

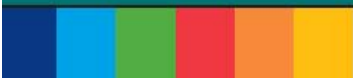


Fife Child Protection Committee

Fife Child Protection Committee
Annual Plan
1st April 2007 - 31st March 2008

“child protection is everybody’s job...it’s our job”

Fife Partnership...strengthening Fife’s future



Fife Child Protection Committee Annual Plan 2007 – 2008

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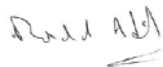
1. Preface by Chief Officers

The Fife Chief Officers' Public Safety Group is pleased to support the Fife Child Protection Committee Annual Plan for 2007 – 2008. It demonstrates our individual and collective commitment to child protection here in Fife, where we believe that child protection is **“everyone’s job and everyone’s responsibility”**.

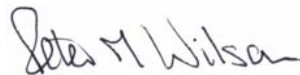
This Annual Plan presents a very comprehensive programme of work for the year ahead as we all strive to protect the most vulnerable children and young people in our communities. This Annual Plan is both challenging and ambitious in terms of its many work streams, timescales for delivery and outcomes.

Over the last year we have demonstrated our collective commitment to child protection here in Fife by strengthening the CPC Support Team, who in partnership with our many Stakeholders, are responsible for taking this agenda forward. We acknowledge that good partnership working is essential to ensure that our work remains child centred, fit for purpose and delivers better outcomes for children and young people. We are confident that this programme of work will deliver on its objectives, provide additional tools for all practitioners and ultimately better outcomes for children and young people.

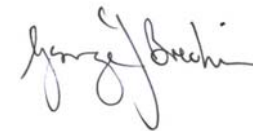
We will, in conjunction with the Children’s Services Group, Child Protection Committee and its Sub Committees continue to scrutinise the progress of this Annual Plan.



Ronnie Hinds
Chief Executive
Fife Council



Peter Wilson
Chief Constable
Fife Constabulary



George Brechin
Chief Executive
NHS Fife

2. Foreword by Chair of CPC

The Fife Child Protection Committee Annual Plan for 2007 – 2008, sets out its collective working objectives for the year ahead and demonstrates its strategic approach to child protection across Fife.

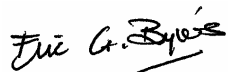
These objectives have been informed by a clear vision, a child centred approach, a strong policy context and in particular, reflect the need for self evaluation and continuous improvement.

This Annual Plan contains a number of specific objectives and provides information on how we will achieve them, when we will achieve them by and how will we know we have achieved them. It also identifies who will be responsible for them and provides an indication of the necessary resources required to deliver them.

Throughout this year, Fife Child Protection Committee will regularly monitor, review and evaluate the progress made towards these objectives and report on its outcome. The Lead Officer, who will have overall responsibility for taking this Annual Plan forward, will provide Fife Child Protection Committee with the necessary reports. In addition, the multi-agency Children's Services Group will receive regular reports on the work of Fife Child Protection Committee within the context of Fife Children's Services Plan.

This Annual Plan is important, in that it will provide a single platform to take forward our collective work here in Fife, where service delivery is informed by continuous self evaluation and improvement. Undoubtedly, as the year progresses, other objectives will be identified and added.

We believe this Annual Plan will contribute towards better outcomes for children and young people across Fife and we commend this Annual Plan to all Stakeholders accordingly.



**Eric Byiers,
Chair of the Child Protection Committee**

Guardian	Lead Officer
Version Number	1.0
Effective from	1 st April 2007
Review Date	31 st March 2008

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3. Vision for Children and Young People

Our vision for children and young people in Fife is set out in the Fife Children's Services Plan 2005 – 2008 which states that:-

“We want every child, young person and their families, particularly those in vulnerable circumstances, to live in a healthy, safe, home environment, within strong communities free from prejudice, poverty, exclusion and discrimination, to enable them to achieve their full potential and contribute positively to their communities throughout their lives.”

The Fife Children's Services Plan 2005 – 2008 is based upon this vision and upon the principle that:-

“Children are best protected by identifying the strengths that exist for them at home, in their extended families, schools and in their communities, and by building on these strengths to enable them to continue to live within their communities wherever possible.”

These position statements also reflect the Scottish Executive's Ministerial vision for Children and Young People and Fife Child Protection Committee fully supports this Ministerial vision which states:-

“Our ambition for the children of Scotland is they should be ambitious for themselves and be confident individuals, effective contributors, successful learners and responsible citizens. To achieve our vision, children need to be safe, nurtured, healthy, achieving, active, respected, responsible and included”.

