

GLASGOW CITY COUNCIL

CHILD PROTECTION OPERATIONAL GUIDANCE (ISSUED APRIL 2004)

1. BACKGROUND

- 1.1 It has been necessary to update Glasgow City Council's Child Protection Procedures in accordance with new departmental structures.
- 1.2 This Operational Guidance does not replace existing Child Protection Procedures and workers should refer to the Procedures when undertaking all aspects of child protection work.
- 1.3 This Guidance highlights Practice Team Leader and Operations Manager roles and responsibilities. In many instances, the updated procedures have only been changed to reflect the new management structure. However, due to the dual role of the PTL of manager and practitioner, additions have been inserted into the Procedures to clearly define how child protection processes are managed when the PTL is the case holder.
- 1.4 From April 2004, new departmental structures will begin to be implemented, and it is recognised, that there will be a period of transition while practice teams are developed and staffing complements established.

2. CHILD PROTECTION PROCESS

2.1 The Investigation

Reference to CP Procedures - Chapter 2

2.1.1 New CP Referrals

All new child protection referrals will normally be dealt with by Early Intervention Teams who will be responsible for deciding whether a referral requires to be dealt with under child protection procedures. The "Duty" Practice Team Leader will manage the child protection process through to its conclusion. When necessary the PTL will consult with the Operations Manager to agree what action is necessary.

On receipt of a child protection referral, the PTL will open an "Information Gathering Event", invoke procedures and assign the relevant activities to a social worker. If a decision is taken to proceed to investigation under formal child protection procedures, the PTL will close the initial event and open a "Child Protection Investigation" event, invoke procedures and again assign the activities to the relevant social worker(s). On completion of the

investigation a decision will be made as to whether the case needs to progress to case conference.

The management of the child protection investigation will remain with the PTL. The event will be attached to the PTL's clipboard until the investigation is concluded.

2.1.2 CP Referrals Relating to Open Cases

A child protection referral relating to an open case will automatically be given to the allocated social worker or PTL for follow up. The PTL will manage the child protection process as outlined in 2.1.1. The PTL will open a "Child Protection Investigation" event which they will assign to their own clipboard. This will run concurrently with the original open event.

2.1.3 CP Referral Relating to a Case Held by a PTL

When the child protection referral relates to a case held by the PTL, it is likely that the PTL will be directly involved in any subsequent child protection investigation and the many associated activities. The PTL will discuss the child protection referral with the Operations Manager who will assign another PTL to manage the child protection process, allowing the PTL to undertake the investigation.

The "Child Protection" events will be assigned to the managing PTL while the activities will be assigned to the PTL who will be carrying out the investigation.

If at any time there is disagreement on the management of the case, the PTL's should discuss this with the Operations Manager.

3. MANAGEMENT OF JOINT POLICE / SW INVESTIGATIONS

Reference to Joint Police /SW Joint Investigative Interview Protocol

3.1 Role of PTL in Brief / Debrief Process

It will be the responsibility of the managing PTL to agree with police who will undertake the briefing/debriefing in joint police / social work investigative interviews. If social work are to undertake the task the managing PTL will be responsible for both briefing and debriefing of both social work and police.

3.2 Management of Process when the PTL is Directly Involved in the Investigation

Where the PTL is directly involved in a joint police / social work investigative interview, the briefing / debriefing will either be undertaken by the police supervisor or by a colleague PTL who has been assigned by the Operations Manager to manage the investigation process.

4. CHILD PROTECTION MEETINGS

(Including Pre/Post birth Case Conferences, Initial and Review Child Protection Case Conferences, Vulnerability Meetings, Child Protection Case Discussions, Child Protection Case Discussions involving Children with Problematic Sexual Behaviour)

4.1 Chairing of Child Protection Meetings

Reference to CP Procedures – Chapter 8 and Glasgow City Council Vulnerability Procedures

All child protection meetings will be chaired by the Operations Manager, Area Service Manager or Principal Officer (Child Protection). All minutes of meetings require to be signed by the Chair of the meeting and distributed timeously.

5. CORE GROUPS

Reference to CP Procedures - Chapter 9

5.1 Chairing of the Core Group

Core groups will be chaired by the PTL who has supervisory responsibility for the case. It will be the responsibility of the PTL to ensure that every child registered on Glasgow City Council Child Protection Register has a written Protection Plan (CP9) and that the plan is regularly reviewed and updated as outlined in Sec 9.3 of the Procedures. The PTL will also ensure that a CP9(a) is completed by the Core Group prior to review child protection case conference.

