**Highland Child Protection Committee**

**Member Induction Pack**



This Pack Contains:

* Welcome from the Chair
* Terms of Reference
* Sub-group Contact Details

**Welcome from Child Protection Committee Chair**

Welcome to the Highland Child Protection Committee. This pack will provide you with background information, key roles and responsibilities, structure charts and information on sub-committees.

The Highland Child Protection Committee is a multiagency group which brings together agencies who work to protect and promote the welfare of children and young people in Highland. The Scottish Government requires that every area has a Child Protection Committee and further details are available within the Terms of Reference you will find in your pack.

The Committee has representation from Highland Council, NHS Highland, Police Scotland, Scottish Children’s Reporters Administration, Children’s Hearing Scotland, High Life Highland, Armed Forces and Third Sector Partners. The Committee meets a minimum of four times per year with an additional Development day held annually.

Members of the Committee should be able to speak for their organisation with authority, make decisions on behalf of their organisation on policies or practice, and commit resources from their organisation to support the work of the Committee where required. They must also on occasions be able to hold their organisation to account.

A full copy of the Child Protection Guidance can be found at [www.hcpc.scot](http://www.hcpc.scot)

This pack is aimed at new members, although it may also be useful to existing members. If you have not done any child protection training for a while, you are encouraged to attend a course. Dates are available at [www.hcpc.scot](http://www.hcpc.scot) or contact CP.Training@highland.gov.uk for further assistance. A free e-learning package is also available through the Care and Learning Alliance (details are on the CPC website).

Members must attend regularly at CPC meetings and be willing to participate in annual development and training sessions. Full details of the role of the Committee and members can be found within the Terms of Reference document.

**DCI Vince McLaughlin, Chair of Highland Child Protection Committee**

HIGHLAND CHILD PROTECTION COMMITTEE

|  |
| --- |
| Terms of reference |
|   |
|   |
|  |
|  |
|  |

|  |
| --- |
|  |

**Contents**

[**Introduction 5**](#_Toc535335167)

[**Accountability 5**](#_Toc535335168)

[**Core Functions 6**](#_Toc535335169)

[**Continuous improvement 6**](#_Toc535335170)

[**Policies, procedures and protocols 6**](#_Toc535335171)

[**Children Affected by Parental Substance Misuse (CAPSM) Sub-Committee 7**](#_Toc535335172)

[**Quality Assurance Sub-Committee 7**](#_Toc535335173)

[**Strategic planning 10**](#_Toc535335176)

[**Communication, collaboration and co-operation 10**](#_Toc535335177)

[**Making and maintaining links with other planning fora 11**](#_Toc535335178)

[**Public information and communication 12**](#_Toc535335179)

[**Raising public awareness 12**](#_Toc535335180)

[**Involving children and young people and their families 12**](#_Toc535335181)

[**Child Protection Committee Business 13**](#_Toc535335182)

[**Child Protection Committee Meetings 13**](#_Toc535335183)

[**Roles and Responsibilities 13**](#_Toc535335184)

[**CPC Chair 13**](#_Toc535335185)

[**Budget 14**](#_Toc535335186)

[**Member Responsibilities 14**](#_Toc535335187)

[**Representation 14**](#_Toc535335188)

[**Agency Responsibilities 15**](#_Toc535335189)

[**Commitment 15**](#_Toc535335190)

[**Member Induction 16**](#_Toc535335191)

[**Legal Advice 16**](#_Toc535335192)

**Introduction**

This document sets out the working arrangements for Highland Child Protection Committee (CPC) in line with the National Child Protection Guidance (2014) and Scottish Government requirements for Child Protection Committees (2005).

Child Protection Committees are locally-based, inter-agency strategic partnerships responsible for the design, development, publication, distribution, dissemination, implementation and evaluation of child protection policy and practice across the public, private and wider third sectors in their locality and in partnership across Scotland. Their role, through their respective local structures and memberships is to provide individual and collective leadership and direction for the management of child protection services across Scotland. They work in partnership with their respective Chief Officers' Groups and the Scottish Government to take forward child protection policy and practice across Scotland.

