



Protecting Children and Young People in Dumfries and Galloway Inter-Agency Child Protection Procedures And Supporting Guidance



1. Foreword

From Chief Officers and Chair of the Child Protection Committee

Dumfries and Galloway Child Protection Committee is committed to improving the life chances of all children and young people across the council area, by keeping them safe from harm, abuse and neglect. To achieve this, we must put partnership working at the heart of child protection. This includes improving the way all our organisations and professionals work together to take action to minimise risk and to respond quickly and effectively to give children the protection they need, at the earliest possible stage.

This is clearly summarised in the Chief Officers' Vision for children and young people in Dumfries and Galloway which is:

'All children are safe and achieve their full potential. We will listen to children, young people and their families and work together to make sure that they get the right help at the right time.'

To achieve our Vision, and to ensure that we keep our children safe and free from harm, practitioners need to work effectively in partnership with other agencies, share responsibility and take the right actions and decisions, at the right time. Protecting our children and young people requires a high degree of commitment and vigilance.

The West of Scotland Inter-Agency Child Protection Procedures, with some amendments, have been adopted by Dumfries and Galloway Child Protection Committee. The Dumfries and Galloway inter-agency child protection procedures and supporting guidance, 'Protecting Children and Young People in Dumfries and Galloway' outlines clearly the child protection process and includes links to all relevant documentation relating to child protection. Together with regular and appropriate training, this information provides a comprehensive package to support inter-agency child protection policy and practice. This guidance must be applied in all potential child protection cases, although it does not replace single agency child protection procedures which must be used as appropriate, and in conjunction with the inter-agency procedures.

As Chief Officers, and Chair of the Child Protection Committee, we recognise the hard work and commitment displayed by staff in Dumfries and Galloway. These procedures will support you in your work in child protection and will help us make Dumfries and Galloway a place where children and young people are protected from abuse and neglect, and are free from harm.

Gavin Stevenson
Chief Executive
Dumfries and Galloway Council

Jeff Ace
Chief Executive
NHS Dumfries & Galloway

Mike Leslie
Temporary Local Commander, V Division
Dumfries and Galloway
Police Scotland

Liz Jamieson
Chair
Dumfries and Galloway Child Protection
Committee

2. West of Scotland Inter-Agency Child Protection Procedures

The Dumfries and Galloway Child Protection Committee has agreed to adopt the West of Scotland Inter-Agency Child Protection Procedures for use by all staff across Dumfries and Galloway who work with children and families.

These procedures should be used in conjunction with single agency procedures and the local guidance provided in section 4 of this document.

These procedures are in electronic format and can be accessed by using the link in section 5 of this document.

3. Process Flowchart

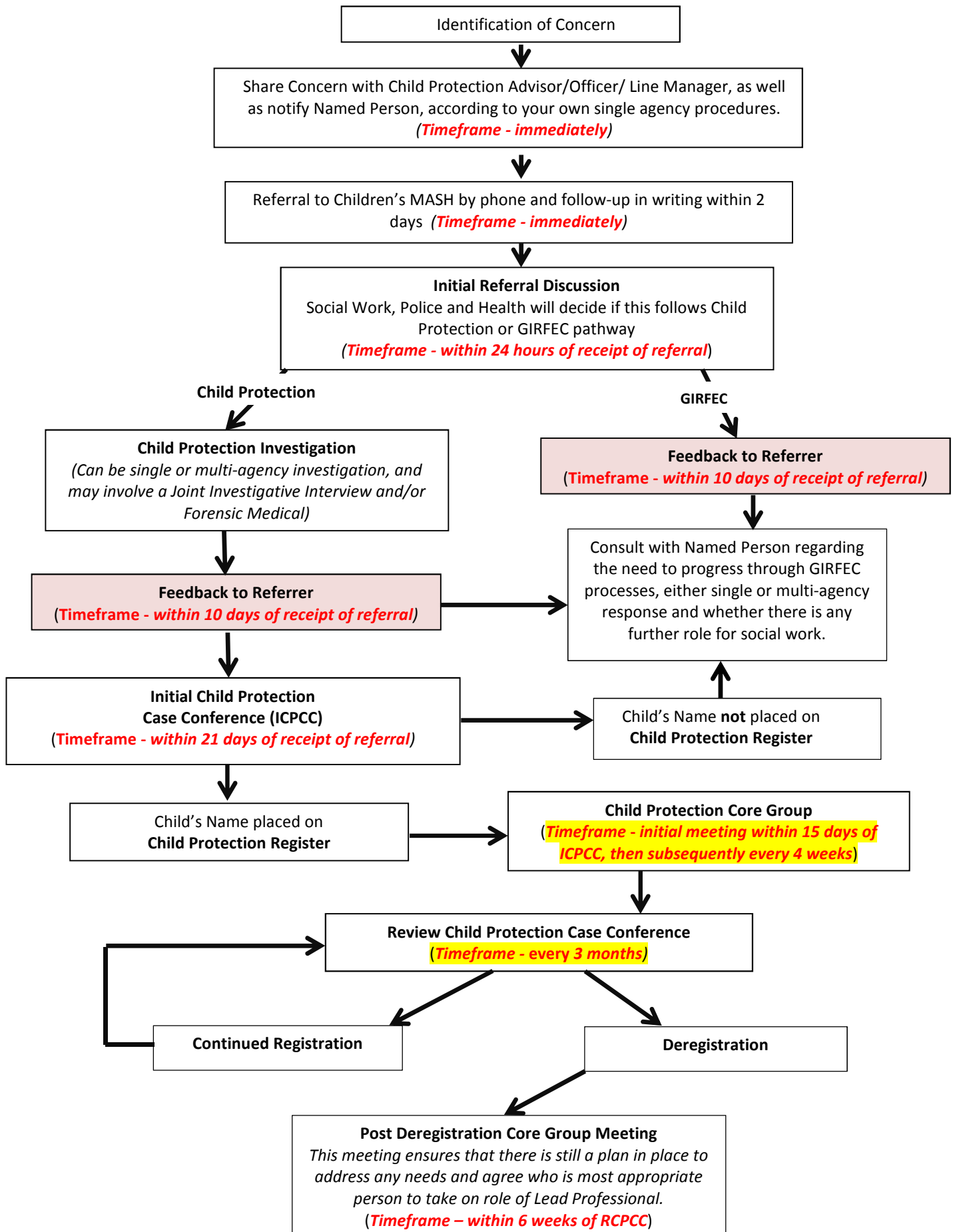
The Dumfries and Galloway Child Protection Committee has developed a child protection process flowchart which outlines the revised child protection process within Dumfries and Galloway.