To achieve this vision, children and young people need to be:-

- **Safe:** Children and young people should be protected from abuse, neglect and harm by others at home, school and in the community.
- **Nurtured:** Children and young people should live within a supportive family setting, with additional assistance if required, or, where this is not possible, within another caring setting, ensuring a positive and rewarding childhood experience.
- **Healthy:** Children and young people should enjoy the highest attainable standards of physical and mental health, with access to suitable healthcare and support for safe and healthy lifestyle choices.

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- **Achieving:** Children and young people should have access to positive learning environments and opportunities to develop their skills, confidence and self esteem to the fullest potential.
- **Active:** Children and young people should be active with opportunities and encouragement to participate in play and recreation, including sport.
- **Respected and Responsible:** Children, young people and their carers should be involved in decisions that affect them, should have their voices heard and should be encouraged to play an active and responsible role in their communities.
- **Included:** Children, young people and their carers should have access to high quality services, when required, and should be assisted to overcome the social, educational, physical, environmental and economic barriers that create inequality.

Agencies in Fife continue to work together to achieve positive outcomes for children and young people and this Annual Plan supports this approach.

4. Policy Context

Underpinning this Annual Plan there is a strong evidence based national policy context which has informed both the development of this Annual Plan and its objectives.

By way of summary, the following are considered to be the most significant policy developments which Fife Child Protection Committee fully supports and endorses:-

- **Scottish Office Circular SWSG 14/97 Child Protection: Local Liaison Machinery – Child Protection Committees**
- **Protecting Children – A Shared Responsibility: Guidance on Inter-Agency Co-operation (Scottish Office 1998)**
- **Scottish Executive’s Audit and Review Report (2002) entitled “It’s everyone’s job to make sure I’m alright”**
- **Scottish Executive Child Protection Reform Programme 2003 – 2006**
<http://www.scotland.gov.uk/Topics/People/Young-People/children-families/17834/10227>

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- **Protecting Children and Young People: The Charter**
www.scotland.gov.uk/library5/education/ccel-00.asp
- **Protecting Children and Young People: Framework for Standards**
www.scotland.gov.uk/library5/education/pcypfs-00.asp
- **Protecting Children and Young People: Child Protection Committees**
www.scotland.gov.uk/library5/education/pcypcpc-00.asp
- **HMIe Services for Children Unit: Self Evaluation and Quality Indicators Framework: “How well are children and young people protected and their needs met?”**
<http://www.hmie.gov.uk/documents/publication/hwcpnm.pdf>

This Annual Plan fully reflects the guidance given in **Protecting Children and Young People: Child Protection Committees** and its contents are fully integrated into the Fife Children’s Services Plan under the Theme of **SAFE**.

5. Format of the Plan

The Annual Plan is organised around the 9 specified functions for Child Protection Committees. For each function the Annual Plan highlights the requirements of the CPC and the relevant standard from the Framework for Standards publication (2004). Objectives are then listed for each function.

6. Functions of the Child Protection Committee

- Public Information
- Policies, Procedures and Protocols
- Management Information
- Quality Assurance
- Promotion of Good Practice
- Training and Staff Development

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- Communication and Co-operation
- Planning and Connections
- Involving Children and Young People and their Families

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Public Information

Protecting Children and Young People: Child Protection Committees (Scottish Executive Guidance 2005)

CPCs are required to produce and disseminate public information about protecting children and young people.

Each CPC will: develop, implement and regularly review a communications strategy that includes the following elements:

- raising awareness of child protection issues within communities, including children and young people;
- promoting the work of agencies in protecting children to the public at large; and
- providing information about where members of the public will go if they have concerns about a child and what could happen.

CPCs will determine the level of public knowledge of and confidence in child protection systems within their area and address any issues as required within their business plans.

Protecting Children and Young People: Framework for Standards (Scottish Executive Guidance 2004)

Standard 7.2

Agencies provide information about:

- what professionals do to protect and care for children; and
- who to contact when parents and members of the community have concerns and how to do this.

Standard 7.3

Agencies work with parents and the public to:

- raise awareness about and promote the safety and protection of children;
- support vulnerable families and raise children's confidence and self-esteem;
- advise on how the community can help in the protection of children; and
- have strategies in place to do so.

