

## Information and Advice for Practitioners

There is a section on Fife's Child Protection website with information and advice for practitioners.

It's been designed specifically for practitioners in the public, private and voluntary sectors who work directly or indirectly with children and young people and for those who have an interest in child protection.

You'll find advice and assistance on a wide range of subjects which aims to support you in your everyday work. You will find information about the local Child Protection Inter-Agency Guidelines, information and advice about the roles and responsibilities of individual agencies together with child protection policy developments and publications.

Visit [www.fifechildprotection.org.uk](http://www.fifechildprotection.org.uk)

## Confidentiality

The Child Protection Register is a confidential register which contains private and sensitive information. It is protected by data protection legislation. Unauthorised access to and use of this information is a criminal offence and may lead to prosecution and/or disciplinary proceedings.

## Worried about a child?

If you are worried or concerned about a child you must:

- ensure the welfare of that child is paramount
- ensure the child gets the help they need when they need it
- ensure the child is cared for and fully protected

**SHARE** your concerns with other practitioners/agencies.

**FOLLOW** your own agency's child protection procedures and/or guidelines.

**TAKE** all necessary action to protect the child.

**INFORM** your line manager, supervisor or child protection coordinator.

**RECORD** all appropriate information.

**If you think the child is unsafe you should contact the social work service or the police immediately.**

You can discuss your concern with staff from your local Social Work office or Police Family Protection Unit on weekdays between the hours of 9.00am and 5.00pm.

Cowdenbeath	01383 602201
Cupar	01334 659322
Dunfermline	01383 609111
Glenrothes	01592 583321
Kirkcaldy	01592 583322
Leven	01334 659323
Rosyth	01383 602203
Out of Hours Emergencies evenings and weekends	08451 550099
Police Family Protection Unit	01383 312910
Fife Constabulary	0845 600 5702



Fife Child Protection Committee  
"child protection is everyone's job...it's our job"  
[www.fifechildprotection.org.uk](http://www.fifechildprotection.org.uk)



Multi-agency access to the

# Fife Child Protection Register

Information for Practitioners



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# The Fife Child Protection Register (CPR)

**All children and young people in Fife have a right to be cared for and protected from harm.**

As a practitioner you are tasked with the responsibility of promoting this in line with "Protecting Children and Young People: Children's Charter" and the "Framework for Standards".

We all have a part to play to ensure that they are safe and their needs are met. Here in Fife, we believe that **"child protection is everyone's job and everyone's responsibility"**.

The Fife Child Protection Register provides a list of names of children and young people for whom there is an agreed statement of concern about the current degree of risk or potential risk to a child. This is decided by practitioners at the child protection case conference.

You should make an enquiry to the Register as soon as you become aware or suspicious of child abuse.

Specific individuals within Fife Council (Social Work and Education), NHS Fife and Fife Constabulary can now query the content of the Child Protection Register using FISH and the NHS Intranet.

The principle is to help you make informed decisions about children known to be at risk, in full knowledge of a child's registration status.



## Benefits

- **Improved practitioner decision-making**  
The process will alert practitioners so that they can target appropriate, speedy and effective actions for children known to be at risk.
- **Timely & efficient access to Register information**  
Quick access to up-to-date CPR information available to authorised staff.
- **Improved interagency communication and joined-up working**  
Child protection concerns and potentially significant health-related incidents will be quickly communicated to Case Co-ordinators.
- **Better protection and tracking of known vulnerable children**  
Cases of child abuse/neglect can be detected earlier.

## Accessing the Register

If you are supposed to have access, you will see a button for the Child Protection Register when you sign in to FISH or the NHS Intranet.

If you think you need access and you don't currently have it, please contact:

- **Social Work**  
Jon Bolton, Service Manager  
Tel: 08451 55 55 55 Extension 441175  
Email: jon.bolton@fife.gov.uk
- **Education**  
Anne Deas, Development Officer  
Tel: 08451 55 55 55 Extension 471766  
Email: anne.deas@fife.gov.uk
- **NHS Fife**  
Anne Buchanan, Nurse Director  
Tel: 01592 647998  
Email: annie.buchanan@nhs.net
- **Fife Constabulary**  
Detective Inspector, Family Protection Unit  
Tel: 01383 312910

All requests will then have to be authorised by the Custodian of the Child Protection Register before access is allowed.

## Searching the Register

Remember... checking information on the Register is not a referral for action. You should use it to inform clinical and professional judgment, not to replace it.

All searches of the Register will be recorded. We will record your name, the agency you work for, and the date, reason for the search and the name of the child.

In brief, you will be asked for confirmation of the reason for access and will then be presented with a search screen. If the search results in a match of one or more names on the Child Protection Register, a search results screen will allow you to choose the most relevant match.

You will see four screens:

1. Child Protection Register Front Page

2. Search Screen

3. List of Results

4. Individual Record Details

If you do not see details of the child on the Register please remember that this is a snapshot in time and does not mean that the child is unknown or not at risk. All cases of suspected or alleged child abuse should be referred either to the Social Work Service or the Police.

Any enquiries to the Register will be notified to the Social Work Team Leader in the child's area within one working day.