

# MORAY HMIE JOINT ACTION PLAN

September 2009



## **INTRODUCTION**

The HMIE Joint Inspection of Children's Services to protect children in the Moray Council area took place between June and September 2008. It covered the range of services in the area with a role in protecting children. These included services provided by The Moray Council, NHS Grampian, Grampian Police and the Scottish Children's Reporter Administration (SCRA) as well as voluntary sector partners. The final report was published on Thursday 12 February 2009. This Joint Action plan has been compiled in partnership by the agencies inspected.

## **KEY STRENGTHS**

Inspectors found the following key strengths in how well children were protected and their needs met in the Moray Council area. Children and families benefiting from supportive relationships with staff that know them well.

- **Sure Start nursery nurses working with very young children and their parents in the family home to promote positive parenting.**
- **Improved risk assessment and decision-making by police attending review child protection case conferences.**
- **Strong vision and commitment to protecting children within Grampian Police.**
- **Effective partnership working with the voluntary sector improving the well-being of vulnerable children and their families.**

## **RECOMMENDATIONS FOR ACTION**

HMIE recommended that six areas for action were prioritised. These form the basis of this Joint Action Plan. Services were asked to take account of the need to:

- 1. Ensure that assessments of risk are rigorous and appropriate legal measures are used, when necessary, for children in need of protection.**
- 2. Fully implement agreements and guidance to ensure the effective sharing of information.**
- 3. Introduce inter-agency discussions to manage effectively the investigation of suspected child abuse.**
- 4. Improve assessment, planning and decision-making for children whose names are on the CPR.**
- 5. Increase the involvement of children in decision-making about their lives and consult them on the development of services to protect children.**
- 6. Improve the effectiveness of the NHS Protecting Children Group, the NESPC and the MCOG in protecting children and meeting their needs.**

## **MANAGEMENT PROCESS**

The plan will be administered and managed through the multi-agency Action Planning Group. Each Action in the plan will have an associated task record which will be hyperlinked to the main document. This template will provide the detail around the task, reference to the comments made in the HMIE report and an audit trail of progress. It will be the individual task owner's responsibility to keep this document updated. Should the task be 'all agencies' then an individual task record will be in existence for each agency as applicable. If the task is a multi-agency task then a lead will be identified and the update of the task record will be their responsibility.

The following terms are used in the Action Plan.

**All agencies** Agencies have to action this individually or where appropriate together

**Single agency** Actions which specifically relate to one agency

**Multi agency** Actions which should be addressed by a multi-agency group.

Timescales and priorities will be determined by Lead Officer and Task Owner and clearly stated in this Action Plan.

The Moray Chief Officers Group (MCOG) will have overall responsibility for the delivery of this Joint Action Plan. The MCOG comprises of:

Alastair Keddie, Chief Executive, Moray Council (Chair)

Sandy Riddell, Director of Community Services, Moray Council

Donald Duncan, Director of Education, Moray Council

Elinor Smith, Director of Nursing, NHS Grampian Police

Andrew Fowlie, General Manager Moray Health and Social Care Partnership, NHS Grampian

Sharon Milton, Superintendent, Moray Division, Grampian Police

John Hammond, Authority Reporter

The updated Action Plan and a progress update will be provided to MCOG on a 2 monthly basis

## **FOLLOW THROUGH INSPECTION**

HMIE have requested a progress report on the main areas for improvement by 12 June 2009.

HMIE will return in December 2009 to carry out a follow through inspection. The follow through inspection will not be evaluative but will focus solely on progress made in meeting the main areas for improvement.