In addition to being available in this document, staff cards and posters will be published in printed format and circulated across services and agencies.

The child protection processes remains similar to the previous process, however there are some minor changes and these are highlighted in red on the flowchart.

Please note that the timescale for each stage of the process is also included within the flowchart. Those timescales that have changed from previous practice are highlighted in yellow.

Dumfries and Galloway Child Protection Process Flowchart



4. Local Guidance

This guidance should be read in conjunction with the West of Scotland Inter-Agency Child Protection Procedures. The link to these procedures can be found in section 5 of this document.

The following section outlines how the West of Scotland Inter- Agency Child Protection Procedures vary from practice in Dumfries and Galloway. This information is set out to reflect different sections of the West of Scotland Inter-Agency Child Protection Procedures and provide the information required for staff.

WOS Page No	Local Guidance.
16	<p>Meetings</p> <p>As outlined in the inter-agency child protection procedures, there are a range of meetings that may be convened during the child protection process, however in Dumfries and Galloway, the following meetings are not part of the process:</p> <ul style="list-style-type: none">• Child Protection Case Discussion• Strategy Meeting <p>Child Protection Planning Meetings will only be convened where necessary and for more complex cases.</p>
24	<p>Agency Roles and Responsibilities – Scottish Children’s Reporter Administration</p> <p>In Dumfries and Galloway, all staff working in Children’s Services will use GIRFEC or Child Protection processes and planning to come to a decision regarding the referral of a child to Scottish Children’s Reporter Administration (SCRA).</p>
30	<p>Responding to Child Protection Concerns – Making a Notification of Concern to Social Work/Police</p> <p>Staff in Dumfries and Galloway, should discuss any concerns regarding a child to their agency/service Child Protection Advisor/Co-ordinator, and/or their line manager, to ensure that there are no delays in making a child protection referral. Staff should also note that when making a child protection referral that it will be their responsibility to inform the Named Person of the referral.</p> <p>Within Dumfries and Galloway, from the 6 February 2017 any concerns about a child should be referred to the Children’s MASH (Multi-Agency Safeguarding Hub), and followed up with a written Request for Assistance Form within 2 days of reporting the concern.</p> <p>Where there are concerns about a child’s immediate safety then you should contact Police Scotland.</p>
34	<p>Responding to Child Protection Concerns – Initial Enquiries</p> <p>The process in Dumfries and Galloway is that the Initial Referral Discussion Process (IRD) takes place at this point. This varies from the West of Scotland Procedures.</p> <p>The IRD is the tripartite decision making process within Dumfries and Galloway which allows for information to be gathered and shared. This discussion informs decision making as to whether a child protection investigation is required. This process involves the Police, Social Work and Health, and is initiated when a professional has sufficient concerns that they believe this level of discussion is necessary to consider the safety of a child.</p> <p>Where a child is of school age, Social Work has the responsibility to consult with education professionals as part of its information gathering. This should be an integral part of the process unless initial information indicates that the concerns clearly relate to child protection, in which</p>