The Scottish Government requires that Child Protection Committees must:

• Be led and owned by all agencies

• Be clearly mandated with delegated authority for action and;

• Undertake a range of core functions and activities with flexibility for local conditions

Chief Officers must ensure that their Child Protection Committees are properly constituted and resourced and that 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. Child Protection Committees must work within the wider planning framework so that their work is fully integrated with other planning fora and is as effective as possible.

Leadership is key to the effectiveness of Child Protection Committees and the National Guidance requires that:

* Chief Officers are responsible for ensuring that resources include dedicated finance to support the collective work and/or specific core functions and/or activities of their Child Protection Committees
* Chief Officers will ensure that their Child Protection Committees have dedicated professional and administrative support staff
* Chief Officers and Child Protection Committees should consider joint funding and effective approaches to sharing resources for appropriate areas of activity

Accountability

• CPC is directly accountable to the Safer Highland Partnership

• CPC will develop and publish an Annual Improvement Plan

• CPC will be represented at national groups and sub-groups such including Child Protection Committees Scotland and Child Protection Consortium

Core Functions

The core business functions of Child Protection Committees are specified in Part 2 of the National Guidance for Child Protection in Scotland 2014 as:

* continuous improvement,
* strategic planning,
* public information
* communication

National Child Protection Guidance identifies a requirement for Child Protection Committees to deliver a clear, co-ordinated and unambiguous approach to child protection across Scotland within the wider framework of Getting it Right for Every Child (Highland Practice Model).

Continuous improvement

Child Protection Committees have a key role to play in the continuous improvement of child protection policy and practice. A number of functions relate directly to this key role.

**Policies, procedures and protocols**

CPC will design, develop, publish, distribute, disseminate, implement and regularly review and evaluate clear and robust inter-agency child protection policies, procedures, protocols and guidelines. This may be done in conjunction with other Child Protection Committees or as part of cross-authority consortia. The CPC will:

* encourage constituent services and agencies to have in place their own up-to-date child protection policies, procedures, protocols, guidelines and other relevant materials;
* ensure all services and agencies have robust whistle-blowing polices in place and that these are sufficiently disseminated and understood by all practitioners and managers;
* ensure that child protection policies, procedures, protocols and guidelines are developed around existing and emerging key issues, where there is agreement that this is required, specifically in relation to disability, child trafficking, child sexual exploitation, online and mobile phone child safety, and children and young people who are missing; and
* publish and regularly review the inter-agency child protection guidelines, which must reflect national and local policy developments, including GIRFEC and the arrangements for the management of Child's Plan meetings.

A number of Sub-Committees may be established to take forward the work of the Child Protection Committee in response to national and local priorities. These Sub-Committees will be established by the Committee with the Chair being a member of the CPC. Standing Committees include:

* Children Affected by Parental Substance Misuse
* Child Sexual Exploitation
* Quality Assurance
* Learning and Development

**Children Affected by Parental Substance Misuse (CAPSM) Sub-Committee**

This Sub-Committee builds on the Scottish Government’s *Getting Our Priorities Right Guidance (2013)* in developing and promoting good practice guidance for working with children affected by parental substance misuse. Highland Alcohol and Drug Partnership and Highland CPC work together to address the needs of Children Affected by Parental Substance Misuse through the CAPSM Sub-Committee. This work involves ensuring policies, guidance and training are available to staff working directly with children and families, as well as those working in adult services. The Chair is a member of CPC and membership is determined by the Sub-Committee. The CAPSM Sub-Committee will develop an Annual plan to be presented and agreed by CPC. The Chair will provide regular progress reports to CPC.

**Child Sexual Exploitation (CSE) Sub-Committee**

The CSE Sub-Committee is Chaired by Police Scotland. The Chair is a member of CPC and membership is determined by the Sub-Committee. The CSE Sub-Committee is responsible for the development and implementation of a Highland Action Plan in response to the Scottish Government’s *Action Plan to Prevent and Tackle Child Sexual Exploitation* (2014) which was updated in 2016. The Plan requires action in four areas:

* The risk that children and young people are exploited is reduced through a focus on prevention and early identification.
* Children and young people at risk of or experiencing sexual exploitation and their families receive appropriate and high quality support.
* Perpetrators are stopped, brought to justice and are less likely to re-offend.
* Cultural and social barriers to preventing and tackling CSE are reduced.