<b>HMIE ACTION 1:</b>		Ensure that assessments of risk are rigorous and appropriate legal measures are used when necessary, for children in need of protection.		
<b>Task Record</b>	<b>Action Required</b>	<b>Progress Update</b>	<b>Timescale</b>	<b>Lead Agency</b>
				<b>Lead Officer</b>
				<b>Task Owner</b>
<a href="#">1.1</a>	Carry out a review of decision making regarding the use of legal measures to identify areas for improvement.	Social work procedures now describe information required by legal services when a Child Protection Order is being considered.  Protocol has been agreed and signed off by all parties, this is now incorporated in both the SW procedures and the Inter-Agency Referral Discussion Protocol (still in draft)	IRD protocol to be signed off by MCOG Sept 09	Moray Council Alastair Keddie
				Roddie Burns
<a href="#">1.2</a>	SW and SCRA will establish a protocol in respect of format and content of reports for cases that may require compulsory measures of supervision in order to ensure they are fit for purpose.	Discussions have begun at General Purposes meeting between SW, Children's Reporter and Chair of Children's Panel. An Addendum has been developed to be added to the Integrated Assessment Record for use by the Hearing.	In effect from 15 <sup>th</sup> June 2009	Moray Council Sandy Riddell SCRA John Hammond
				Gordon Sinclair
<a href="#">1.3</a>	Introduce the NESPC child protection risk assessment framework across agencies to ensure consistent quality of information gathering and assessment.	Local Risk assessment training re Moray Council SW procedures has taken place. NESPC multi-agency training, supporting the Framework, will take place in April  NHS Grampian have completed a review of CP Services with case notes	Social Work Training completed, to be evaluated in terms of impact by Jan 2010  NHS Grampian to	Sharon Milton MCOG All Agencies
				Jeremy Akehurst

		<p>reviewed and an action plan implemented.</p> <p>All schools have been briefed on risk assessment, LIAP guidance, CP procedures and supporting attendance.</p> <p>Grampian Police have introduced the NESPC Risk Assessment Framework to officers.</p>	<p>monitor and review action plan regularly.</p> <p>Education briefings completed by June 2009</p> <p>Completed May 2009</p>	
<a href="#">1.4</a>	Review GOPR and the NESPC risk assessment framework and consider the introduction of a risk assessment checklist.	GOPR and NESPC Risk Assessment training has occurred and on that basis consideration will be given to developing a checklist.	Checklist out for consultation – to be presented to MCOG Sept 2009	<p>Moray Council Sandy Riddell</p> <p>Susan Maclaren</p>
<a href="#">1.5</a>	Ensure SW staff carry out routine checks with other agencies before placing children with non-approved carers.	Interim procedures have been issued in advance of a revised Moray Kinship Care Scheme being developed. Funding for this has been agreed by Moray Council	Interim procedures in place, to be updated by Mar 2010	<p>Moray Council Sandy Riddell</p> <p>Jennifer Gordon</p>

<b>HMIE ACTION 2:</b> Fully implement agreements and guidance to ensure the effective sharing of information.				
<b>Task Record</b>	<b>Action Required</b>	<b>Progress Update</b>	<b>Timescales</b>	<b>Lead Agency Lead Officer</b>
				<b>Task Owner</b>
<a href="#">2.1</a>	Fully implement the information sharing protocol across all agencies ensuring. <ol style="list-style-type: none"> <li>1. Appropriate guidance and training is provided.</li> <li>2. Staff understand the requirement for parental consent and the need to record this.</li> <li>3. Staff are clear about when information can be shared without consent.</li> <li>4. Consent is reviewed on a regular basis.</li> </ol>	LIAP training has been completed across Moray, this addresses these points. However further work is needed to ensure that all staff are aware of responsibilities. This is also highlighted in NESPC guidelines.	To be reviewed by Jan 2010	MCOG Alastair Keddie
		All agencies have provided further guidance on information sharing to staff. Information sharing leaflets and guidance are available to all staff.		Susan Maclaren
<a href="#">2.2</a>	Review medical assessment and transfer protocols between Dr Gray's Hospital and RACH to ensure there are not delays in identifying abuse and sharing with partner agencies.	NHS Grampian has implemented the Grampian wide protocols for Medical Assessment and Transfer. These are currently in use and will be evaluated as part of Paediatric Services Review in Grampian.	Further evaluation of case note review due June 2010.  Data collection to take place during Nov 2009	NHS Grampian Andrew Fowlie
		An initial case note review was carried out on 3 <sup>rd</sup> June 2009		Andrew Fowlie