All CP9 and CP9(a)'s must be counter signed by the Operations Manager or Area Service Manager who will review the plan and comment on the plan where necessary.

5.2 Core Group Arrangements When the Case is Held by the PTL

The PTL will chair the Core Group meeting, however, in this instance they will have a dual role of chair of meeting and practitioner responsible for implementing the protection plan. The PTL will ensure that the core group functions are carried out as described in 4.1.

In “more complex cases” or cases of inter agency conflict, the PTL should discuss with the Operations Manager the need for an independent chair to manage the core group. The Operations Manager will be responsible for ensuring that a colleague PTL or Senior Officer (Child Protection) chair all core group meetings with regard to the case.

All CP9 and CP9(a)'s must be counter signed by the Operations Manager or Area Service Manager who will review the plan and comment on the plan where necessary.

5.3 The Role of Operational Managers in Core Groups

Operational Managers are not normally directly involved in the work of the Core Group, however, they have a responsibility to ensure that every child has a written protection plan in place and that this is regularly reviewed by the Core Group and the Review Case Conference.

6. SUPERVISION / REVIEW OF CHILD PROTECTION CASES

Reference to CP Procedures - Chapter 10

6.1 Reading & Signing of Child Protection Case Files

Practice Team Leaders should read and electronically countersign child protection case files fortnightly

Operations Managers should read and electronically countersign all child protection case files three monthly.

6.2 Reading & Signing of Child Protection Case Files When Case is Being Carried by PTL

Where a child protection case is being carried by a PTL the Operations Manager should read and electronically countersign the case files fortnightly.

7. ROLE OF CHILD PROTECTION TEAM

7.1 Attendance of CP Team at Child Protection Meetings

A member of the CP team (normally the link officer for the team or the PO) should be invited to ALL child protection case discussions when –

- Allegations relate to a foster carer, residential or respite carer
- Cases which involve more than one team
- Cases where there may be a need to identify specialist resources
- Asylum seeking families
- Any other case where additional support may be appropriate

7.2 Chairing of Child Protection Discussions/Conferences

Consideration should be given to the PO Child Protection chairing child protection meetings/conferences where –

- Allegations relate to a number of children across various teams
- Allegations relate to a foster, residential, respite carer with a number of children in placement across the City
- Cases where there requires a high degree of management and organisation, thus allowing the area teams to undertake the key tasks in

relation to their own child(ren) without having to manage a much larger protection process

- Allegations relate to an incident within a City Council residential establishment, but which may involve attendance of other local authorities who may have children placed within the unit.

7.3 Monitoring & Auditing of Practice

- Monitor child protection paperwork and data quality – feedback to teams on issues of standards and quality
- Identify trends in registration
- Audit of child protection casework and practice

ROLES & RESPONSIBILITIES

OPERATIONS MANAGER

- To countersign all CP1's
- When necessary assign a second PTL to a child protection investigation where a PTL is involved in the investigation of their own case.
- To Chair all child protection meetings including Vulnerability Case Discussions
- To ensure that the appropriate invitations are sent out for such meetings and that minutes are signed and distributed timeously
- To read all child protection plans (CP9) and review reports (CP9a) and to sign the appropriate paperwork and make comment on the plan.
- To countersign all case files of children on the child protection register on a 3 monthly basis. Case notes should contain a three month summary for signature.
- To ensure that core groups and review case conferences are being regularly held.
- To regularly meet with PTL's and to review their role as manager and to discuss specific child protection cases held by the PTL.
- To regularly supervise PTL's and to review all child protection cases held by them.
- To sign all child protection cases held by PTL's on a fortnightly basis.

PRACTICE TEAM LEADER

- To manage all aspects of the child protection investigation process by assigning relevant tasks to social workers, and where necessary to discuss the referral with the Operational Manager.
- When an emergency order is being considered the PTL needs to discuss this fully with the Operational Manager.
- To ensure that the child protection investigation is properly recorded on Care First and that a CP1 is completed and signed by the PTL for countersigning by the Operational Manager.
- To manage the child protection investigation where another PTL is directly involved in the investigation of their own case.
- To chair all Core Groups and ensure that every child on the Child Protection Register has a written Child Protection Plan (CP9) which is regularly reviewed. The PTL should also ensure that a Core Group Review Report (CP9a) is available for a Review Case Conference.
- All CP9 and CP9a's should be signed by the PTL and given to the Operational Manager for counter signing and comment.
- To regularly supervise staff within the Practice Team

- To ensure that child protection case notes are being completed by the social worker (refer to Sect 10.4 of the Procedures), are of an acceptable standard and counter signed every 2 weeks.