The CSE Sub-Committee will produce an Action Plan to be approved by CPC. The Chair will provide regular progress reports to CPC.

**Quality Assurance Sub-Committee**

Self-evaluation is central to continuous improvement. It is a reflective process through which Child Protection Committees and strategic planning groups for services for children and young people get to know how well they are doing and identify the best way to improve their services. Relevant frameworks of quality indicators are designed to assist this process by:

* encouraging reflection upon practice to identify strengths and areas for improvement;
* recognising work which is having a positive effect on the protection of children ;
* identifying where quality needs to be maintained, where improvement is needed and where services should be working towards achieving excellence; and
* allowing services to inform stakeholders about the quality of services to protect children.

Self-evaluation is about change and improvement, leading to well considered innovation in service delivery. It is based on professional reflection, challenge and support and involves informed decisions about what actions need to be taken. It is a continuous, dynamic process which establishes a baseline from which to plan and set priorities for improvement. Used effectively, continuous self- evaluation helps to monitor progress and impact.

The quality indicators set out in *‘How well do we protect children and meet their needs?’* published by HMIE in 2009 are designed to cover key aspects of the work of Child Protection Committees and services involved in protecting children are recommended by Scottish Government as the toolkit to help with evaluating and improving the quality of services to protect children, young people and families. The quality indicators set out in *‘How well are we improving the lives of children, young people and families?’* published by the Care inspectorate in 2012 and due for revision in 2014 are designed to cover key aspects of the work of Community Planning Partnerships in the delivery of services for children, young people and families. These self-evaluation guides are based on the same framework and are designed to enable consistent evaluation of how well services are doing. This means that the evidence and outcomes from self-evaluation activity carried out in relation to one should be able to inform the other.

Robust and systematic performance management and quality assurance arrangements across all relevant services are essential in order to provide Child Protection Committees with the information they need. This helps partners to monitor how well the range of services are doing and to identify those areas where resources are inefficient or where improvement is required. These arrangements include:

* systematic approaches to self-evaluation and quality assurance which focus on the experiences and outcomes for children and families;
* establishing effective systems to monitor the quality of key child protection processes, such as core groups, risk assessment and Child's Plans (including Child Protection Plans);
* involving all key stakeholders, including children and families, in self-evaluation and review;
* monitoring and implementing improvement plans effectively to ensure they lead to positive changes;
* communicating learning effectively to staff, including learning from self-evaluation;
* building capacity among the workforce by supporting the development of practitioner fora and other methods of sharing good practice;
* 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 to inform a strategic assessment of service need;
* ensuring that management information and statistics reports inform the development of inter-agency child protection policy and practice; and
* measuring 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

In Highland, this work is carried out by the Quality Assurance Sub-Committee which meets quarterly. The Quality Assurance Sub-Committee will produce an Action Plan to be agreed by CPC and provide regular progress reports to the Child Protection Committee. The Chair should be a member of CPC and membership will be determined by Sub-Committee.

Learning and Development Sub-Committee

CPC is responsible for publishing, implementing and reviewing an inter-agency child protection training strategy. They should also quality assure and evaluate the impact of that training. This work will be undertaken by the CPC Learning and Development Sub-Committee who will develop the Learning and Development strategy to be agreed by CPC. The Chair will provide regular progress reports to the CPC. Membership of the Learning and Development Sub-Committee is determined by the CPC. The Learning and Development Sub-Committee is Chaired by the CPC Training Officer.

The importance of professional judgement in dealing with the risk and uncertainty of child protection situations means that training must be a core consideration. Multi-agency training is an essential component in building common understanding and fostering good working relationships, which are vital to effective child protection. Child Protection Committees are well placed to help develop and deliver such training. Training on a single and an inter-agency basis can help develop the core skills needed to support effective inter-disciplinary working both on actual cases of abuse and on prevention and post-abuse programmes.

