair to meet regularly with Senior Manager	Ongoing	Chair, Lead Officer	SW Senior Manager is aware of CPC business and progress	Ongoing

Members of the CPC and sub-committees are actively involved in West Lothian's Integrated Children's Services Planning process, the aim of which is to ensure that there is a shared vision for West Lothian's children.

Members of the CPC and sub-committees also play an active role in a variety of multi-agency planning initiatives to ensure that children and young people in West Lothian receive the support they need when it is required e.g. cross cutting DAT group, multi-agency violence against women forums, community safety forums etc.

West Lothian has created a virtual protection team, placing the lead officers for Child Protection, Adult Protection and the SAVOLO (Sex and Violent Offenders Liaison Officer) together to ensure that policies and procedures in the area of protecting vulnerable people are complimentary and that ideas and best practice are shared.

Working groups make use of the expertise of front line practitioners as well as members of CPC.





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**9. Listening to children and Young People**

- Work is informed by the perspectives of children and young people
- Children and young people are involved in the development & implementation of public information and communication strategies

Objective	What are we going to do?	When will we do it by?	What resources are required?	How will we know when we have done it?	Completed
Listen to children and young people	Consult with young people, involve them in planning initiatives, reviewing policies etc.	Ongoing	CPC	Issues raised by children and young people are listened to & taken on board.	Ongoing

A new Children’s Rights Officer was appointed by the Council in 2008. She is currently involved in reviving the “Having Your Say” forum involving young people and children who are looked after and accommodated. She is also responsible for looking into the possibility of W. Lothian using “Viewpoint” to gather young people’s views on a variety of topics.

Two young women who had been sexually abused met with a student doctor to help her develop a questionnaire for children and their families where there has been an allegation of sexual abuse and a medical examination.



## Future Planning

### West Lothian CPC Business Plan 2009 – 10

#### 1. Public Information

- Raise awareness of child protection issues within communities, including children and young people
- Promote the work of agencies protecting children to the public at large
- Provide information about where members of the public will go if they have concerns

Objective	What are we going to do?	When will we do it by?	What resources are required?	How will we know when we have done it?
Information available on CP website	Develop W. Lothian CPC website	August 2009	Lead Officer, Sub committee members	Functioning website containing information for the public and professionals
Consider other forms of public information	<ul style="list-style-type: none"> <li>• Continue to produce articles for staff and local newspapers</li> <li>• Update leaflets following move to Civic Centre &amp; review of CP procedures.</li> </ul>	Ongoing  March 2010	Lead Officer	Public more aware of CP issues, who to contact and what will happen if they make contact.

#### 2. Policies, Procedures and Protocols

- a. Ensure that constituent agencies have in place their own up to date policies and procedures
- b. Regularly develop, disseminate and review inter-agency policies and procedures
- c. Ensure that protocols are developed around key issues where there is agreement that this is required

Objective	What are we going to do?	When will we do it by?	What resources are required?	How will we know when we have done it?
Feedback to Scottish Government	Participate in national consultations, National Chairs' meetings etc.	Ongoing	QA sub-committee	National procedures are robust, workable and reflect best practice
Improve CP procedures	Review CP procedures	Dec 09	Lead Officer, ELBCPO, CPC	Improvements are made to current CP procedures
Review risk management of sexually aggressive young people	Review case conference process	Aug 10	SAVOLO & LO	Process has resulted in better info sharing and planning.

### 3. Management Information

The CPC will:

- a. Have an overview of information relating to children and young people on the CPR
- b. Receive regular management information reports, which include analysis of trends
- c. Identify and address the implications of reports
- d. Ensure reports inform the inter-agency CP strategy

Objective	What are we going to do?	When will we do it by?	What resources are required?	How will we know when we have done it?
Collect and analyse information re children and young people on the CPR	Continue to provide information to CPC at agreed reporting periods	Ongoing	Admin. QA sub	Plans are formulated on the basis of information received and analysed. Comparisons made with local and national statistics

### 4. Quality Assurance

- Ensure quality assurance mechanisms contribute directly to continuous improvement
- Audit against the Quality Indicators
- Consider and learn from CP inspections in other areas.

Objective	What are we going to do?	When will we do it by?	What resources are required?	How will we know when we have done it?
Audit quality of risk assessments using RA framework	Audit 20 CPCCs – quality of reports and minutes	August 09 following RA training	QA sub-committee members	Action plan developed to tackle weaknesses/promote good practice
Improve information at CPCCs and outcomes for children involved in CP process	Review report formats alongside review of CP procedures.	March 10	Lead Officer, QA sub, ELBCPO	Improved information available at CPCCs leading to better risk assessment, decision making and formulation of protection plans
Improve standard of CP planning	<ul style="list-style-type: none"> <li>• Audit cases where children's names have been on the CPR for over 2 years</li> <li>• Audit CP plans again following change in practice</li> </ul>	Ongoing	QA sub-committee members	Any issues identified. Training or other action taken to improve situation if required
		February 10	QA sub-committee members	CP plans are focused, work of core groups leads to improved outcomes for children
Ensure there has been defensible decision making when CP investigations do not result in CPCCs	Audit cases where there has been an investigation and no CPCC	July 09	QA sub-committee members	Decision making is evidenced as robust, defensible & multi-agency

## 5. Promotion of Good Practice

- Mechanisms to identify and disseminate lessons from past and current practice, including significant incident reviews, ensure these lessons inform training and development and identify opportunities to share these lessons more widely