What is our Objective?	How will we do it?	When will we do it by?	Who will take responsibility?	What resources will we need to do it?	How will we know that it has been achieved?
Raise basic awareness and understanding of child protection in the community and provide advice on what to do if anyone is worried about a child	Design, launch and develop the Fife Child Protection Website;	By 29 th June 2007 and ongoing thereafter	CPC, Lead Officer and Administrator	CPC, Lead Officer, Administrator and Customer Relations	Launch and Development; Feedback from stakeholders on website
	Develop a local media and advertising strategy to raise public awareness;	By 31 st August 2007 and ongoing thereafter	CPC and Lead Officer	CPC, Lead Officer, and Administrator	Produce Strategy by deadline
	Promote the Scottish Executive National 24 hours Child Protection Line across Fife;	By 29 th June 2007 and ongoing thereafter	CPC and Lead Officer	CPC, Lead Officer and Administrator	Promoted Publicly across Fife
	Monitor, evaluate, review and provide Update Reports;	Ongoing from 29 th June 2007	Lead Officer, Quality Assurance and Development Officers and Administrator	CPC, Lead Officer, Quality Assurance and Development Officers and Administrator	Update Reports Feedback from Stakeholders
Promote the profile of the Fife Child Protection Committee	Develop, publish and distribute a Communication Strategy to Stakeholders;	By 29 th of June 2007 and ongoing thereafter	CPC and Lead Officer	CPC, Lead Officer, QA and Development Officers, Administrator and Customer Relations	Publication and Distribution

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(Projected Budget for 2007 – 2008 £13,050.00)	Publish and distribute the CPC Annual Report for 2006 – 2007	By 29 th June 2007	CPC and Lead Officer	CPC and Lead Officer	Publication and Distribution
	Publish and distribute the CPC Annual Plan for 2007 – 2008;	By 29 th June 2007	CPC and Lead Officer	CPC and Lead Officer	Publication and Distribution
	Hold the Fife CPC Annual Conference on 29 th June 2007 Theme “ <i>Public Information and Communication</i> ”	On 29 th June 2007	CPC and Lead Officer	CPC, Quality Assurance Sub Committee, Training Sub Committee, CPC Support Team	Implementation Feedback from those attending
	Design, develop, publish and distribute a Child Protection Newsletter for all Agencies;	By 31 st October 2007 and ongoing thereafter	Lead Officer, Quality Assurance and Development Officers and Administrator	Lead Officer, Quality Assurance and Development Officers and Administrator	Publication and Distribution
	Monitor, evaluate, review and provide Update Reports;	Ongoing from 29 th June 2007	Lead Officer, Quality Assurance and Development Officers and Administrator	CPC, Lead Officer, Quality Assurance and Development Officers and Administrator	Update Reports Feedback from Stakeholders

Policies, Procedures and Protocols

Protecting Children and Young People: Child Protection Committees (Scottish Executive Guidance 2005)

Clear and robust inter-agency procedures are vital to the protection of children and young people.

Each CPC will:

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

Protecting Children and Young People: Framework for Standards (Scottish Executive Guidance 2004)

Standard 8.1

The needs and risks for the child come first in all professional decision making.

Agencies have in place:

- policies;
- procedures;
- systems;
- structures; and
- resources and personnel to support this.

Standard 8.2

Agencies rigorously monitor and review their work in protecting children and implement steps which lead to continuous improvement.

What is our Objective?	How will we do it?	When will we do it by?	Who will take responsibility?	What resources will we need to do it?	How will we know that it has been achieved?
Promote the protection of children and young people across and between all agencies by developing single and inter-agency child protection policies	Distribute the Fife CPC Inter Agency Child Protection Guidelines to Stakeholders;	Ongoing from 1 st April 2007	Administrator	Administrator	Distribution
	Encourage and support all agencies to develop a range of child protection policies;	Ongoing from 1 st April 2007	Lead Officer Agencies	Lead Officer	Publication
	Develop, publish and distribute an Inter-Agency Protocol for Protecting Children Living in Families with Parental Substance Misuse;	By 31 st December 2007 and ongoing thereafter	Fife DAAT, Fife CPC and Lead Officer	Fife DAAT , Fife CPC and Lead Officer with Consultancy	Publication and Distribution
	Develop, publish and distribute an Inter-Agency Protocol for Professionals Working with Dangerous and/or Uncooperative Families;	By 31 st March 2008 and ongoing thereafter	CPC, Quality Assurance Sub Committee and Lead Officer	CPC, Quality Assurance Sub Committee, Lead Officer, Quality Assurance and Development Officers and Administrator	Publication and Distribution
	Develop, publish and distribute an Inter-Agency Protocol for Protecting Children who engage in Under-Age Sexual Activity;	By 31 st December 2007	CPC and Lead Officer	CPC and Lead Officer	Publication and Distribution