In 2012, the Scottish Government published a national framework for child protection learning and development. The purpose of the framework is to set out a common set of skills and standards for workers to ensure the delivery of a consistently high standard of support to children and young people across the country. The main aim is to strengthen the skills and training of professionals and improve the advice and tools available to them in assessing, managing and minimising risks faced by some of our most vulnerable children and young people.

Individual agencies are responsible for ensuring that their staff are competent and confident in carrying out their responsibilities for safeguarding and promoting children's wellbeing. The CPC should develop training programmes that complement and build on the work already done by individual agencies and which embrace multi-agency training needs among the staff of the agencies concerned. Different staff groups will have different skill sets, knowledge and responsibilities and staff from all agencies should be confident about their own roles and how these fit into the wider picture. The CPC will need to identify collective training needs on an ongoing basis, responding quickly to any gaps highlighted by inspection reports, significant case reviews or other sources, working in collaboration with single agencies which may have their own training responsibilities.

CPC should have an overview of the training needs of all staff involved in child protection activity, including:

* Staff with a particular responsibility for protecting children, such as Lead Professionals, Named Persons or other designated health and education practitioners, police, social workers and other practitioners undertaking child protection investigations or working with complex cases. They will need a thorough understanding of working together to promote, support and safeguard the wellbeing of all children and young people.
* Staff who work directly with children, young people and parents/carers and who may be asked to contribute to assessments, for example child minders. This group will need a fuller understanding of how to work together to identify and assess concerns, and how to plan, undertake and review interventions.
* Staff who have regular contact with children as part of their job, for example school catering and cleaning staff. These staff are well placed to recognise signs of abuse and raise concerns about a child's wellbeing and should understand their responsibility to share such concerns appropriately.
* Those in regular contact with parents/carers, who are well placed to identify where a parent's or carer's behaviour may impact on a child. This group must be aware of their responsibility to consider such issues and know what they should do if they are concerned about a child's wellbeing.
* Training and development for managers is also essential, at both operational and strategic levels. As well as 'foundation level' training, this may include training on joint planning and investigations, chairing multi-disciplinary meetings, supervision and support of staff, and decision-making. Some managers will also need training on the conduct of significant case reviews.

Training may be delivered more effectively if there is collaboration across local areas, especially where local policing divisions or health service boundaries span more than one local authority area. The content of training should reflect the principles, values and processes set out in national guidance on work with children and families as well as local protocols. It should be relevant to different groups from the statutory, third and other sectors, including volunteers, and be regularly reviewed and updated in the light of research and practice experience.

**Strategic planning**

Child Protection Committees are the key local partnerships in terms of the planning of child protection policy and practice. This needs to be done in conjunction with other planning mechanisms and priorities, in particular arrangements for integrated children's services planning and community planning and other public protection fora.

The contribution of Child Protection Committees to strategic planning falls into the following two broad categories:

**Communication, collaboration and co-operation**

Effective communication, collaboration and co-operation, both within and between practitioners and across all services and agencies, remain essential for the protection of children and families. The CPC must:

* demonstrate effective communication and co-operation at committee and sub-committee level;
* actively promote effective communication, collaboration and co-operation between all services and agencies;
* identify and resolve any issues between services and agencies that hinder the protection of children and young people;
* demonstrate effective communication with other inter-agency partnerships and bodies;
* communicate effectively about the work of the Committee with staff in constituent services and agencies; and
* identify opportunities to share knowledge, skills and learning with other Child Protection Committees via national and local networks and fora across Scotland.

**Making and maintaining links with other planning fora**

Child Protection Committees need to be clear about their links with other multi-agency planning partnerships and structures. The CPC will:

* clearly identify the key links that need to be made with other bodies and ensure that they are made;
* ensure that Child Protection Committee plans and priorities are clearly linked to other national and local plans;
* in conjunction with other bodies, identify areas where joint working would be beneficial or duplication could be avoided and ensure that action is taken to address these issues; and
* have in place, and regularly review the effectiveness of, joint protocols around particular identified issues

While this list is not exhaustive, these connections will include:

