



CITY OF EDINBURGH CHILD PROTECTION COMMITTEE

Induction Information for Edinburgh Child Protection Committee
members

Our Vision

Children, young people and their families in
Edinburgh are safe and protected from harm or
risk of harm.

Table of Contents

Introduction.....	2
Vice Chair’s	2
Lead Officer Child Protection	2
Business Administrators.....	2
Context for the Edinburgh Child Protection Committee	3
An Overview of the Edinburgh Child Protection Committee.....	4
Membership of the ECPC.....	6
ECPC Meeting Arrangements.....	8
Development Days	8
Sub-Committees	9
Performance Quality and Improvement Sub-Committee (PQI Sub)	9
Child Protection Learning & Development Sub-Committee (L&D Sub).....	10
Learning Review Sub-Committee (LR Sub)	11
EVOC-ECPC Liaison Group	11
Child Exploitation and Contextual Safeguarding Strategic Oversight Group.....	12
Other Matters of Committee Interest	13
Budget	13
Communications.....	13
Appendix 1 – Key Documentation	15
Appendix 2 - National Framework for Child Protection Committees	16

Introduction

Dear Child Protection Committee member

Welcome to Edinburgh City child protection committee (ECPC) . As the independent chair, I look forward to working with you to deliver this challenging agenda. The attached information portfolio is designed to help you understand and fulfil your responsibilities as a member of Committee. The ECPC is the local strategic partnership responsible for the overview of policy and practice in relation to child protection.

The primary aim of Committee is to shape the effective discharge of child protection activity through strategic oversight and performance review of those arrangements. Committee is supported in delivering its aims through involvement in regional and national strategic groups. The ECPC will have a dedicated and specific remit on child protection issues and overview of all protection work, assuming responsibility for the strategic development and delivery of effective services to children at risk of significant harm.

I am supported in my role as independent chair with the following key personnel:

Vice Chair's

Kathy Henwood – Director Children Services, City of Edinburgh Council

Brian Manchester – Detective Chief Inspector, Public Protection Unit

Carolyn Wylie – Director of Public Protection, NHS Lothian

Lead Officer Child Protection

[Laura Brown](#)

Business Administrators

[Denise McInerney](#) – ECPC Minute Taker

[Tracy Thomson](#) – Learning Reviews co-ordinator

I trust you will find the information helpful in outlining the responsibilities and functions of the ECCPC and your role within it.

Yours Sincerely



Lillian Cringles

Independent Chair, City of Edinburgh Child Protection Committee

Context for the Edinburgh Child Protection Committee:

The ECPC is accountable to the Edinburgh Chief Officers Group (COG) and reports regularly in line with the expectations below.

The Chief Officers are:

Chief Executive of
NHS Lothian

Chief Executive of
City of Edinburgh
Council

Chief
Superintendent for
Police Scotland E
Division

The COG meets quarterly to:

- identify and commission inter-agency activity for protection of children and adults
- be responsible and accountable for improving the experience of and outcomes for children and adults who may need protection
- consider issues that have an impact on wider public protection arrangements and development
- agree Annual Reports and Improvement/Business Plans
- consider performance reports and findings from case reviews.

The COG is Chaired by Paul Lawrence, Chief Executive City of Edinburgh Council. Business Administration for the COG is provided by [Nichola Dadds](#).

An Overview of the Edinburgh Child Protection Committee:

The ECPC is a locally-based, inter-agency strategic partnerships which lead on the development of local child protection policy and practice. We are made up of senior representatives from all Edinburgh services who contribute to the protection of children and young people and work in partnership with Scottish Government to take forward child protection policy and practice across Scotland. We are held to account by their Chief Officers.

The key functions of the Child Protection Committee (CPC) are:

- Continuous improvement,
- Strategic planning and connection
- Public information, engagement and communication.

The work of the Child Protection Committee must be reflected in Edinburgh’s local practice and meet local needs and is reported on annually.

The ECPC has several subcommittees to support their work, as in Figure 1.