<a href="#">2.3</a>	Create a link SW post to promote more effective communication with Dr Gray's hospital regarding children at risk.	Temporary SW post created, which is currently being reviewed with regard to funding in order to make the post permanent. Evaluation of temporary post went to MCOG on 30 <sup>th</sup> April 2009, funding established for post until March 2010.	Review of post and funding Jan 2010	Moray Council Sandy Riddell
				Gordon Sinclair
<a href="#">2.4</a>	Initiate a case note review to address information sharing about plans for mothers and babies returning home between AMH and local community midwives and health visitors.	Case note review initiated and completed by June 2009.	Further evaluation of case note review due June 2010  Data collection to take place during November 2009	NHS Grampian Andrew Fowlie
				Andrew Fowlie
<a href="#">2.5</a>	Review information sharing processes across health in relation to sex offenders to ensure they are robust.	Process review taken forward by Clinical Lead – meeting arranged for end of June 09 to consider further action.	Grampian MAPPA have given due consideration to this issue, response is practical and appropriate.  Recommend action be closed and subject to review in 6 months.	NHS Grampian Andrew Fowlie MAPPA
				Mike Pererra

<b>HMIE ACTION 3:</b> Introduce inter-agency discussions to manage effectively the investigation of suspected child abuse.				
<b>Task Record</b>	<b>Action Required</b>	<b>Progress Update</b>	<b>Timescales</b>	<b>Lead Agency Lead Officer</b>
				<b>Task Owner</b>
<a href="#">3.1</a>	Introduce monitor and evaluate initial referral discussions between key agencies to ensure information is shared, risks are assessed and actions agreed to secure the immediate safety of children and medical needs are considered. This may include steps to exclude offenders from households.	Newly revised CP Procedures for Community Services have been introduced and training is underway. IRD arrangements have been strengthened within these procedures and also in recently revised NESPCPC Guidelines. Draft protocol for inter-agency arrangements is currently with MCOG to be agreed by Sept 2009, along with a paper regarding training for staff.	Draft protocol and training paper to be discussed by MCOG, Sept 2009	MCOG Alastair Keddie
				Gordon Sinclair
<a href="#">3.2</a>	Introduce procedures within and between agencies to ensure that feedback is routinely given to persons making referrals.	SW CP Procedures require feedback to be given routinely. Audit required to ascertain effectiveness. This is also highlighted in NESPCPC Guidelines.	First audit date to be determined by MCOG	MCOG Alastair Keddie
				Gordon Sinclair
<a href="#">3.3</a>	Introduce multi-agency screening of all child concern referrals including domestic abuse to ensure appropriate action is taken.	SW CP Procedures outline process for dealing with domestic abuse referrals. The recently revised NESPCPC Guidelines also highlight the need to screen referrals. Weekly discussions occur between FPU and Co-located Unit involving police, SW and health, once the new unit is completed it is the intention to move towards daily meetings.	Daily meetings to begin once new build is completed	MCOG Alastair Keddie
				Gordon Sinclair

<a href="#"><u>3.4</u></a>	Develop and staff a new co-located child protection unit with appropriate contributions from all services driven by a multi-agency group.	Co-located child protection unit is now operational, further work is ongoing regarding the premises for which funding has been agreed and a project manager appointed.	New unit to be completed by Spring 2011, progress report to MCOG Oct 2009	MCOG Alastair Keddie
				John Carney

<b>HMIE ACTION 4:</b> Improve assessment, planning and decision-making for children whose names on the CPR.				
<b>Task Record</b>	<b>Action Required</b>	<b>Progress Update</b>	<b>Timescales</b>	<b>Lead Agency</b>
				<b>Lead Officer</b>
				<b>Task Owner</b>
<a href="#">4.1</a>	Review and revise if necessary child protection and LAC information and material to ensure it is fit for purpose and the information is given to all children and families involved in the process.	<p>NESCPC have reviewed a number of leaflets and have a process in place for regular review of CP Guidelines and other multi-agency guidance relating to CP. The CPCC agenda has been revised to reflect processes for appeals/complaints.</p> <p>Leaflets for children &amp; young people, and families are currently out for consultation.</p>	Consultation period for leaflets ends 6 <sup>th</sup> August.	Moray Council Sandy Riddell
				Graeme Rizza
<a href="#">4.2</a>	Encourage and support children to attend all meetings in respect of them and monitor their attendance at CPCC's.	<p>New NESCPC leaflets advise children/families and encourage their attendance where age appropriate. Increased hours for Children's 1<sup>st</sup> worker in place to accommodate children on the child protection register. Audit has been introduced to monitor attendance at meetings, this will be further developed along with the performance information going to MCOG</p>	First PI presented to MCPG June 09	Moray Council Sandy Riddell
				Gordon Sinclair
<a href="#">4.3</a>	Improve and monitor attendance at CPCC's by all agencies.	Monitoring arrangements being developed. MCOG considered initial performance information presented in June 09, remitted to Practice Group	First PI presented to MCOG June 09, remitted to Practice Group for	MCOG Sandy Riddell
				Jeremy Akehurst