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(Projected Budget for 2007 – 2008 £2,500.00)	Monitor, evaluate, review and provide Update Reports;	Ongoing from 1 st April 2007	Lead Officer, Quality Assurance and Development Officers and Administrator	CPC, Lead Officer, Quality Assurance and Development Officers and Administrator	Update Reports Feedback from Stakeholders
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Management Information

Protecting Children and Young People: Child Protection Committees (Scottish Executive Guidance 2005)

CPCs will have an overview of management information from all key agencies about their work to protect children and young people.

Each CPC will:

- have an overview of information relating to children and young people on the Child Protection Register;
- receive regular management information reports, which include analysis of trends;
- identify and address the implications of these reports for services; and
- ensure that these reports inform the inter-agency child protection strategy.

Protecting Children and Young People: Framework for Standards (Scottish Executive Guidance 2004)

Standard 8.9

Agencies have robust information systems that effectively account for the work of their staff and have systems to support the monitoring and review of outcomes for the child.

What is our Objective?	How will we do it?	When will we do it by?	Who will take responsibility?	What resources will we need to do it?	How will we know that it has been achieved?
Share and exchange a range of management and statistical information across and between all agencies to protect children and young people, to identify trends and patterns and to inform inter-agency child protection strategy	Provide stakeholders with remote electronic access to information held on the Fife Child Protection Register;	By 31 st October 2007	Fife Data Sharing Partnership – Project Manager and CPC Lead Officer	Fife Data Sharing Partnership and Project Manager, CPC, Quality Assurance Sub Committee Lead Officer and Agency Leads in Social Work Education, Health and Police	Delivered Solution
	Produce meaningful (quantitative and qualitative) management and statistical information for strategic decision making by the CPC, the Sub Committees and for Reports;	By 31 st May 2007 and ongoing thereafter	Lead Officer	CPC, Quality Assurance Sub Committee, Lead Officer, Quality Assurance and Development Officers and Stakeholder Agencies	Publication and Reports to Quality Assurance Sub Committee
	Develop and enhance the analytical and research business capability of the CPC and Sub Committees;	By 31 st October 2007	Lead Officer and Quality Assurance and Development Officers	CPC, Quality Assurance Sub Committee, Lead Officer, Quality Assurance and Development Officers and Stakeholder Agencies	Delivered Solutions
	Explore and develop a set of Outcome Measures in respect of Child Protection work in Fife;	By 31 st December 2007	Lead Officer, Quality Assurance and Development Officers	CPC, Quality Assurance Sub Committee, Lead Officer, Quality Assurance and Development Officers	Developed Outcome Measures

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(Projected Budget for 2007 – 2008 TBC)	Monitor, evaluate, review and provide Update Reports;	Ongoing from 1 st April 2007	Lead Officer, Quality Assurance and Development Officers and Administrator	CPC, Quality Assurance Sub Committee, Lead Officer, Quality Assurance and Development Officers and Administrator	Update Reports Feedback from Stakeholders
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Quality Assurance

Protecting Children and Young People: Child Protection Committees (Scottish Executive Guidance 2005)

Whilst individual agencies have responsibility for quality assurance within their own agencies, CPCs have responsibility for the development and implementation of inter-agency quality assurance mechanisms. **Each CPC will:**

- agree, implement and review multi-agency quality assurance mechanisms for inter-agency work, including auditing against the Framework for Standards;
- ensure that these quality assurance mechanisms directly contribute to the continuous improvement of services to protect children and young people;
- contribute to the preparation for the integrated system of inspection of child protection services;
- consider the findings and lessons from the inspection process nationally and in relation to the inspection of their area; and
- report on the outcome of these activities, and make recommendations, to the Chief Officer Group, who are accountable overall for the quality of services including child protection systems.