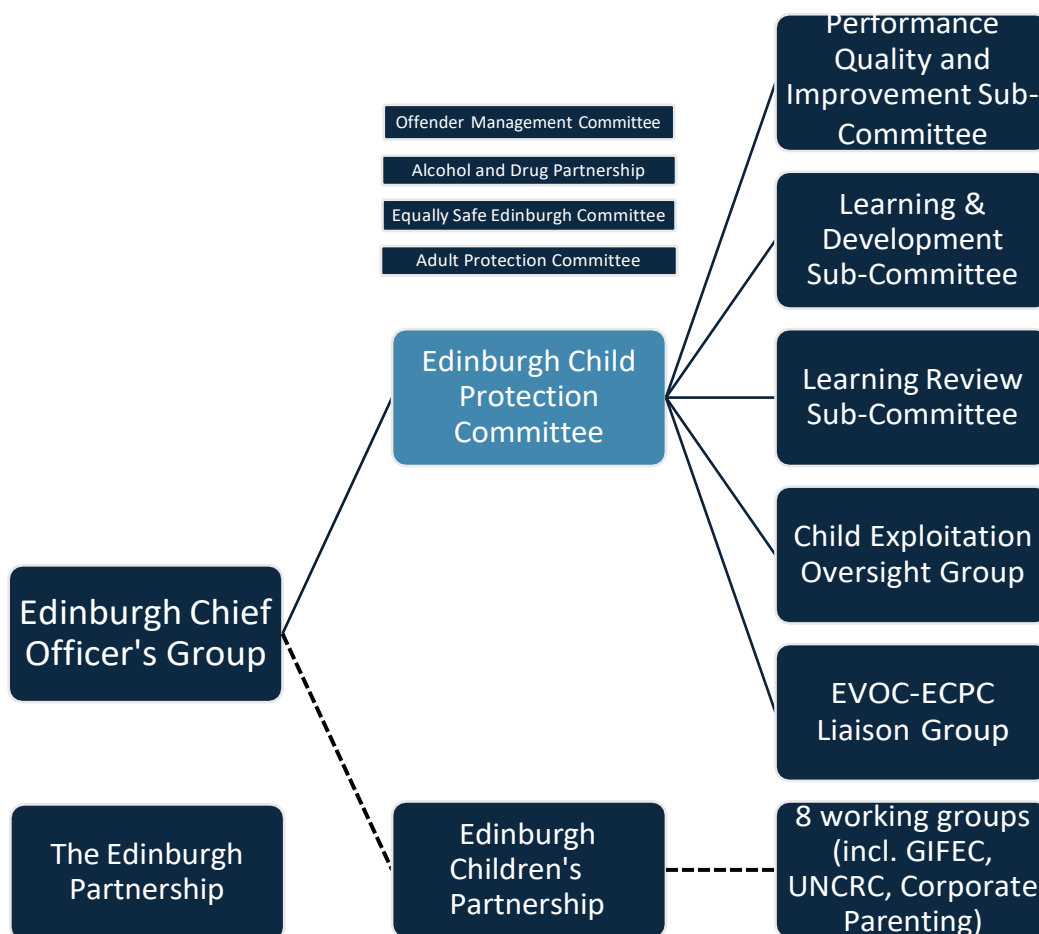


Figure 1: ECPC Structure

The primary roles and responsibilities of the CPC are to:

- promote a culture of joint working amongst all organisations and individuals involved in child protection activity.
- prepare an inter-agency child protection improvement plan and an annual report on the work of the CPC for consideration and approval of the COG and thereafter the constituent organisations represented on the Committee.
- report to the COG on performance and key activities.
- ensure appropriate mechanisms are in place to involve children, young people, and their families in the development, monitoring and evaluation of services.
- develop, implement and review regularly a communications strategy, to raise awareness of child protection services; promote the work of agencies involved in child protection; and provide advice and information on access to services.
- develop, implement and review regularly a learning and development strategy.
- share best practice and learning with other Child Protection Committees and manage any cross-boundary issues; and
- promote continuous improvement of child protection work through the:
 - development, publication and dissemination of policies, procedures, and protocols (within and across agencies)
 - development of management information systems
 - development, implementation, and review of inter-agency quality assurance mechanisms (including preparation for integrated inspections); and
 - promotion of good practice.