* Safer Highland Partnership;
* All services and agencies represented on the Child Protection Committee, sub-committees and/or groups including Highland Council, NHS Highland, Police Scotland and the Scottish Children's Reporter Administration;
* Highland Council Committees/NHS Boards;
* Adult Support and Protection Committee;
* Adult services (e.g. mental health, criminal justice or learning disability services);
* Sex offender management and MAPPA;
* Children's services planning;
* Community planning;
* Child Protection Committees in other areas;
* Community Safety Partnerships;
* Alcohol and Drug Partnership;
* Violence Against Women Partnerships;
* Community care planning structures;
* Child Care Partnerships;
* Schools;
* Third sector;
* Youth justice;
* Scottish Government;
* Scottish Ambulance Service;
* Crown Office and Procurator Fiscal Service;

**Public information and communication**

**Raising public awareness**

* The CPC will determine the level of public awareness, understanding and knowledge of, and confidence in, child protection systems within Highland and address any issues as required within the Improvement plan
* The CPC will produce and disseminate public information about protecting children and young people.

The CPC will design, develop, publish, distribute, disseminate, implement, regularly review and evaluate a public information and communications strategy that includes the following elements:

* raising basic awareness and understanding of child protection issues within communities, including among children and young people;
* adapting good practice from others and exploring opportunities to fulfil these responsibilities with other Child Protection Committees;
* promoting the ethos that “child protection is everyone’s job” in keeping with the GIRFEC approach; and
* providing information about how members of the public can report concerns about a child and what could happen.

**Involving children and young people and their families**

The CPC will ensure that the views of children, young people and their families are clearly evidenced in their work, in accordance with GIRFEC principles. It is vital that this area is not addressed in a token manner and that children’s views are fed into the planning and implementation of improvements. The Children and Young People Act (Scotland) 2014 contains provisions that, when implemented, will require the CPC to consult other service providers who contribute to the preparation of the plan. There is a requirement that the Child Protection Committee will:

* be able to demonstrate that its work is informed by the perspective of children and young people, including the most vulnerable and those with direct experiences of child protection services;
* review and develop their strategies for doing so; and
* involve children and young people in the design, development and implementation of Child Protection Committee’s public information and communication strategies, to ensure that information is accessible and that children’s experiences and perspectives are properly reflected

There are a number of ways of doing this. For the purposes of illustration these could include:

* drawing on the experience of the third sector in eliciting the views of children and young people;
* receiving regular reports from children’s rights officers on the views of children and young people;
* commissioning independent surveys, either individually or collectively with other Child Protection Committees, on the views of children and their families;
* improving decision-making and recording practices to ensure that the views of children and families are better able to be gathered together and reflected;
* promoting the establishment of community-based advocacy services for children and young people; and
* ensuring that the views of children and young people are accounted for through the application of inter-agency quality assurance mechanisms.

The CPC will liaise with the Youth Convener on a regular basis to ensure the views of children and young people are sought and considered in relation to policy development, service delivery and public awareness relating to child protection issues.

**Child Protection Committee Business**

**Child Protection Committee Meetings**

* As a minimum, the CPC will meet 4 times per year to discuss business matters
* In addition, a separate development session will be held for members and associates
* The CPC will agree to appoint a Chair and Vice Chair from its membership
* Members wishing to submit agenda items should discuss in the first instance with the Chair. The deadline for the submission of agenda items is at least 10 days prior to each meeting date
* CPC Papers will be disseminated electronically a minimum of 5 working days prior to scheduled meeting date
* CPC meetings will be recorded and prepared by Business Support Services, Highland Council and copies of minutes will be sent to the Adult Support and Protection Committee and Highland Council ECAS Committee
* CPC Minutes should be available for public viewing (excluding ‘in camera’ sections)

**Roles and Responsibilities**

**CPC Chair**

The Chair may be selected from a single representative service or agency, or an Independent Chair may be appointed and approved by Chief Officers. This remains at local discretion. The Chair should have knowledge and experience of child protection issues, and be able to represent the Committee at National meetings. A Vice Chair will also be agreed by CPC. These posts will be reviewed a minimum of every 3 years.

