



## Edinburgh Child Protection committee (ECPC) Learning and Development Sub-Committee

### Terms of Reference

<b>Name of Group</b>	<b>Edinburgh Child Protection committee</b> Learning and Development Sub-committee. (ECPCLD)
<b>Vision</b>	<i>Our vision is for children, young people, and their families in Edinburgh to be safe and protected from harm or risk of harm. In doing so, we share a collection of values and approaches such as promoting children’s rights, supporting whole families, developing trauma informed, preventative and responsive practice.</i>
<b>Purpose</b>	The ECPCLD Sub-committee will ensure that all those working in child protection are supported by a multi-agency learning and development strategy which enables the delivery of a consistently high standard of support to all those requiring public protection services.
<b>Key Objectives</b>	<ul style="list-style-type: none"> <li>• To ensure that <b>ECPC</b> provides high-quality multi-agency learning and development opportunities to all staff, providing the opportunity to acquire, update and maintain the skills, knowledge, and confidence necessary to respond to protection concerns.</li> <li>• To assure <b>ECPC</b> of the uptake and effectiveness of multi-agency training across Child Protection.</li> <li>• To assure ECPC that dynamic review of the implementation of the Child Protection learning and development strategy is undertaken to ensure it is fit for purpose considering current and future need.</li> </ul>
<b>Key Functions</b>	<p>The Sub-committee will deliver its purpose and objectives by undertaking the following functions:</p> <ul style="list-style-type: none"> <li>• Work with partners to identify the multi-agency learning and development needs of staff based on both local and national practice requirements and develop a strategy that meets these needs.</li> <li>• Develop, implement, and monitor a Child Protection inter agency Learning and Development calendar based on agreed Partnership priorities.</li> <li>• Develop and deliver a range of learning and development opportunities and resources on a multi-agency basis.</li> <li>• Map local learning and development opportunities to the <a href="#">National Framework for Child Protection Learning &amp; Development in Scotland 2024</a>.</li> </ul>

	<ul style="list-style-type: none"> <li>• Collate relevant multi-agency training data and ensure recommendations are prioritised and connected across partners.</li> <li>• Ensure appropriate evaluation of the effectiveness and impact of training provided is undertaken.</li> <li>• Provide multi-agency opportunities for staff for continuous professional development.</li> <li>• Monitor and review implementation of training calendar reporting progress (positive , indifferent, negative) and impact to the Committee.</li> </ul>
<b>Chair and Membership</b>	<p>The ECPCLD Sub-Committee will have the following:</p> <p><b>Chair:</b> Senior Manager, Education CEC - tbc  <b>Vice Chair:</b> Senior Learning &amp; Development Consultant CEC - tbc</p> <ul style="list-style-type: none"> <li>• Senior Manager, Children’s Services CEC</li> <li>• QIEO Education Child Protection CEC</li> <li>• Practice Team Manager Children’s Services CEC</li> <li>• Child Protection Lead Officer ECPC</li> <li>• Detective Inspector Police Scotland</li> <li>• CP L&amp;D Lead Public Protection NHS</li> <li>• Health Visiting Team Leader NHS</li> <li>• Training Officer SCRA</li> <li>• Snr L&amp;D Consultant Child Protection CEC</li> <li>• 2 Reps from third sector</li> </ul> <div style="background-color: #e0e0e0; padding: 5px;"> <ul style="list-style-type: none"> <li>• Training, Development, and communications co-ordinator ECPC</li> </ul> <p style="text-align: center;">(no current post-holder)</p> </div>
<b>Member responsibilities</b>	<p>All Group Members will require to:</p> <ul style="list-style-type: none"> <li>• Attend and actively participate in meetings of the LD Sub Committee.</li> <li>• Agree and adhere to the remit of the LD Sub Committee.</li> <li>• Be prepared to undertake pieces of work as directed by the LD Sub Committee.</li> <li>• Take responsibility for preparation and gathering of reports as necessary.</li> <li>• Provide effective analysis of data and reports as necessary.</li> <li>• Represent the view of their services from both strategic and operational perspective.</li> <li>• Carry the authority to make decisions on behalf of their service/organisation, as appropriate.</li> <li>• Be willing and able to make changes to achieve shared goals.</li> <li>• Take responsibility and implement decisions taken by the LD Sub Committee.</li> <li>• Feedback to their own organisation/service.</li> <li>• Respect and adhere to the protocols of the LD Sub Committee.</li> <li>• Respect and listen to the views of all members.</li> </ul>
<b>Quorum</b>	<p>No business shall be transacted at a meeting unless Chair or nominated Vice Chair and at least four additional members are present. Members can nominate a deputy to attend in their absence by prior notification only.</p>

<b>Frequency of Meetings</b>	Meetings of the LD Sub-committee will be held bi-monthly or as agreed by the Chair. Dates will be agreed and circulated in advance.
<b>Accountability</b>	The LD Sub-committee is accountable to the ECPC and will report through the Chair or Vice Chair to the Committee.
<b>Support to chair</b>	The partnership Training, Development and Communications co-ordinator will provide full support to the chair as necessary. (not currently available)
<b>Directorate support</b>	There is a business support requirement to support the chair by delivering the following administration functions including: <ul style="list-style-type: none"> <li>• Undertake meeting administrative requirements.</li> <li>• Ensure that papers are circulated in advance.</li> <li>• Ensure Room bookings are done.</li> <li>• Provide an access point for reports/contacts and members.</li> </ul> The partnership Training, Development and Communications co-ordinator will provide full support as necessary. (not currently available)
<b>Review</b>	This Terms of Reference will be reviewed April 2025