Membership of the ECPC:

The membership of the ECPC will come from the main agencies with direct responsibility for the delivery of childcare and protection services and from other representatives of groups who support the delivery of childcare and protection services, such as the Scottish Council for Independent Schools (SCIS) and Edinburgh Voluntary Organisations Council (EVOG). Agencies will ensure representation at senior management level.

There will also be representation from other areas of Public Protection in order to allow for inter-disciplinary approaches to cross-cutting issues.



Constituent agencies should ensure that their representative has sufficient delegated authority to make decisions on behalf of the agency in the course of the work of the Committee, including achieving the objectives of the agreed improvement plan.

In the event of a member being unable to attend a Committee meeting, a substitute may attend, providing that they have the authority of the member they are representing.

Members will put arrangements in place within their agency to ensure matters considered and decisions taken by the Committee are communicated to all relevant services to ensure appropriate dissemination of information.

Role of Committee Members:

- promote partnership working in the delivery of high-quality child protection services and ensure that agreed standards of practice are met and maintained.
- represent the commitment of their agency to promoting the safety, welfare and wellbeing of children and young people, preventing abuse and neglect.
- use their delegated authority to make strategic and operational decisions on behalf of their agency in relation to child protection.
- reflect agency accountability in inter-agency decision making.
- collate the views of staff on particular issues as necessary and ensure these are made available to the Committee.
- participate fully in the business of the Committee and its sub-committees between meetings, including participation in training.
- ensure that decisions of the Committee and the implications of such decisions are communicated to, and understood by, employees at all levels of their agency.
- ensure, in partnership with others, that the inter-agency child protection improvement plan, and the inter-agency child protection learning, and development strategy is implemented in accordance with the decisions of the Committee.
- ensure that obstacles and barriers to collaborative working are addressed and overcome.
- be aware of current issues concerning child protection and relevance to the work of the Committee and raise awareness of such issues in their own agency.
- arrange for an appropriate substitute to attend meetings of the Committee when they are unable to attend.
- arrange for minutes of Committee meetings to be circulated as appropriate to relevant staff and extended working groups in their agency
- ensure the relevant tasks from the work of the Committee are actioned appropriately.
- ensure appropriate links with other relevant agencies and groups.

ECPC Meeting Arrangements

The ECPC meets at least 6 times a year, usually Wednesday 1-3pm. We have a blended approach to meetings, with most taking place on Microsoft Teams. There are approximately two face-to-face meetings planned for every calendar year to allow us to build close, effective working relationships.

Dates for ECPC meetings arranged in November for the following calendar year and Calendar Invites sent to all ECPC Members.

Please confirm your attendance, apologies or any substitutes who will be attending at least one week prior to a meeting.

If you wish to propose an agenda item, please contact the [Chair](#) and [Lead Officer](#) at least 3 weeks before the meeting date to discuss.

Papers will be sent a week in advance to allow members to prepare for the meeting.

Dates for 2025:

5 th February	Microsoft teams
26 th March	Microsoft teams
21 st May	In Person
20 th August	Microsoft teams
8 th October	In Person
3 rd December	Microsoft teams

Chair: [Lillian Cringles](#), Independent

Lead Officer to Committee: [Laura Brown](#)

Minute Taker: [Denise McInerney](#)

Development Days

In addition to the regular Committee Meetings schedule, the ECPC aims to hold a series of Committee Development mornings in 2025. The purpose and invitations for the Development morning will be directly linked to the ECPC Improvement Plan. These are tentatively scheduled for:

Wednesday 12 th March
Wednesday 11 th June
Wednesday 1 st October

They will be confirmed throughout the year by [Laura Brown](#), on behalf of the Chair to the ECPC, [Lillian Cringles](#).

Sub-Committees

Performance Quality and Improvement Sub-Committee (PQI Sub)

The PQI Sub meets every two months on MS Teams, usually the last Wednesday of the month, 2-4pm.