The Chair will:

* Be responsible for ensuring that all members are able to maximise their contribution to the work of the CPC
* Ensure that new members are fully appraised of the work and plan of the CPC and their role within it
* Ensue CPC members receive support and training as required
* Ensure the development of the CPC report and plan
* Ensure collaboration with other CPCs within the North and Central consortium and nationally.
* Report to the Chief Officer Group and Member Officer Group

**Budget**

The CPC budget will be managed by Head of Children’s Services, Highland Council and monitored by the Chair/Vice-Chair. The financial year will run from 1 April to 31 March.

The CPC will receive regular budget reports outlining budget position.

CPC will produce an Annual Child Protection Improvement Plan which will include proposed actions with budgetary commitments.

**Member Responsibilities**

Membership of the Child Protection Committee will be representative and inclusive and all members must fully understand their role, remit and purpose.

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 Committees 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 and work collaboratively with other services (as well as the child and their family) to improve outcomes for the child”.*

**Representation**

As a minimum, the following services will be represented on CPC:

* Police Scotland
* NHS Highland
* Highland Council Care and Learning Service
* Highland Council Council Housing Service
* Scottish Children’s Reporters Administration
* Children’s Hearings Scotland
* Highlife Highland
* Third Sector – to be determined/rotated between relevant agencies
* Procurator Fiscal
* Scottish Prison Service

In order to be fully quorate and have the mandate to make decisions on behalf of the Child Protection Committee, representation from NHS Highland, Police Scotland, Highland Council Care and Learning Service and one or more of the above agencies as a minimum is required.

A full list of current members and support arrangements is attached in Appendix 1.

**Agency Responsibilities**

**Member agencies will:**

* Nominate a representative(s) to represent them at the CPC if they are unavailable
* Ensure that their nominated representative(s) fully understands their role and responsibility as a member of the Child Protection Committee
* Ensure that their nominated representative(s) is properly inducted into the CPC
* Ensure that their nominated representative(s) has access to child protection training (as necessary)
* Ensure that their nominated representative(s) has time to fulfil their roles and responsibilities before, during and after CPC meetings
* Ensure that their nominated representative(s) has the necessary child protection skills and knowledge to enable them to fulfil their individual and collective responsibilities
* Ensure that their nominated representative(s) has the relevant delegated authority level and capacity to make decisions on behalf of the agency they represent
* Ensure their nominated representative(s) has a designated deputy who will attend the CPC in their absence and on their behalf when there is a requirement to do so
* Ensure that their nominated representative(s) widely cascades and transmits the work of the CPC within their own agency and ensures it is understood and embraced by staff

**Commitment**

Members of the CPC will:

* Represent the commitment of their agency to the CPC vision for children in Highland
* Have the delegated authority to make strategic and operational decisions on behalf of their agency
* Facilitate communication between the CPC and their agency
* Contribute their skills, experience and time to the CPC

CPC members will have designated deputies (as appropriate) who will attend meetings in their absence and on their behalf when required

**Member Induction**

Chief Officers will make certain that all members of the Child Protection Committee are properly inducted, have access to child protection training (particularly inter-agency child protection training) and have protected time in which to fulfil their responsibilities before, during and after meetings. They will also ensure that the work of the Child Protection Committee is transmitted widely, so that it is understood and embedded into their respective service or agency's child protection policy and practice arrangements. Work arising from the Child Protection Committee must be properly implemented and monitored effectively so as to measure impact and outcomes.

**Legal Advice**

* CPC will seek any legal advice from Highland Council Legal Services
* Individual members may also wish to seek legal advice through their own agencies

Appendix 1

**SAFER HIGHLAND**

|  |  |
| --- | --- |
| **Group Name:** | **Highland Child Protection Committee** |
| **Purpose:** | **The Scottish Executive issued guidance in February 2005 on Child Protection Committees: ‘Protecting Children and Young People - Child Protection Committees’ (available at** [**www.scotland.gov.uk/library5/education/pcypcpc-02.asp#3**](http://www.scotland.gov.uk/library5/education/pcypcpc-02.asp#3) **)****This made clear that CPCs must:*** **be led and owned by all agencies;**
* **be clearly mandated with delegated authority for action;**
* **undertake a range of core functions and activities with flexibility for local conditions.**