		for further analysis.	ongoing analysis – to be monitored over 6 mths with final report to MCOG Jan 10	
<a href="#">4.4</a>	Review current capacity within the Child Protection Reviewing Team to ensure CPCC's are held within required timescales and ensure children and families are consulted regarding arrangements.	Auditing has now been introduced, evaluation to be carried out after 6 months	Evaluation of case conferences to be carried out in Jan 2010	Moray Council Sandy Riddell
				Gordon Sinclair
<a href="#">4.5</a>	Ensure services are aware of procedures to be followed in order to formulate and implement plans to reduce the risks to unborn babies.	NESCPC guidance available for all on website. SW CP Procedures cover unborn babies, an Antenatal care pathway for substance misusing mothers is also included.  NHSG are still develop a tool for monitoring attendance for ante-natal appointments.  SW have 1 yr pilot involving 1 Sw and 2 FSW for Pregnancy, Early Years and Substance Misuse.	Pathway to be reviewed Nov 2009	NHS Grampian Andrew Fowlie
				Andrew Fowlie
<a href="#">4.6</a>	Review current CPCC processes to ensure Chairs have delegated authority to monitor and challenge lack of progress.	SW CP Procedures have been revised and amended to reflect that the Chair of the CPCC is acting on behalf of MCOG and as such carries their authority.	Review as per 4.4	Moray Council Sandy Riddell
				Gordon Sinclair

<p><a href="#">4.7</a></p>	<p>Ensure all agency reports compiled for CPCC's are shared with children and families in line with local procedures and encourage parents to provide their own reports.</p>	<p>Need for all agencies to share information with children and families highlighted in NESCPG guidance. SW CP Procedures have been revised in order to address this issue, audit has been implemented.</p> <p>All area teams now have contact details of Health professionals to enable them to share reports prior to conference.</p> <p>All Health Visitors share reports with families prior to conference.</p>	<p>Review as per 4.4</p>	<p>Sharon Milton MCOG All Agencies</p> <p>Gordon Sinclair</p>
<p><a href="#">4.8</a></p>	<p>Improve the quality of assessments, plans and reports for child protection processes to ensure all aspects of the child's life are considered and a chronology completed.</p>	<p>The improved LIAP process and associated training has been introduced across Moray. NESCPG Risk Assessment and supporting awareness seminars also highlight these issues.</p> <p>Audit has been introduced involving all managers in checking the quality of reports.</p> <p>New formats for reports have been introduced that highlights the information required for specific meetings.</p>	<p>New format introduced 1<sup>st</sup> June 2009</p>	<p>MCOG Sandy Riddell</p> <p>Gordon Sinclair</p>

<p><a href="#">4.9</a></p>	<p>Improve quality of relationships that Social Workers have with children to ensure that the child's views are reflected in child protection processes.</p>	<p>CP plans reflect the need for SWs to visit children &amp; families on a weekly basis. Newly revised NESPCPC guidance also stresses the need for regular visits and improved quality of relationships. This issue is also subject to advice from the Scottish Government.</p>	<p>SW continue to visit weekly, focus groups with staff to be held in Sept 09.</p>	<p>Moray Council Sandy Riddell</p>
<p><a href="#">4.10</a></p>	<p>Ensure staff understand the difference between accepting what parents are saying they are doing and being able to evidence that this is achieving change and reducing risks.</p>	<p>NESPCPC have introduced CP risk assessment framework and guidance on working with unco-operative families – training is planned for staff.</p> <p>Risk assessment has been completed on all existing cases and on new cases as they arise.</p> <p>Managers are more involved in risk assessment, families have copies of care plans which identifies the risk and the plan to reduce it.</p>	<p>NESPCPC risk assessment training was carried out in April 09 and Sept 09.</p> <p>Further training to be carried out re new IRD process which will require risk assessment input – paper to MCOG in Sept 2009</p>	<p>Moray Council Sandy Riddell</p> <p>Gerry Harkins</p>
<p><a href="#">4.11</a></p>	<p>Improve the quality of case file auditing.</p>	<p>SW undertook a comprehensive consultation including examining files, discussion with managers and practitioners. The result was presented to SW CP Improvement Team in May 2009 with a series of recommendations to be progressed. There is also a review of Supervision</p>	<p>SW tasks being undertaken with the exception of the Review of Case Recording Policy.</p> <p>Supervision Policy</p>	<p>Moray Council Sandy Riddell NHS Grampian Andrew Fowlie</p> <p>Jeremy Akehurst</p>

