

Q1 When will GIRFEC affect me?

A *Getting it right for every child* has already started. In all kinds of ways and in all sorts of environments, people are working to reduce bureaucracy and to move towards a co-ordinated assessment, meetings and planning process. Information is being shared earlier, and plans are being put in place. Within health, education, social work and the police, the required elements of the record have been detailed and some are being used across the Highland Council area, the police force command area and the health board area. We are also working closely with the voluntary sector to take this forward with them also. Area manager meetings have been realigned to reflect the multi agency decision making ethos, and local liaison arrangements are changing to reflect the *Getting it right for every child* model.

Practitioners have received some training already and between January–April 2008 more specific training will be put in place to help workers feel more confident in their roles as Named Persons, Lead Professionals and their involvement in integrated processes around a child or young person.

Q2 When will I receive training?

A The principles and approaches of GIRFEC are included in the basic training (Programme 1) that has been offered to all practitioners in the pathfinder area. These principles underpin present good practice that you are involved in and the GIRFEC principles are also being built into existing training. The Programme 1 training materials are available on this website.

Agency specific training has been delivered in relation to professional practice which will support your continued development underpinning the GIRFEC principles.

Training in recording, assessment and planning for children and young people is being written and will be delivered between January-April 2008. More information will be circulated when it becomes available.

Q3 When will there be an IT solution to support GIRFEC?

A An IT solution is presently being developed to support GIRFEC. At present we do not have a confirmed completion date, although we are working towards some of the key elements of a shared IT system by summer 2008.

Q4 Who will be the child's Named Person?

Finding out the Named Person for a child will be dependant on their age:

- From pre-birth until 10 days old it will be the hospital or community midwife
- From 10 days old until entering primary school (P1) it will be the Health Visitor
- From P1 until leaving school it will be a teacher

It is hoped that the Named Person will be a commonly understood role within communities, families and professionals and people will be familiar with who their child's Named Person is. It is important that children and young people are aware of whom their Named Person is and what they can do to help.

Q5 How do schools decide who will be the Named Person?

- A The head teacher will decide who will be the most appropriate teacher in the school to take on this role.

The Named Person will be familiar with a child's progress within a Curriculum for Excellence.

The Named Person will take action to help the child within their own education setting or will arrange for someone else to do so based on their assessment of the child.

Q6 How will information sharing and consent work?

- A The GIRFEC model will work on an informed consent basis which will include the views of the child, young person, their family or carer.

Where parents and children do not consent to information being shared, a professional decision will be made as to whether there will be a risk of harm to a child or young person's well-being if that information is not shared. Decisions on whether to share or not will be fully documented.

These principles are supported by a robust Information Sharing Policy agreed by the Data Sharing Partnership. Further information can be obtained from the Highland Council Data Sharing Manager.

Information sharing will be addressed in the Programme 3 Training.

Q7 Child Protection and Looked After Children – how does it fit with GIRFEC?

- A Children in need of protection and Looked After Child processes are integral to GIRFEC as the principles are relevant to ALL children with additional or unmet needs.

In the future, there will be only ONE plan for a child, even when a range of services or agencies is involved and a Lead Professional will be appointed to ensure that the multi agency Child's Plan is delivered, monitored and reviewed.