Protecting Children and Young People: Framework for Standards (Scottish Executive Guidance 2004)

Standard 8.10

Agencies have quality assurance mechanisms to ensure that these standards are met and that this can be demonstrated.

What is our Objective?	How will we do it?	When will we do it by?	Who will take responsibility?	What resources will we need to do it?	How will we know that it has been achieved?
Deliver a consistently high quality inter-agency child protection service which continually improves and ensures the protection of children and young people	Develop and implement an inter-agency Self Evaluation and Quality Assurance Procedure in Fife;	By 31 st July 2007 and ongoing thereafter	Quality Assurance Sub Committee and Lead Officer	Quality Assurance Sub Committee, Lead Officer, Quality Assurance and Development Officers and Stakeholders	Publication and Implementation
	Prepare, publish and distribute Information Leaflets for Children, Young People, Parents, Carers, Families and Practitioners for the Child Protection Process (CPCC etc);	By 29 th June 2007 and ongoing thereafter	Lead Officer	Quality Assurance Sub Committee, Lead Officer, Reviewing Officers, Quality Assurance and Development Officers, Consultancy and Customer Relations	Publication
	Implement the Template of Best Practice in terms of the Child Protection Process (CPCC etc);	By 31 st May 2007 and ongoing thereafter	Lead Officer and Reviewing Officers	Quality Assurance Sub Committee, Lead Officer, Quality Assurance and Development Officers and Reviewing Officers	Completion of Templates Reports to Quality Assurance Sub Committee
	Work in partnership with the HMle Services for Children Unit and prepare for Inspection (post April 2008);	Ongoing from 1 st April 2007	Lead Officer and Quality Assurance and Development Officers	CPC, Quality Assurance Sub Committee, Lead Officer, Quality Assurance and Development Officers and Administrator	Engagement and Reports

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(Projected Budget for 2007 – 2008 £13,000)	Monitor, evaluate, review and provide Update Reports;	Ongoing from 1 st April 2007	Lead Officer, Quality Assurance and Development Officers and Administrator	CPC, Quality Assurance Sub Committee, Lead Officer, Quality Assurance and Development Officers and Administrator	Update Reports Feedback from Stakeholders
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Promotion of Good Practice

Protecting Children and Young People: Child Protection Committees (Scottish Executive Guidance 2005)

CPCs have a responsibility to identify and promote good practice, address issues of poor practice and encourage learning from practice.

Each CPC will:

- have in place mechanisms to identify and disseminate lessons from past and current practice, including systematic reviews of significant cases;
- ensure that these lessons directly inform training and staff development; and
- identify opportunities to share these lessons more widely.

Protecting Children and Young People: Framework for Standards (Scottish Executive Guidance 2004)

Standard 6.6

Professionals keep up to date with relevant legislation, research, good practice and guidance and agencies support them to do so.

What is our Objective?	How will we do it?	When will we do it by?	Who will take responsibility?	What resources will we need to do it?	How will we know that it has been achieved?
Promote and share understanding, learning and good practice across all agencies to enhance the protection of children and young people	Develop, publish and distribute Information Sharing Guidance Letters for all Staff and all Managers together with Posters;	By 30 th April 2007 and ongoing thereafter	Chief Officer's Public Safety Group and Chair of CPC	Chief Officer's Public Safety Group and Chair of CPC, Quality Assurance and Development Officers and Administrator	Publication and Distribution
	Develop, publish and implement an Inter-Agency Protocol for Significant Case Reviews (linking into the national guidance);	By 31 st of July 2007	CPC, Quality Assurance Sub Committee and Lead Officer	CPC, Quality Assurance Sub Committee, Lead Officer, Quality Assurance and Development Officers and Administrator	Publication and Implementation
	Publish briefing papers on Inspection, Inquiry Reports, and Consultation Papers etc;	Ongoing from 1 st April 2007	Lead Officer and Quality Assurance and Development Officers	Lead Officer and Quality Assurance and Development Officers	Publication Input to Annual Plan
	Continue to attend National and Local Seminars, Conferences, Events, National Scottish Executive Chairs/Lead Officers meetings etc;	Ongoing from 1 st April 2007	CPC Chair, Lead Officer and Quality Assurance and Development Officers	CPC Chair, Lead Officer, Quality Assurance and Development Officers and Administrator	Attendance and Reporting