Objective	What are we going to do?	When will we do it by?	What resources are required?	How will we know when we have done it?
Identify good practice or problem areas locally	Audit various aspects of CP cases	Ongoing	QA sub	Action plan devised to address weaknesses and share good practice
Learn lessons from local significant cases	Review significant cases	Ongoing	Members of SCR sub-committee, independent consultant external support from other CPCs where necessary	Reviews completed action plans devised where there are lessons to be learned
Learn lessons from national significant cases	Multi-agency briefing events	As and when cases arise	Lead Officer External speaker (if required)	Local action plans devised if there are lessons to be learned. Implementation of legislation or national procedures if required

## 6. Training and staff development

- Promote, commission and assure the quality and delivery of inter-agency training

Objective	What are we going to do?	When will we do it by?	What resources are required?	How will we know when we have done it?
Relevantly trained staff	Deliver inter-agency CP training appropriate to the needs of the staff. Respond to local and national issues with appropriate training <ul style="list-style-type: none"> <li>Basic CP training</li> <li>Risk assessment</li> <li>Baby P/Brandon Muir seminar</li> <li>Chronic neglect seminar</li> </ul>	Ongoing  Twice a year Twice a year October 09  November 09	Trainers identified and confident to deliver training	Staff feel appropriately trained and effective. Improved outcomes for W. Lothian's children
Awareness of national issues, new developments	Arrange inter-agency awareness raising or briefing sessions	As appropriate	Lead Officer	Staff are kept up-to-date with developments in CP practice

## 7. Communication and Co-operation

- Effective communication and co-operation at CPC level, between agencies and with staff
- Opportunities to share knowledge, skills and learning with other CPCs

Objective	What are we going to do?	When will we do it by?	What resources are required?	How will we know when we have done it?
Establish effective ways of communicating decisions and discussion at CPC to staff in all agencies	Newsletter for staff Feedback to staff from CPC members and Practitioners' Group		QA & P&T sub-committee members	Staff are aware of CP developments
Share knowledge skills and learning with other CPCs	Local Lead Officers' meetings. National Chairs' & Lead Officers' meetings. National LOs' meetings	Ongoing	Chair, Lead Officer	Local knowledge of national issues. Best practice from other areas adapted to suit local priorities

## 8. Planning and Connections

- CPC links into other multi-agency partnerships and structures

Objective	What are we going to do?	When will we do it by?	What resources are required?	How will we know when we have done it?
Ensure that CPC members continue to participate in strategic planning groups related to domestic violence, Children's Services planning, substance misuse, community safety etc.	Ensure CPC members are also members of other relevant multi-agency planning groups	Ongoing	CPC members	Appropriate references to CP issues in other relevant plans. Links are made between issues that affect the safety of children and young people
Ensure that CHCP management committee is advised of CP issues	Lead Officer to regularly update CHCP management meeting	Ongoing	Lead Officer	Senior managers in all agencies are aware of CPC business and progress
Ensure that SW Senior Manager for C&F is advised of CP issues	Lead Officer and CPC Chair to meet regularly with Senior Manager	Ongoing	Chair, Lead Officer	SW Senior Manager is aware of CPC business and progress

## 9. Listening to children and Young People

- Work is informed by the perspectives of children and young people
- Children and young people are involved in the development & implementation of public information and communication strategies

Objective	What are we going to do?	When will we do it by?	What resources are required?	How will we know when we have done it?
Listen to children and young people	Consult with young people, involve them in planning initiatives, reviewing policies etc.	Ongoing	CPC, Children's Rights Officer	Issues raised by children and young people are listened to & taken on board.



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## Appendix 1

### Resources dedicated to CPC

#### ELBCPO

West Lothian, Mid Lothian, East Lothian, Edinburgh and Scottish Borders Councils, Lothian and Borders Police and NHS Lothian jointly fund the Edinburgh, Lothians and Borders Child Protection Office, which employs a Lead Officer, Training and Development Officer and administrative support. The function of the office and make-up of the staff is being reviewed.

Agency	Proportion
NHS Lothian and NHS Scottish Borders	25%
Lothian and Borders Police	25%
City of Edinburgh Council	22%
West Lothian Council	10%
Midlothian Council	6%
East Lothian Council	6%
Scottish Borders Council	6%
	<b>100%</b>

#### WEST LOTHIAN CPC

The salary of the Lead Officer and 0.5 administrative support is split three ways between Local Authority, Health and Police.

West Lothian CPC has no dedicated budget.





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## Appendix 2

### Training in West Lothian (2008– 09)

Course/Seminar	Delivered to	Nos. of Staff
Risk Assessment	Multi-agency	280
Joint introduction to Children's Services	Multi-agency	91
Basic CP awareness raising	Multi-agency	180
Dundee/Stirling University CP certificate	C&F SWs	4
Chairing core groups	C&F SW	7
Joint Interview course	SW	10
	Police	10
VRI	SW	1
	Police	1
IRD thresholds	Police, SW, Health	25
Domestic abuse: Basic Awareness	Multi-agency	264
Working with Survivors of Violence		11
Scottish Police College Child Protection Course	Police officers	2
Basic awareness of sexual abuse (Skylight 1)	Foster carers	12
Child Protection & the internet	Multi-agency (including carers)	249
Working with families with problem substance use	Multi-agency	118
Lighthouse training (Young people who present sexually aggressive behavior)	SW	6
Minuting Case Conferences	Admin staff	5