As you all know, some children and young people have been used to

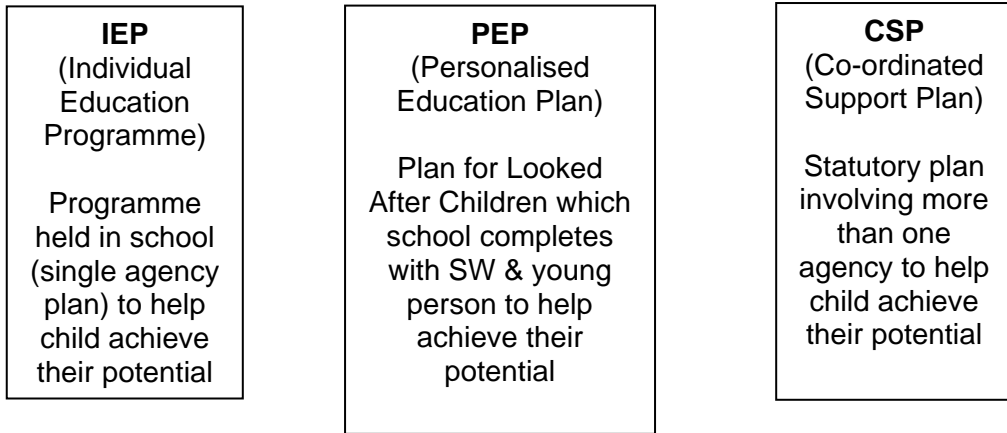
duplication in planning processes and the associated meetings, such as Looked After Children and Child Protection processes. At the moment a different report and careplan is written for each meeting. In the future the child's circumstances will be considered holistically in one 'Child's Plan meeting', and all of the relevant aspects of need and risk will be addressed. The Child's Plan will clearly document the desired outcomes for the child or young person with robust review timescales built in to ensure that the services are targeted and focused.

Additionally Social Workers will no longer need to complete Looked After Child documentation with the exception of the Day to Day Placement Agreements. The Essential Core Record will be taken from the information stored in Carefirst. Further detail about this is contained in practitioner guidance which will be finalised to support the next phase of training (Programme 3).

We would hope that by following the principles and processes of early intervention and planning for children it will ensure that children and young people receive the appropriate services earlier, thereby reducing escalation of need.

Q8 How do the current Education plans fit with the Child's Plan?

A Currently there are a number of different plans to help a child or young person achieve their potential. These are -



In future the information built up in these plans will contribute to The Child's Plan.



The Child's Plan will meet all the necessary requirements to enable children and young people to achieve the 4+7 outcomes in the Vision for Scotland's Children, so that they are:
Successful learners; confident individuals; effective contributors and responsible citizens (4).
By being:
Safe, Healthy, Achieving, Nurtured, Active, Respected & Responsible and Included (SHANARI) (7)

Q9 Who has access to the information in the MAS (Multi Agency Store) and how is it controlled?

A Access to information will be granulated. This means that access to information will be password protected to access particular levels of information and will be fully audit trailed. Agencies and organisations will decide what information is appropriate to be shared with another agency or organisation will be clear about why they are sharing the information and if the other agency or organisation has a responsibility to act on this information.

The Child's Plan will be saved in the MAS and those that are party to the Plan will have access to the MAS. As soon as the outcomes of the Child's Plan have been achieved the information held centrally will revert to being managed in single agency systems but will have the capability of being pulled together at a later date if further additional or

unmet needs are identified.

Information will only be shared to the MAS where the appropriate permissions are given by child, young person or their parent or carer. This practice will not be followed when there is a risk of harm to the child or young person's well-being (please refer to the Data Sharing Partnership's Information Sharing Protocol for further guidance).

Q10 How will paperwork be reduced?

- A** There will be a single record for a child and there will be single assessments and plan. There will be no requirement to record core demographic information across all the agencies. The IT solution will also reduce the need to write a number of different reports. The re-aligning of meetings for a child will also stop the current practice of having to write a number of different reports. Recording information using the same common language will also assist in record keeping.

Q11 Will there be a Named Person in Adult Services?

- A** There will not be a Named Person, however where a young person has a Child's Plan, a Lead Professional will be managing this Plan and services will continue to be delivered by adult services. It is hoped that the role of Lead Professional will be adopted by a suitable person in adult services and they will take the 'lead'. The Plan will continue to set out the responsibilities of all agencies, including who will co-ordinate, monitor and review the delivery of services in the adult setting. It is the responsibility of adult services to work closely with children's services to ensure a seamless transition.

Q12 What happens if the Named Person or Lead Professional is not available and I have a concern?