**Core functions on which the CPC is expected to report annually include:*** **Public Information;**
* **Policies, Procedures and Protocols;**
* **Management Information;**
* **Quality Assurance;**
* **Promotion of Good Practice;**
* **Learning and Development;**
* **Communication and Co-operation;**
* **Planning and Connections;**
* **Listening to Children and Young People.**

**Updated guidance was included in the** [**National Guidance for Child Protection in Scotland 2014**](http://www.scotland.gov.uk/Publications/2014/05/3052/downloads) **(Pages 39 – 48)** |
|  | **Name** | **Organisation** | **Contact Details** |
| **Current Chair:** | DCI Vince McLaughlin | Police Scotland  | vincent.mclaughlin@scotland.pnn.police.uk |
| **Current Vice Chair:** | Karen Ralston | Head of Children’s Services, Highland Council | karen.ralston@highland.gov.uk  |
| **Support Staff:** | Donna Munro | Highland Child Protection Committee | Donna.Munro@highland.gov.uk |
| **Members** |  |  |  |
| Hugo van Woerden | Lead Director Children’s Services | NHS Highland | Hugo.vanwoerden1@nhs.net |
| Stephanie Govenden | Lead Doctor Child Protection | NHS Highland | stephanie.govenden1@nhs.net |
| Sally Amor | Children’s Service Commissioner | NHS Highland | sally.amor@nhs.net |
| Diane Smith | Chair of CSE Sub-Committee | Police Scotland | diane.smith@scotland.pnn.police.uk |
| Karen Erskine | Authority Reporter | SCRA | Karen.Erskine@scra.gsi.gov.uk |
| Suzann Barr | Lead Panel Representative | Children’s Panel | Suzann.Barr@childrenshearings.org.uk |
| Bernadette Cairns | Head of Additional Support for Learning  | Care & Learning | bernadette.cairns@highland.gov.uk |
| Debbie Milton | Chair of CAPSM Sub-Committee  | Care & Learning | debbie.milton@highland.gov.uk |
| David Goldie | Head of Housing | Highland Council | david.goldie@highland.gov.uk |
| Ian Murray | CEO | High Life Highland | Ian.Murray@highlifehighland.com |
| Norma Reuttimann | Training and Development Co-ordinator | Keeping Children Safe | n.ruettimann@calachildcare.co.uk |
| Tracie McDermott | Welfare Officer | Forces Welfare | Tracie.McDermott360@mod.gov.uk |
| Fiona Malcolm | Legal Manager – Litigation and Advice | Highland Council | fiona.malcolm@highland.gov.uk |
| Fiona Shearer | South Area Care and Learning Manager | Care & Learning | Fiona.shearer@highland.gov.uk  |
| Gillian Pincock | Lead CPA (Health) | Care & Learning | gillian.pincock2@highland.gov.uk |
| Mark Holloway | Head of Operations | Scottish Prison Service | mark.holloway@sps.pnn.gov.uk |
| Cllr Linda Munro | Elected Member representative | Highland Council | Linda.munro2@highland.gov.uk  |

**Child Protection Committee Sub-groups**

**If you would like to know more about the work of any of the CPC Sub-groups, please contact the current Chair.**

|  |  |  |
| --- | --- | --- |
| **Sub-Group** | **Chair** | **Contact** |
| Quality Assurance | Stephanie Govenden, Lead Doctor CP, NHS Highland | stephanie.govenden1@nhs.net |
| Child Sexual Exploitation | DI Diane Smith,Highlands & Islands Division Police Scotland | diane.smith@scotland.pnn.police.uk |
| Children Affected by Parental Substance Misuse | Debbie Milton, District Manager, Highland Council Care and Learning Service | Debbie.Milton@highland.gov.uk |
| Learning and Development | Donna Munro, Training Officer, Highland Child Protection Committee | Donna.Munro@highland.gov.uk |
| Third Sector/Keeping Children Safe | Norma ReuttimannTraining Development ManagerCare and Learning Alliance | n.ruettimann@calachildcare.co.uk |