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	<p>Develop existing local networks and fora to facilitate the sharing of good practice issues across Fife;</p> <p>Monitor, evaluate, review and provide Update Reports;</p>	<p>Ongoing from 1st April 2007</p> <p>Ongoing from 1st April 2007</p>	<p>Lead Officer</p> <p>Lead Officer, Quality Assurance and Development Officers and Administrator</p>	<p>Lead Officer and Quality Assurance and Development Officers</p> <p>CPC, Quality Assurance Sub Committee, Lead Officer, Quality Assurance and Development Officers and Administrator</p>	<p>Enhanced Networks</p> <p>Update Reports</p> <p>Feedback from Stakeholders</p>
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Training and Staff Development

Protecting Children and Young People: Child Protection Committees (Scottish Executive Guidance 2005)

Training and staff development for those working with children and families must be undertaken at both a single agency and inter-agency level, particularly in respect of child protection. CPCs are responsible for promoting, commissioning and assuring the quality and delivery of inter-agency training.

Each CPC will:

- have an overview of single agency child protection training and consider the implications for inter-agency training;
- plan, review and quality assure inter-agency training and development activities;
- have in place, and review at least annually, a programme for inter-agency child protection training; and
- ensure relevant, effective and consistent inter-agency training is provided for practitioners, managers, non-statutory agencies and for CPC members themselves.

Protecting Children and Young People: Framework for Standards (Scottish Executive Guidance 2004)

Standard 8.5

Agencies actively promote joint working through joint planning, training and monitoring arrangements. Agencies are responsible for ensuring that their staff work with other professionals to achieve better outcomes for each child.

Standard 8.6

Agencies seek to ensure that their staff are effectively and relevantly trained and that they are:

- supported;
- supervised; and
- accountable in their work.

Staff and managers adhere to their relevant codes of conduct.

What is our Objective?	How will we do it?	When will we do it by?	Who will take responsibility?	What resources will we need to do it?	How will we know that it has been achieved?
Build on existing skills to further develop a competent and confident workforce by way of inter-agency child protection training and staff development aimed at securing better outcomes for children and young people	Develop, publish and distribute the Fife Child Protection Committee Inter-Agency Child Protection Training Strategy 2007 – 2010;	By 29 th June 2007	Training Sub Committee, Lead Officer and Quality Assurance and Development Officers	Training Sub Committee, Lead Officer, Quality Assurance and Development Officer, Administrator and Customer Relations	Publication and Distribution
	Complete a mapping of all inter-agency and single agency child protection training for 2006-2007;	By 30 th April 2007	Training Sub Committee, Lead Officer and Quality Assurance and Development Officers	Training Sub Committee, Lead Officer, Quality Assurance and Development Officer and Administrator	Publication
	Publish and implement an Inter-Agency Child Protection Training Programme for 2007-2008;	By 29 th June 2007 and ongoing thereafter	Training Sub Committee, Lead Officer and Quality Assurance and Development Officers	Training Sub Committee, Lead Officer, Quality Assurance and Development Officers and Administrator	Publication
	Develop an inter-agency child protection training resource to support the strategy and programme;	By 31 st October 2007	Training Sub Committee, Lead Officer and Quality Assurance and Development Officers	Training Sub Committee, Lead Officer and Quality Assurance and Development Officers and Consultancy	Resources Delivered

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(Projected Budget for 2007 – 2008 £51,400)	Increase the Training Pool of Trainers to deliver the Working Together Training Course;	By 30 th April 2007	Quality Assurance and Development Officers	Training Sub Committee and Quality Assurance and Development Officers	Resource Secured
	Develop and distribute to all agencies a Basic Child Protection Induction CD for all staff new to child protection;	By 31 st August 2007 and ongoing thereafter	Quality Assurance and Development Officers	Training Sub Committee, Lead Officer and Quality Assurance and Development Officers, Administrator, Consultancy, Customer Relations and/or Policy and Organisation Development	Distribution
	Develop, publish, launch, and distribute Internet and Mobile Phone Safety Leaflets to children, young people, parents and carers;	By 29 th June 2007 and ongoing thereafter	CPC Training Sub Committee and Quality Assurance and Development Officers	CPC Training Sub Committee, Quality Assurance and Development Officers and Customer Relations	Distribution
	Monitor, evaluate, review and provide Update Reports;	Ongoing from 1 st April 2007	Lead Officer, Quality Assurance and Development Officers and Administrator	CPC, Training Sub Committee, Lead Officer, Quality Assurance and Development Officers and Administrator	Update Reports Feedback from Stakeholders

Communication and Co-operation

Protecting Children and Young People: Child Protection Committees (Scottish Executive Guidance 2005)

Effective communication and co-operation, both within and between professions and agencies, is essential to the protection of children.

