

Orkney Child Protection Committee

Constitution

Approved by Chief Officers' Group 1 September 2014.

With Amendments from 2 February 2016.

Contents:

1. Title.....	1
2. Aims and Objectives	1
3. Membership of Chief Officers' Group.....	2
4. Chair and Vice Chair of Chief Officers' Group	2
5. Role of Chief Officers' Group.....	2
6. Membership of Child Protection Committee	3
7. Chair and Vice Chair of CPC	4
8. Role of the Child Protection Committee and its Members	4
9. The Committee will promote good practice by:.....	5
10. Operating Arrangements	6
11. Confidentiality and Information Sharing	6
12. Amendments to the Constitution.....	6

1. Title

The name of the Committee shall be the Child Protection Committee (referred to hereinafter as 'CPC').

2. Aims and Objectives

2.1. CPC is the primary strategic planning forum for inter-agency child protection work in Orkney.

2.2. To raise awareness, amongst staff, in all agencies dealing with children to the possibility of abuse, to promote and develop an effective protection system and where preventive strategies fail to ensure our procedures are robust enough to deal with incidents.

2.3. To promote the highest standards of inter-agency practice, support, monitor and develop local policies and procedures for inter-agency work to protect vulnerable children.

2.4. To audit and evaluate how well local services work together to protect vulnerable children.

2.5. To help improve the quality of child protection work through inter-agency training and development.

2.6. To raise awareness within the wider community for the need to safeguard vulnerable children and explain how the wider community can contribute to these objectives.

2.7. To develop knowledge of the social and legal context of child protection, and the similarities with and differences from the vulnerable adults.

3. Membership of Chief Officers' Group

3.1. Membership of the Chief Officers' Group will comprise of a Chief Officer (or nominee) from each agency: Orkney Islands Council; NHS Orkney; Orkney Integration Joint Board; Police Scotland; Crown Office and Procurator Fiscal Service; Third Sector and Scottish Children's Reporter Administration. The Chief Social Work Officer will also be a member.

4. Chair and Vice Chair of Chief Officers' Group

4.1. The Chief Officers will nominate a Chair and Vice Chair from within their numbers. The appointment will normally be for a period of two years. Where neither the Chair nor Vice Chair is available to attend the Chief Officers' Group, the members present shall appoint a temporary Chair amongst them.

5. Role of Chief Officers' Group

5.1. To provide a strategic overview of the work of the CPC.

5.2. Chief Officers shall work, individually and collectively, to demonstrate leadership and accountability for child protection work and its effectiveness on behalf of their agencies – including the effectiveness of the CPC itself.

5.3. To agree a business plan, including operational priorities for protecting children and ensure the allocation of resources to the CPC who will support the implementation of relevant elements of legislation and guidance to protect children.

5.4. To ensure that the CPC links to other planning mechanisms and multi-agency partnerships and structures, including the Orkney Adult Protection Committee and Community Planning Partnership.

5.5. To agree the constitution for the CPC, including the delegating of roles and responsibilities, to take forward multi-agency issues in respect of child protection on their behalf and invest it with the authority to do so.

5.6. To appoint the Chair of the CPC.

5.7. To invite nominations from other agencies to be represented on the CPC.

5.8. To agree reporting mechanisms with elected members, board members and Community Planning Partnership Steering Group covering the work of the CPC and the implications for their locality. This will include at least annual reporting.

5.9. To approve an annual report and business/work plan of the CPC.

5.10. The Chief Officers' Group will identify a Lead Officer and administrative support for CPC. Staff of Member Agencies holding these specific roles and responsibilities, will report to the Chair of the CPC in relation to CPC activities.

5.11. The Lead Officer will be responsible for co-ordinating CPC activities, including the work of the sub groups.

5.12. The Chief Officers' Group meetings shall take place at such time and at such location as the Chief Officers' Group shall from time to time determine, but at a frequency of no less than four times per annum.

6. Membership of Child Protection Committee

6.1. There will be two types of membership of the CPC: Core Membership and Associate Membership.

6.2. Core member representatives are expected to attend all CPC meetings. Membership of the Child Protection Committee will comprise a minimum of:

- (i). Orkney Health and Care – Head of Service responsible for Children and Families.
- (ii). Lead Officer.
- (iii). One member nominated by Crown Office and Procurator Fiscal Service.
- (iv). One member nominated by the Chief Constable of Police Scotland.
- (v). NHS Orkney – Designated Officer for Child Protection.
- (vi). Orkney Islands Council – Head of Schools.
- (vii). Orkney Islands Council – Head of Housing and Homelessness.
- (viii). One member nominated by Scottish Children's Reporter Administration.
- (ix). Executive Director, Voluntary Action Orkney.
- (x). Chief Officer, Orkney Integration Joint Board.
- (xi). One member of the Children's Panel or Area Support Team.

In addition, it shall be competent for the Committee to appoint up to two additional members who shall be deemed appointed on a time limited basis as non-voting members as appropriate with the agreement of the Committee or the Independent Chair of CPC.

Core members should where possible identify a designated deputy who can attend meetings when necessary on their behalf and take delegated responsibility for their service.