		<p>Guidance and work going on in relation to recording on Carefirst, in addition it has been agreed that a review of the Case Recording Policy and Procedures is required.</p> <p>Within NHSG Family Health Records are being reviewed. In Moray a workload audit is commencing on 8<sup>th</sup> June until 3<sup>rd</sup> July.</p> <p>Within education guidance was issued in January 2009 for file structure and content, report writing and the need to record achievement and attainment.</p>	<p>and Guidance implemented.</p> <p>NHSG to complete audit by 3<sup>rd</sup> July 2009.</p> <p>Education to review file structure put in place in January 2009.</p>	
<a href="#">4.12</a>	Review current arrangements for Core Groups to ensure clarity and consistency.	SW CP Procedures have been revised to reflect this issue.	Review to be carried out by Mar 2010	<p>Moray Council Sandy Riddell</p> <p>Judy Robertson</p>
<a href="#">4.13</a>	Ensure child protection plans are clear about what change is to be achieved and how it is achieved through SMART objectives.	<p>SW CP Procedures have been revised to reflect this issue. Training is ongoing.</p> <p>All plans (LIAP and CP) now have clear objectives and methods for measuring progress.</p>	All plans now met requirements – further audit and review to be carried out.	<p>Moray Council Sandy Riddell</p> <p>Jeremy Akehurst</p>
<a href="#">4.14</a>	Review policies and procedures in respect of interpretation services to ensure children and families needs are fully met.	Discussion has occurred at MCOG and noted the challenges in providing interpreting services in all circumstances. NESCP has review process in place for guidance.	All agencies to confirm the current position by June 2009	<p>Sharon Milton MCOG all agencies</p> <p>Graeme Rizza</p>

<a href="#">4.15</a>	Review current processes in relation to children's missed medical appointments and put in place a system to ensure children's health needs are met.	Working group established and audit to be carried out.	Date for reporting to be confirmed by working group	NHS Grampian Andrew Fowlie
				Pauline Merchant
<a href="#">4.16</a>	Implement the CAMHS development plan to meet national strategies and targets.	CAMHs currently redesigning services and recruiting to fill staff vacancies.  The Mental Health Sub Group of the Integrated Children's Service Planning process has been re-established. This leads on work arising from actions in the plans for the single Outcome Agreement, GOPR and the Mental Health Act.	The Children's Abuse Recovery Project worker post which had been vacant is now filled and this has re-established the link with CAMHS where appropriate.	NHS Grampian Andrew Fowlie
				Mike Perrera
<a href="#">4.17</a>	Review and amend child protection procedures to reflect requirement for multi-agency discussion prior to decision making for CPCC's.	NESCPC guidance and SW CP Procedures revised in order to reflect this issue. Audit required regarding implementation.	Review as per 4.4	Moray Council Sandy Riddell
				Gordon Sinclair
<a href="#">4.18</a>	Review current drug and alcohol services protocol for missed appointments by parents to ensure children's needs are met.	Protocol agreed between SW & NHS Grampian. Referral procedures between Integrated Drug and Alcohol Services and Children's Services agreed. Integrated Drug and Alcohol services have a clear risk assessment to complete where substance misuse is an issue for families.	Review date to be agreed	NHS Grampian Andrew Fowlie Moray Council Sandy Riddell
				Jean Sinclair
<a href="#">4.19</a>	Review and monitor current requirements within child	SW CP Procedures revised to ensure this has been addressed. Monitoring	Review as per 4.4	Moray Council Sandy Riddell

	protection procedures to ensure timeous decisions are made and CPCC's are triggered.	arrangements being developed.		Gordon Sinclair
<a href="#">4.20</a>	Review procedures to ensure minutes are sent out within agreed timescales to all relevant parties.	SW CP Procedures revised to ensure this has been addressed. Monitoring arrangements being developed.	Review as per 4.4	Moray Council Sandy Riddell
				Gordon Sinclair
<a href="#">4.21</a>	Ensure all parents with learning disabilities and mental health problems are automatically advised of advocacy services available to support them.	NESCPC draft guidance for working with parental mental health issues produced and currently out for consultation.  All parents with Learning Disability to be given advocacy information at pre-birth meetings as appropriate (this to be minuted at meeting), all transition clients (aged 16 – 18) to be given information on advocacy when entering service.	Evaluation to be agreed	NHS Grampian Andrew Fowlie
				Anne Slee

