

Contents | Child Protection Procedures

Foreword

Child Protection Structure

Section Contents		Page
1	Introduction	S1
1.1	General	1
1.2	Status of Procedures.....	1
1.3	Maintenance of Procedures	1
1.4	Public Information.....	1
1.5	Context	2
2	Principles	S2
2.1	Overarching Principle	1
2.2	Joint Working	1
2.3	Diversity.....	2
2.4	Consent.....	2
3	Definitions	S3
3.1	Child	1
3.2	Abuse.....	1
3.3	Categories of Abuse	1 - 2
3.4	Parent	3
4	Agency Roles and Responsibilities	S4
4.1	Social Work.....	1
4.2	Police	1 - 2
4.3	Health	2
4.4	Education	2
4.5	The Voluntary, Independent and Private Sector	2 - 3
4.6	Procurator Fiscal	3
4.7	Children’s Reporter	3
5	Child Protection Referrals	S5
5.1	General	1
5.2	Advice	1
5.3	Making a Child Protection Referral.....	1
5.4	Action to be taken	1
5.5	Information Required	2
5.6	What to expect from the Core Agencies.....	2
5.7	Initial Responses.....	3
5.8	Initial Questioning.....	3 - 4



6	Agency Specific Procedures	S6
6.1	Health Staff	1
6.2	Police	1
6.3	Social Work and other Local Authority Services (Except Education)	2
6.4	Education	2 - 3
6.5	Voluntary, Independent and Private Sector	3
7	Inter-agency Referral Discussions (IRD)	S7
7.1	General	1
7.2	Who Participates	1
7.3	Accountability	1 - 2
7.4	Information Sharing	2
7.5	Decision Making	3
7.6	Report to the Child Protection Register	3
7.7	Notification to other Agencies/Bodies	3 - 4
7.8	Recording of IRD	4
7.9	Further Discussions	4
7.10	Actions from Inter-agency Referral Discussions	4 - 5
7.11	Reporting Back	5
7.12	Review and Sign Off	5
8	Consent	S8
8.1	Parental Consent	1
8.2	Consent of the Child	1
8.3	Inter-agency Discussions	1
8.4	Reference Table	2
9	Joint Investigative Interviews	S9
9.1	General	1
9.2	Preparation for Interview	1
9.3	Purpose of Interview	1
9.4	The Interviewers	2
9.5	Consent	2
9.6	Other Persons Present at Interview	2 - 3
9.7	Competency Testing	3
9.8	Recording of Interview	4
9.9	Debriefing, Feeding Back and Further Actions	4
9.10	Departure from Procedures	4



10	Medical Assessment and Care of Children where Child Abuse and/or Neglect is Suspected	S10
10.1	General	1
10.2	Levels of Examination	1 - 2
10.3	Timing	2 - 3
10.4	Location	3
10.5	Recording.....	3
10.6	Following Examination	4
10.7	Reports	4
10.8	Ongoing Care	4
10.9	Flowchart	5
11	Child Protection Case Conferences (CPCC)	S11
11.1	Purpose of a Child Protection Case Conference.....	1 - 2
11.2	When to hold a CPCC.....	2 - 4
11.3	Chair of CPCC	4
11.4	Provision of Reports.....	5
11.5	Chronologies.....	5 - 6
11.6	Restricted Access Information.....	6
11.7	Preparation for CPCC.....	7 - 8
11.8	Attendance.....	8 - 9
11.9	Process of CPCC	9 - 11
11.10	Decisions and Actions	11 - 12
11.11	Recording.....	12
11.12	Disagreement with Decisions	12 - 13
11.13	Complaints by Parent(s)/Carer(s) and/or Child	13
12	Core Groups and the Child Protection Plan	S12
12.1	The Case Co-ordinator.....	1
12.2	Core Groups	1 - 3
12.3	The Child Protection Plan	3 - 4
13	The Child Protection Register	S13
14	Provision of Information to the Children’s Reporter	S14
14.1	General	1
14.2	Case Conference Referrals to the Children’s Reporter	1
14.3	Investigation by the Children’s Reporter	1
14.4	Decisions by the Children’s Reporter	2
14.5	Children’s Hearing	2
14.6	The Sheriff	2
14.7	Safeguarder	2



15	Allegations Against Current or Previous Employees/Carers/Volunteers	S15
15.1	General	1 - 2
15.2	Historical Abuse	3
15.3	Recording.....	3
15.4	Management of Staff.....	3
15.5	Flowchart	4

16 Appendices

Appendix A - Contact Details	A1 - A5
Appendix B - Glossary of Terms.....	B1
Appendix C - Alerting Signs of Child Abuse.....	C1 - C3
Appendix D - Military Welfare Services.....	D1 - D2
Appendix E - Legislation.....	E1 - E56
Appendix F - Protecting Children and Young People: Framework for Standards (2004)	