6.3. Associate Members represent wider or specialist responsibilities that are already with the remit of the Core Members in terms of their operational role in relation to child protection. Associate Member representatives will be invited to all meetings and

will receive agendas, papers and minutes so they can raise and engage with relevant matters.

Associate Members of Orkney CPC shall be:

- (i). NHS Orkney Medical Director.
- (ii) OHAC Service Manager (Mental Health and Learning Disabilities).
- (iii). OHAC Service Manager (Criminal Justice Services).
- (iv). Adult Support and Protection Lead Officer.
- (v). Alcohol and Drugs Partnership Co-ordinator.
- (vi). Community Safety Partnership representative.
- (vii). Domestic Abuse Partnership representative.
- (viii). Link Inspectors.

6.4. Legal advice to the CPC shall be provided by Orkney Islands Council Legal Services who will attend to provide legal advice as required, and will receive copies of all agendas and minutes.

7. Chair and Vice Chair of CPC

7.1. The Chair of CPC shall be neither a member nor officer of Orkney Islands Council nor any of the other agencies represented in its membership. He / she shall be appointed by the Chief Officers' Group following a recruitment process and will hold office for a period not exceeding 2 years. An Independent Chair may be reappointed with the agreement of the Chief Officers' Group.

7.2. The CPC will appoint a Vice Chair from within their number who shall deputise for the Independent Chair in his / her absence. This appointment shall be subject to the approval of the Chief Officers' Group and will normally be for a period not exceeding 2 years.

8. Role of the Child Protection Committee and its Members

8.1. To represent their agency in promoting the safety, welfare and protection of children, and preventing abuse and neglect.

8.2. To have the delegated authority to make relevant decisions on behalf of their agency in relation to child protection.

8.3. To contribute to the development of strategic planning of services for children that promotes and safeguards their safety.

8.4. To facilitate effective inter-agency communication and coordination.

8.5. To undertake Critical Case Reviews as necessary.

8.6. To facilitate the delivery of multi-agency training and development.

- 8.7. To develop, monitor and review policies and protocols for inter-agency working.
- 8.8. To undertake analysis and research on child protection trends and identification of issues locally, nationally and internationally and report findings to agencies.
- 8.9. To develop and provide information to the public and professionals.
- 8.10. To communicate with other relevant bodies e.g. those dealing with drugs, alcohol, domestic violence, violent offenders and sex offenders and others as identified as appropriate.
- 8.11. To communicate with other CPCs, undertake joint development where appropriate and share and develop best practice.
- 8.12. To establish a formal relationship with Orkney Adult Protection Committee and MAPPA.
- 8.13. To raise public awareness and engagement with children.
- 8.14. To respond to the requirements of Scottish Ministers as appropriate.
- 8.15. To contribute to the Chief Social Work Officer report.
- 8.16. The CPC will establish sub groups and other mechanisms to ensure that it develops and delivers comprehensive improvement planning and reporting in relation to its functions, as directed by the Chief Officers' Group.
- 8.17. The CPC will consider sharing working groups as a means of streamlining planning efforts, helping develop and deliver integrated services and avoiding duplication.
- 8.18. The CPC will operate to the National Guidance on CPCs, issued in 2014.

9. The Committee will promote good practice by:

- 9.1. Ensuring robust single and multi-agency self-evaluation takes place to support continuous improvement.
- 9.2. Involving all key stakeholders, including children and families, in self-evaluation and review.
- 9.3. Providing an overview of management information and statistics relating to children and young people on the local Child Protection Register, which includes analysis of trends.
- 9.4. Monitoring and implementing improvement plans effectively to ensure they lead to positive changes.
- 9.5. Measuring the extent to which self-evaluation, and changes made a result of self-evaluation, contribute to actual improvements in services and outcomes for children.

9.6. Having in place mechanisms to identify and disseminate lessons from past and current practice, including learning from significant case reviews, inspection reports and other inquiry reports.

10. Operating Arrangements

10. Ordinary meetings shall take place at such time and at such location as the Committee shall from time to time determine, but at a frequency of no less than four times per annum.

10.2. The Chair of the Chief Officers' Group and the Independent Chair of the CPC shall arrange for an adequate and up to date minute of all meetings and proceedings.

10.3. The CPC will reflect the commitment of key agencies, working together, to improve the protection of children and will be dependent largely on developing consensus. In the event of the work of the CPC being significantly impaired by failure to reach an agreement, it is the responsibility of the Independent Chair to notify the Chief Officers' Group as a matter of urgency who will then arbitrate in the dispute.

10.4. No meeting of the CPC shall be quorate unless four members are present between them representing not less than two nominating agencies or bodies.

10.5. Proceedings of the CPC shall be governed by the Orkney Gold Standard protocol for sharing information. Case related information presented as part of quality assurance and service improvement processes, will be anonymised.

11. Confidentiality and Information Sharing

11.1. The CPC will ensure systems are in place to share information within and across agencies or professionals within the terms of the Data Protection Act 1998. Protocols and guidance on confidentiality, data protection and information sharing will be developed for staff.

12. Amendments to the Constitution

12.1. Any amendment to this constitution will be agreed by the CPC by simple majority. Thereafter it shall be subject to approval of the Chief Officers' Group.