<b>HMIE ACTION 5:</b> Increase the involvement of children in decision-making about their lives and consult them on the development of services to protect children.				
<b>Task Record</b>	<b>Action Required</b>	<b>Progress Update</b>	<b>Timescales</b>	<b>Lead Agency</b>
				<b>Lead Officer</b>
				<b>Task Owner</b>
<a href="#">5.1</a>	Increase provision of the Children's Rights service to ensure the service meets the needs of all children on the CPR.	Hours available for Children 1 <sup>st</sup> Worker have been increased and recruitment is underway.	Worker appointed	Moray Council Sandy Riddell
				Gordon Sinclair
<a href="#">5.2</a>	Develop child friendly complaints information.	Moray Council have commenced work on this matter.	Long-term project for all agencies	MCOG Alastair Keddie
		NHSG have established a short-term working group to address this issue.  Police have commenced scoping exercise.		Ivan Augustus
<a href="#">5.3</a>	Recruit a 'Who Cares' worker to ensure children looked after away from home are supported.	There is a worker in post.	Evaluated quarterly	MCOG Sandy Riddell
				Jennifer Gordon

<b>HMIE ACTION 6:</b> Improve the effectiveness of the NHS Protecting Children Group, the NESPC and the MCOG in protecting children and meeting their needs.				
<b>Task Record</b>	<b>Action Required</b>	<b>Progress Update</b>	<b>Timescales</b>	<b>Lead Agency</b>
				<b>Lead Officer</b> <b>Task Owner</b>
<a href="#">6.1</a>	Develop a communication and consultation strategy in partnership with all agencies in order to address. <ol style="list-style-type: none"> <li>1. Information for children and families involved with services.</li> <li>2. Public awareness raising.</li> <li>3. Involvement of children and families in development of policy and services.</li> <li>4. Ensure professionals are aware of NESPC and it's work.</li> </ol>	NESPC are launching a new set of leaflets and plan awareness raising for the public later in the year.  All agencies have been asked to update task owner by end of June 2009.  A working group has been established.	Update to task owner by June 2009	MCOG Donald Duncan
				Mark Elvines
<a href="#">6.2</a>	All services to review child protection policies and procedures to ensure they are compatible with national standards and NESPC Guidelines and that all staff are aware of their responsibilities.	SW procedures revised, further review to be carried out following consultation with staff, recent reports and IRD protocol once agreed by MCOG, to be completed by Nov 09. Police review complete.	To be reviewed by Nov 09 in light of recent reports	Sharon Milton MCOG all agencies
				Susan Maclaren
<a href="#">6.3</a>	Ensure Action Plan from GP audits of practices is	GP audit action plan has been implemented and is being reviewed.	Clinical Advisors to advise	NHS Grampian Andrew Fowlie

	implemented, monitored and reviewed.	Clinical Advisors have met and are to receive further update and recommendations following completion of review.	timescales.	Pauline Merchant
<a href="#">6.4</a>	MCOG to develop a performance management strategy which will incorporate information already collected by agencies to inform future planning.	Core information is now being collected by NESCPD and further monitoring arrangements being developed in Moray.	Performance Management Information supplied to MCOG June 2009, now standing item for meetings.	MCOG Alastair Keddie  Jeremy Akehurst
<a href="#">6.5</a>	MCOG to develop future processes for joint self evaluation.	NESCPD Continuous Improvement Portfolio is taking forward an impact assessment for Initial Referral Discussions. A named inspector has been allocated to NESCPD to progress self evaluation.	Self evaluation to be completed prior to HMIE return in 2010	MCOG Alastair Keddie  Inter-agency
<a href="#">6.6</a>	NESCPD and Moray inter-agency training group to jointly develop a training strategy for Moray and monitor its impact.	Moray inter-agency training group established and linking with NESCPD.  Moray inter-agency training group to develop training needs analysis, training plan, timetable for training plan and evaluation tool.	TNA and plan by Oct 2009  Timetable and evaluation tool by Dec 2009	Moray inter-agency training group  Joyce Lorimer
<a href="#">6.7</a>	Implement recommendations arising from NESCPD 90 day review.	Review completed report in early Apr 09.	Outcome of 90 day review still being progressed	NESCPD/MCOG
<a href="#">6.8</a>	NHS Grampian Strategy for Protecting Children to be agreed at board level and	NHSG Child Protection Strategy submitted June 09	Action plan being implemented from June 09	NHS Grampian Andrew Fowlie