Each CPC will:

- demonstrate effective communication and co-operation at CPC level;
- actively promote effective communication and collaboration between agencies;
- identify and, wherever possible, resolve any issues between agencies in relation to the protection of children and young people;
- demonstrate effective communication with other inter-agency bodies;
- demonstrate effective communication about the work of the CPC with staff in constituent agencies; and
- identify opportunities to share knowledge, skills and learning with other CPCs.

Protecting Children and Young People: Framework for Standards (Scottish Executive Guidance 2004)

Standard 8.3

Agencies demonstrate they understand the needs of the communities they serve and direct sufficient resources to services for the care and protection of children.

Standard 8.4

Agencies have systems and policies in place to share information within and across agencies or professionals.

What is our Objective?	How will we do it?	When will we do it by?	Who will take responsibility?	What resources will we need to do it?	How will we know that it has been achieved?
Promote effective communication, collaboration and co-operation between stakeholders for the protection of children and young people	Work collaboratively with the Fife Chief Officer's Public Safety Group;	Ongoing from 1 st April 2007	CPC Chair and Lead Officer	CPC, Quality Assurance Sub Committee, Training Sub Committee, Lead Officer, Quality Assurance and Development Officers and Administrator and	Engagement and Reporting
	Ensure all meetings of the Fife Child Protection Committee, Quality Assurance Sub Committee and Training Sub Committee are fully resourced and attended;	Ongoing from 1 st April 2007	CPC Chair and Lead Officer	CPC Chair and Lead Officer	Fully Resourced and Attended
	Ensure the CPC Support Team is resourced;	Ongoing from 1 st April 2007	CPC Chair	CPC Chair	Fully Resourced
	Work in partnership with the Themes of the Fife Children's Services Plan;	Ongoing from 1 st April 2007	Lead Officer	Lead Officer	Engagement and Reporting

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(Projected Budget for 2007 – 2008 £170,066.00)	Implement the provisions of the Communication Strategy;	From 1 st July 2007 and ongoing thereafter	Lead Officer	Lead Officer	Implementation
	Develop the capacity of the Child Protection Website;	From 1 st July 2007 and ongoing thereafter	Lead Officer and Administrator	Lead Officer and Administrator	Developed and Operational
	Continue to publish update papers, briefing reports and protocols;	Ongoing from 1 st April 2007	Lead Officer	Lead Officer and Administrator	Publication
	Monitor, evaluate, review and provide Update Reports;	Ongoing from 1 st April 2007	Lead Officer, Quality Assurance and Development Officers and Administrator	Lead Officer	Update Reports Feedback from Stakeholders

Planning and Connections

Protecting Children and Young People: Child Protection Committees (Scottish Executive Guidance 2005)

There needs to be clarity about where CPCs link into other multi-agency partnerships and structures. While this list is not exhaustive, these include:

- Children's Services Planning Structures;
- Community Planning structures;
- Other CPCs;
- Community Safety Partnerships;
- Drug and Alcohol Action Teams (DAAT) or their equivalent;
- Multi-Agency Partnerships on Domestic Abuse;
- Community Care Planning Structures;
- Child Care Partnerships;
- Voluntary Sector Fora where they exist;
- Youth Justice structures; and
- Developing Fora on Anti-Social Behaviour.

Each CPC will:

- clearly identify the key links that are required to be made with other bodies, and ensure that these links are made;
- in conjunction with other bodies, identify issues where either 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.

Protecting Children and Young People: Framework for Standards (Scottish Executive Guidance 2004)

Standard 8.5

Agencies actively promote joint working through joint planning, training and monitoring arrangements. Agencies are responsible for ensuring that their staff work with other professionals to achieve better outcomes for each child.