	<p>case education will be contacted during the Child Protection Inquiry stage to avoid duplication.</p> <p>The immediate safety of a child must always be considered at an IRD. The IRD team will come to a decision as to whether or not to proceed to a Child Protection Inquiry and/or any other action deemed necessary. The IRD will normally be completed and signed off within 24 hours of the referral being received/the concern being raised.</p> <p>For more details please see the local IRD Guidance Document by clicking HERE</p>
36	<p>Responding to Child Protection Concerns – Child Protection Case Discussion</p> <p>As previously stated these do NOT take place within Dumfries and Galloway.</p>
42	<p>Child Protection Investigations – Child Protection Planning Meeting</p> <p>The process in Dumfries and Galloway will be to convene a Child Protection Planning Meetings only where necessary and for more complex cases.</p>
49	<p>Child Protection Investigations – Feedback to Referrer</p> <p>Anyone making a child protection referral to Social Work will receive feedback on the outcome of this referral within 10 working days. This will be undertaken following the Initial Referral Discussion if the referral does not progress to child protection processes, or alternatively for those that progress to a Child Protection Inquiry the feedback will be undertaken following the Child Protection Inquiry. This feedback will be provided in letter format for all referrals.</p>
57	<p>Initial Child Protection Case Conferences – Reports for the Conference</p> <p>In Dumfries and Galloway each agency/service will provide a report for the Initial Child Protection Case Conference, composite reports are not used at this stage.</p>
62	<p>Initial Child Protection Case Conferences (ICPCC) – Conference Chair</p> <p>In line with the West of Scotland Inter-Agency Child Protection Procedures, case conferences should be chaired by senior staff members, and in Dumfries and Galloway this will be Locality Social Work Managers, Children and Families. As of 1 March 2016, they will undertake the role of chairing Initial Child Protection Case Conferences, outwith their own locality to maintain independence. This will also allow them to continue their managerial oversight of child protection cases within their own locality. This arrangement will be reviewed after 3 months when the inclusion of Review Case Conferences in this process will be considered.</p>
64	<p>Initial Child Protection Case Conferences – Involvement of the Child</p> <p>In Dumfries and Galloway, following an Initial Child Protection Case Conference, the chair will identify the most appropriate person to meet with the child to explain the decisions of the conference.</p>
65	<p>Initial Child Protection Case Conference – Managing Sensitive Information</p> <p>Practitioners in Dumfries and Galloway should note that the opportunity is provided for staff to talk to the chair of a Case Conference if they have sensitive information to share. It should also be noted that ‘protected periods’ are not used during case conferences.</p>
71	<p>Initial Child Protection Case Conference – Appeal against a Child Protection Conference Decision</p> <p>In Dumfries and Galloway, initial appeals will be referred to the Senior Manager, Children and Families, Social Work. Any further appeal will be referred to the Chief Social Work Officer.</p>

WOS Page No	Local Guidance.
78	<p>The Core Group</p> <p>In Dumfries and Galloway, the Initial Core Group meets immediately following the ICPCC and draws up the child protection plan which is then circulated within 5 calendar days. Subsequently the Core Group will meet within 15 calendar days of the ICPCC and thereafter every 4 weeks while the child remains on the child protection register.</p>
85	<p>Review Child Protection Case Conference – Reports</p> <p>In Dumfries and Galloway, all those attending a Review Case Conference will be required to provide a written report on the progress of their areas of responsibility within the Child's Plan.</p>
132	<p>Appendix 8 : Practice Model – Getting it Right for Every Child</p> <p>Staff should note that within Dumfries and Galloway 6 GIRFEC Questions are used, as follows :</p> <ol style="list-style-type: none"> 1. What is getting in the way of this child's wellbeing? 2. Do I have all the information I need to help this child? 3. What can I do now to help this child? 4. What can my service do to help this child? 5. What additional help, if any, may we need from others? 6. What is the child, parent or carer saying about the situation?

5. The West of Scotland Inter-Agency Child Protection Procedures are in electronic format and can be accessed by using the following link. **Please do not to print a hardcopy of these procedures as they are designed as a living document which will be updated regularly, therefore any hardcopy would quickly become out of date.**

<http://www.proceduresonline.com/westofscotland/>

6. Glossary

Page No.	Term	Dumfries and Galloway Equivalent
21	Monitoring	Health staff may require to monitor any health related issues.
30	Referral	Dumfries and Galloway Council employees make referrals using the Request for Assistance Forms
31	Notification of concern	This is a child protection referral which will take the form of either a Request for Assistance Form or a Police Vulnerable Person Report
32	Child Protection Referral	Dumfries and Galloway Council employees make child protection referrals using the Request for Assistance Forms or a Police Vulnerable Person Report
	Team Lead	West of Scotland Standby Service
	CP1	In Dumfries and Galloway this is called a Child Protection Inquiry Report