	communicated to all staff through the NHS Protecting Children's Group.			Andrew Fowlie
<a href="#">6.9</a>	MCOG to strengthen joint working with MDAAT and the NESCPG to improve joint service planning for substance misuse.	Grampian Police has completed it's strategic assessment on drug misuse in Moray.  Working group established with Paediatrician input to develop protocol for missed appointments, will link closely to MDAAT.	Moray Delivery Plan draft due Aug 09, Commissioning strategy to be consulted on Sept 09	MCOG Alastair Keddie  Sandy Riddell
<a href="#">6.10</a>	Review current service provision for children affected by substance misuse.	SW posts to be created in Drug & Alcohol Team to work with children affected by substance misuse – 3 Year SW Drug and Alcohol post, 1 Year Pilot SW Pregnancy/Early Years and Substance Misuse, 1 Year Pilot 2 x FSW Pregnancy/Early Years and Substance Misuse.  Working group established with Paediatrician input to develop protocol for missed appointments, will link closely to MDAAT.	Posts advertised Aug 09  See also 4.18	Moray Council Sandy Riddell NHS Grampian Andrew Fowlie  Jean Sinclair
<a href="#">6.11</a>	NESCPG to review mechanisms for implementation and audit of SCRs.	This process has started, and has also been strengthened by a series of SCR seminars to raise staff awareness.	Protocol agreed	NESCPG Phyllis Smart

<p><a href="#">6.12</a></p>	<p>MCOG to review the implementation of SCR 2006 to ensure all recommendations are fully implemented.</p>	<p>An audit has taken place in Moray to assess the response to outstanding actions to previous SCRs. NESCPSC SCR recommendations grid reviews this and records actions</p>	<p>Next Review of SCR 2006 to MCOG Oct 09. SCR 2009 (07/08) due to report to MCOG in Feb 2010</p>	<p>MCOG Alastair Keddie</p>
<p><a href="#">6.13</a></p>	<p>All services to review their websites to ensure they contain good child protection information for the public and are easy to use.</p>	<p>The particular issue for Moray Council is the development of child friendly information. The current child protection page has been further developed with more links, other improvements are being researched.</p> <p>NESCPSC website currently being further developed and website questionnaire widely distributed – results to be incorporated as appropriate</p> <p>NHSG are reviewing website.</p> <p>Police are reviewing their website.</p>	<p>Part of longer term strategy, links in with 6.1</p>	<p>Sharon Milton MCOG all agencies</p>
<p><a href="#">6.14</a></p>	<p>Ensure the 2009-10 ICSP is communicated to all staff and its implementation is monitored and reviewed through an annual progress report.</p>	<p>Development of ICSP has involved staff at all levels. Plan agreed by SMARTER Theme Group in Mar 09.</p>	<p>SMARTER Theme co-ordinating group progressing communication of ICSP</p>	<p>SMARTER Theme Group John Carney</p>
				<p>John Carney</p>

<p><a href="#">6.15</a></p>	<p>SCRA's contribution to partnership working to be reviewed, improvements implemented and monitored.</p>	<p>There are regular meetings between Moray Council, SCRA and Children's Panel Chair through the General Purposes Committee. SCRA are also reviewing how they can further support partnership working. Authority Reporter has been involved in the development of the LIAP process and contributed to the recent training.</p> <p>Peripatetic Reporter has been appointed to give 2 days support per week to enable Reporter to attend inter-agency meetings. The Planning and Performance Manager is also available to attend meetings and provide information.</p>		<p>SCRA John Hammond</p>
				<p>John Hammond</p>