Dates for 2025:

Wednesday 22 nd January
Wednesday 19 th March
Wednesday 14 th May
Wednesday 25 th June
Wednesday 10 th September
Wednesday 5 th November

This Subcommittee has responsibility for assurance, scrutiny and evaluation of multi-agency services to protect children.

If you wish to propose an agenda item, please contact the Chair and Lead Officer at least 3 weeks before the meeting date to discuss.

Papers will be sent a week in advance to allow members to prepare for the meeting.

Chair: [Mhairi Cooper](#), DI Public Protection Unit, E Division, Police Scotland

Vice Chair: [Claire Kapusciak](#), Lead Nurse, Public Protection, NHS Lothian

Minute Taker: [Susan Tait](#)

Child Protection Learning & Development Sub-Committee (L&D Sub)

The L&D Sub meets on the last Tuesday morning of every 2nd month, 9.30-11.00am, usually on MS Teams.

Dates for 2025:

Tuesday 4 th February 9.30am
Tuesday 1 st April 9.30am
Tuesday 27 th May 9.30am
Tuesday 29 th July 9.30am
Tuesday 30 th Sept 9.30am
Tuesday 25 th November 9.30am

The purpose of the L&D sub is to:

- retain an overview of single agency child protection training and considers the implications of inter-agency training.
- plan, review, and quality assure inter-agency training and learning and development activities.
- implement and review annually, a programme for inter-agency child protection training.
- ensure relevant and consistent inter-agency training is provided for practitioners, managers, non-statutory agencies, and Child Protection Committee members.

If you wish to propose an agenda item, please contact the Chair and Lead Officer at least 3 weeks before the meeting date to discuss.

Papers will be sent a week in advance to allow members to prepare for the meeting.

Chair: [Lynne Binnie](#), CEC Head of Service Education, Inclusion

Vice Chair: [Janine McGowan](#), CEC Head of Service Social Work Practice Teams

Business support: Supported by [Laura Brown](#), Lead Officer

Learning Review Sub-Committee (LR Sub)

The LR Sub will be convened as required to ensure that a succinct action plan is drawn up to support the implementation of the suggested strategies following the conclusion of a Learning Review.

This will allow the ECPC to consider effective improvement planning processes and learning from lessons have been clearly communicated and disseminated to all partner agencies and frontline staff. The recommendations and lessons will assist the ECPC to influence and drive Quality Assurance and improvement activity across the partnership, using the pre-existing structure of subcommittees.

The LR Sub will be chaired by the Chief Social Work Officer, [Rose Howley](#), or an appointed substitute, in proportion to the learning points raised in any specific Learning Review Report. Business support will be provided by either [Tracy Thomson](#) or [Denise McInerney](#).

EVOC-ECPC Liaison Group

The EVOC-ECPC Liaison Sub-Group is made up of all the EVOC Representatives who sit on the ECPC and associated Sub-Committees. They meet bi-annually along with the Children, Young People's Network Senior Development Officer, EVOC, and the Lead Officer to the Edinburgh Child Protection Committee, who co-chair the group.

Dates for 2025:

Wednesday 19 th Feb afternoon in-person
Wednesday 24 th September afternoon in person

These dates tie in with allowing the Liaison Group to plan the ECPC inputs to the EVOC Children, Young People and Families Network meetings bi-annually.

Co-Chair: [Laura Brown](#), Lead Officer

Child Exploitation and Contextual Safeguarding Strategic Oversight Group

The oversight group was agreed at ECPC in August 2023 and is due to be constituted in January 2025. Responsibility for Chair and Vice Chair roles will rotate amongst the City of Edinburgh's Chief Social Work Officer, [Rose Howley](#) and a representative from Police Scotland's Public Protection Team, E Division.

Dates for 2025:

<i>Dates to follow</i>

Other Matters of Committee Interest

Budget

The Child Protection Lead Officer is jointly funded by the 3 core public protection agencies, Police, NHS Lothian and City of Edinburgh Children's & Justice Services, although the role is hosted by City of Edinburgh Council.