What is our Objective?	How will we do it?	When will we do it by?	Who will take responsibility?	What resources will we need to do it?	How will we know that it has been achieved?
<p>Ensure that effective inter agency planning and collaborative working partnerships are established and developed which add to the protection of children and young people</p> <p>(Projected Budget for 2007 – 2008 £4,000.00)</p>	<p>Work towards the Objectives in the CPC Annual Plan which are fully reflected in Fife Children’s Services Plan;</p>	<p>By 31st March 2008</p>	<p>CPC Chair and Lead Officer</p>	<p>CPC, Quality Assurance Sub Committee, Training Sub Committee, lead Officer, Quality Assurance and Development Officers and Administrator</p>	<p>Publication of Update Reports</p>
	<p>Establish and map out all the Fife Child Protection Committee inter-agency partnerships;</p>	<p>By 31st December 2007</p>	<p>Lead Officer</p>	<p>Lead Officer</p>	<p>Mapping</p>
	<p>Monitor, evaluate, review and provide Update Reports;</p>	<p>Ongoing from 1st April 2007</p>	<p>Lead Officer, Quality Assurance and Development Officers and Administrator</p>	<p>Lead Officer</p>	<p>Update Reports Feedback from Stakeholders</p>

Involving Children and Young People and their Families

Protecting Children and Young People: Child Protection Committees (Scottish Executive Guidance 2005)

Protecting Children and Young People: The Charter reflects the voice of children and young people and what they feel they need, and should be able to expect, when they have problems or are in difficulty and need to be protected. This is a message to all of us – politicians, communities, parents, families, neighbours; as well as police, health, social work and education authorities; and people who work directly with children and young people – about what is important to them in how we go about helping to protect them.

The perspectives of children and young people and their families will be clearly evidenced in the work of the CPC, and it is vital that this area is not addressed in a tokenistic manner.

Each CPC 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 strategy for doing so; and
- ensure that children and young people are involved in the development and implementation of the CPC's public information and communication strategies.

What is our Objective?	How will we do it?	When will we do it by?	Who will take responsibility?	What resources will we need to do it?	How will we know that it has been achieved?
<p>Further develop and implement inter-agency child protection policy that is informed by children, young people and their families and which meets their needs</p> <p>(Projected Budget for 2007 – 2008 £4,000.00)</p> <p>Total Projected Budget for 2007 – 2008 £258,016.00)</p>	<p>Establish a Short Life Working Group to develop further engagement and involvement with children, young people and their families</p>	<p>By 31st October 2007</p>	<p>Lead Officer</p>	<p>Lead Officer and a Short Life Working Group</p>	<p>Implementation of Recommendations once agreed with the CPC</p>

7. Conclusion

This Annual Plan is published and presented here as our evidence based statement of intent as at 1st April 2007 for the coming business year.

It has been informed by Fife Children’s Services Plan, national and local policy developments, lessons learned from inquiry reports, research findings and recent publications, which identified the range of policy developments needed here in Fife to enhance our ability to protect vulnerable children and young people.

“child protection is everyone’s job – it’s our job”

Linked directly to national guidance, this Annual Plan includes a number of high level objectives, each of which has specific aspects of work clearly identified, all aimed at delivering better outcomes for vulnerable children. Whilst much of this appears to be process based, they aim to provide practitioners with additional tools for better practice leading towards better outcomes.

This Annual Plan reflects a local self evaluation exercise and a review of where we are now and where we would like to be. It incorporates aspects of policy developments which are either underway or nearing completion.

By its very nature, it remains dynamic and subject to change. As some of our objectives/work streams are met and delivered they will be removed and undoubtedly new objectives will be identified and added. Regular monitoring, evaluation and scrutiny, both internally and where possible externally, will ensure that it remains fit for purpose, outcome focused and is delivered.

Taking into account capacity issues, certain aspects of this Annual Plan will be prioritised and this will include:-

- Developing better management/statistical information to shape policy developments and service delivery through improved analysis;
- Developing better self evaluation, quality assurance and continuous improvement procedures which lead to better outcomes; this will include a greater focus on outcome measures and indicators, which will be subject to regular monitoring;
- Developing further engagement with children, young people and families as we design and implement child centred policy.

This Annual Plan for 2007 – 2008 builds on our current work, sets out in one place our individual and collective approach for the year ahead and allows us to focus clearly on priorities, timescales and outcomes. It aims to make a positive difference to the lives of the most vulnerable in our community and demonstrates our commitment to continuous improvement and partnership working here in Fife.

“child protection is everyone’s job – it’s our job”