<b>HMIE ACTION 7:</b> Additional tasks.				
<b>Task Record</b>	<b>Action Required</b>	<b>Progress Update</b>	<b>Timescales</b>	<b>Lead Agency Lead Officer</b>
				<b>Task Owner</b>
<a href="#">7.1</a>	All services to review recording processes for child protection to ensure they are effective.	NHS Grampian have taken this issue to Vision and EMIS advisory groups. Education are working on a new file structure.	See also 4.11	Sharon Milton MCOG all agencies
				Jeremy Akehurst
<a href="#">7.2</a>	Carry out a review of current SW 'Out of Hours' service and implement any recommendations arising in order to strengthen service delivery for protecting children out of hours.	Review carried out and new structure being implemented with a strengthened role for duty managers.	New OOHS arrangements in place, to be reviewed Oct 09	Moray Council Sandy Riddell
				Blair Dempsie
<a href="#">7.3</a>	Introduce a Moray Kinship Care Scheme that will include assessment, support and financial arrangements.	Social worker post being recruited to fully develop Kinship Care Scheme.	Scheme to be presented to Committee Dec 2009	Moray Council Sandy Riddell
				Jennifer Gordon
<a href="#">7.4</a>	NHS Grampian to review their workforce capacity to support child protection locally.	Senior Nurse employed to support CP in Moray  Review of CP services to be carried out by Consultant Paediatrician from West Lothian	Senior Nurse in post from Apr 09  Review of CP services completed and action plan in place	NHS Grampian Andrew Fowlie
				Sean Coady
<a href="#">7.5</a>	Audit current provision for awareness of bullying issues.	Current provision and awareness audited. Good practice examples	Audit completed	Moray Council Donald Duncan

	Implement recommendations arising from audit.	shared with all schools and a baseline established regarding what is expected.  Children 1 <sup>st</sup> to be involved in assessment of impact.	Good practise shared.  Assessment of impact by Mar 2010	Mark Elvines
<a href="#">7.6</a>	Review provision for CPCC accommodation across Moray and improve provision where necessary.	All agencies to review current availability of suitable accommodation with a view to creating a directory.	Consultation process begun	MCOG Donald Duncan Richard Donald
<a href="#">7.7</a>	Review current parenting strategy in order to assess <ul style="list-style-type: none"> <li>1. Accommodation available which could be developed to deliver parenting programmes in the community.</li> <li>2. Current parenting strategy in terms of effectiveness and delivery.</li> <li>3. Parenting programmes delivered by single agencies that are not reflected in the strategy.</li> </ul>	Initial meeting planned to consider current parenting support arrangements in Moray.	Analysis of provision commenced	MCOG Andrew Fowlie  Jennifer Gordon Jeanette Brown
<a href="#">7.8</a>	Undertake a review of existing child medical examination arrangements including the provision of appropriate	To be included in review of Police Surgeons by Grampian Police and NHS Grampian.		NHS Grampian Andrew Fowlie Grampian Police Sharon Milton

	examination facilities across Grampian to ensure children's needs are fully met.			Andrew Fowlie Sharon Milton
<a href="#">7.9</a>	Review current links with housing to ensure the needs of vulnerable families are met.	The issue is being formally progressed through the Community Services Departmental Management Team.	Report on progress to be presented to MCOG Oct 2009	Moray Council Sandy Riddell Sandy Riddell

## List of Acronyms

AMH	Aberdeen Maternity Hospital
CAMH	Child & Adolescent Mental Health
CPCC	Child Protection Case Conference
CPR	Child Protection Register
EMIS	GP Moray patient database and clinical decision support
GOPR	Getting Our Priorities Right
GP	General Practitioner
ICSP	Integrated Children's Services Plan
LAC	Looked After Children
LIAP	Local Integrated Assessment and Planning
MAPPA	Multi-Agency Public Protection Arrangements
MCOG	Moray Chief Officers Group
MDAAT	Moray Drug & Alcohol Action Team
NESCPC	North East Scotland Child Protection Committee
NHS	National Health Service
SCR	Significant Case Review
SCRA	Scottish Children's Reporters Administration
SMART	Specific Measureable Achievable Realistic Timely
SMARTER Theme Group	Theme Group of Moray Community Planning Partnership
SW	Social Work
SW CP Procedures	Social Work Child Protection Procedures
VISION	GP Moray patient database and clinical decision support