The Lead Officers workload is jointly directed by the Chair of their Public Protection Committee and their operational line manager within City of Edinburgh's Quality Assurance, Governance & Regulation.

There is a public protection budget, funded by equal contributions from Police, NHS and City of Edinburgh Council, which is utilised to deliver training, public awareness raising & events, resource Learning Reviews, and maintain the electronic IRD system among other things. The Budget holder is Chief Social Work Officer, [Rose Howley](#).

Request for multi-agency funding should, however, be directed to the Lead Officer for Child Protection, [Laura Brown](#), who will provide the appropriate paperwork and raise these with the ECPC.

Communications

Most Committee matters will be intimated to members by email and will clearly note where a response or comments are required and a suitable due date.

Key Webpages associated with the Edinburgh CPC are:

[Edinburgh Child Protection Committee](#)- Overview, Constitution, Terms of Reference and Annual reports.

[Child Protection for Professionals](#)- Multi-Agency policies, procedures, protocols and guidance

[Resources for Professionals](#)- Information Sharing, Multi-agency Training Calendar and Learning Review information.

The Lead Officer for Child Protection manages and has these pages updated.

The ECPC also has a dedicated Knowledge Hub, where relevant training, research, toolkits and other resources are posted.

[Edinburgh's Child Protection Knowledge Hub](#)

The Lead Officer for Child Protection, along with other members of NHS Lothian's and City of Edinburgh's Learning & Development teams manage the Knowledge Hub.

Appendix 1 – Key Documentation

[ECPC Constitution updated 2024 \(including membership\)](#)

[ECPC Improvement Plan](#)

[Annual Reports](#)

[Performance, Quality and Improvement Sub-Committee Terms of Reference](#)

[Learning and Development Sub-Committee Terms of Reference](#)

[Learning Review Sub-Committee Terms of Reference](#)

[EVOC-ECPC Liaison Group Terms of Reference](#)

[Multi-Agency Policies, Procedures and Guidance \(including Multi-Agency Child Protection Procedures for Edinburgh and the Lothians\)](#)

[Learning Review Protocol and Notification Form](#)

Appendix 2 - National Framework for Child Protection Committees

Key legislation on child protection

Children
(Scotland) Act
1995

Children's
Hearing (Scotland)
Act 2011

•Children & Young
People (Scotland)
Act, 2014

UNCRC
(Incorporation)
(Scotland) Act
2024

A Timeline of nationally developed Child Protection Policy & Guidance:

1991

- Child Protection Committees established

1998

- Protecting Children: a shared responsibility. Guidance on inter-agency co-operation, *The Scottish Office*

2002

- “It’s everyone’s job to make sure I’m alright” - Report of the Child Protection Audit and Review, *Scottish Executive*

2006

- Getting it right for every child (GIRFEC), *Scottish Government*

2014

- National Guidance for Child Protection in Scotland, *Scottish Government*

2015

- National Guidance for Child Protection Committees for Conducting a Significant Case Review, *Scottish Government* (this is superseded by the 2021 guidance on Learning Reviews)

2017

- Child Protection Improvement Programme, *Scottish Government*

2019

- Protecting Children and Young People: Child Protection Committee and Chief Officer Responsibilities, *Scottish Government*

2020

- The Promise, *Independent Care Review*
- Coronavirus (COVID-19): supplementary national child protection guidance, *Scottish Government*

2021

- National Guidance for Reviewing and Learning from the Deaths of Children and Young People, *Healthcare Improvement Scotland & The Care Inspectorate*
- National Guidance for Child Protection in Scotland 2021, *Scottish Government*
- National Guidance For Child Protection Committees Undertaking Learning Reviews, *Scottish Government*

2022

- Getting it right for every child (GIRFEC) Refresh *Scottish Government*

2023

- National Guidance for Child Protection in Scotland 2021, updated 2023 *Scottish Government*

2024

- National Guidance For Child Protection Committees Undertaking Learning Reviews 2021, updated 2024