If the Named Person is not going to be available then arrangements will be put in place within their own establishments to ensure that this role is covered. You should also establish if there is anything you or your agency can do to help in the mean time.

If a Child's Plan has been drawn up and a Lead Professional has been appointed then the Plan will detail contingencies which will include responsibilities in the absence of the Lead Professional.

As implementation of the Pathfinder project progresses, further support systems will be developed.

If you are concerned about a child and the nature of the concern suggests that the child or young person is at risk and immediate action needs to be taken, then you will follow existing Child Protection Procedures and involve police and social work services. Information about any actions taken will be shared with the Named Person or Lead Professional as soon as possible.

Q13 Where do I record a strength/pressure if it fits into more than one part of the Child's World Triangle?

A The strength/pressure will be recorded where it makes most sense, in your professional opinion, depending on the issue. Choosing which section to record details in respect of an intervention is a subjective process. The different aspects of well-being may impact on each other, for example the child who is not safe, is unlikely to be achieving. Interventions at one side of the Child's World are likely to have an impact on the others and in turn influence different aspects of wellbeing. The discussions with the family and other professionals involved when agreeing the aims of the Child's Plan and the outcomes required should clarify the purpose of the interventions which will help these decision. The plan should be proportionate to the child's needs and circumstances and as simple as these needs and circumstances allow.

Q14 When will we go GIRFEC across Highland?

A The Project Plan documents that the Pathfinder Project will be fully implemented in the Inverness area by June 2008 and it is hoped that this deadline can be met. Roll out across Highland will commence in a phased approach on completion of the Inverness Pathfinder and appropriate training has been delivered. Many agencies across Highland are already applying the GIRFEC principles and many of the processes in preparation for this implementation.

Q15 What if there is disagreement about who should be Lead Professional?

A Information regarding policies & procedures will be made available for children & families should they disagree with any decision. There will be arrangements to support them through this process. Where disagreement is between agencies, in the first instance, practitioners will follow their own management structures to resolve any issue. Where agreement cannot be reached the practitioners should refer to the 'Dispute Resolution' section of the Practitioner Guidance.

Q16 What resources / funding are there to support GIRFEC?

A Substantial funding has been committed by the Scottish Government to support implementation in the Pathfinder area which includes development of a shared IT solution. One of the GIRFEC aims is to reduce bureaucracy and duplication by holding fewer meetings and preparing fewer reports. This should release time and resources to allow practitioners to be more effective and to spend more time working directly with children & families. Using a common procedure & system, services will form a shared understanding of and responsibility for meeting children's needs. This will enable resources to be directed to where they are most needed.

Q17 What will GIRFEC mean for me? (Child, Parent, Carer, Teacher, Health Visitor, Police, etc)

A Child

- You will have a contact person in school (your Named Person) that will hold and update your record.
- If you approach someone with a concern, they will listen and try and get help for you by contacting your Named Person.
- Your Named Person will try to help you or will contact someone else who will help you.
- You will not need to go over and over your story telling different people the same thing.
- If you need help from an agency from outside school you will have your 'own plan'.
- You and your family will be involved in the decision making and will be fully involved in constructing the plan.
- You will not need to attend so many meetings as a Lead Professional will be appointed who will co-ordinate your plan and will access help
- The Lead Professional will make sure your plan works and will make sure you get the help when you need it.
- If the plan works it will no longer need to be followed and the Named Person will be the main point of contact for you once again.

Parent/carers

- You will know who to approach if you have a concern.
- There will be a single point of contact if a concern or worry is raised.
- Parents/carers will be actively involved in the planning & decision making processes & their consent & views sought at all times.
- The 'getting it right' vision of early identification of need will prompt services to be delivered to a child more effectively & timeously.
- There will be fewer meetings to attend. These meetings will look at all the needs of the child.
- Parent & carers will be well prepared for the meeting & will be clear about the purpose & outcomes.
- The reports & records will be written in a common language, in such a way that they will be easily understood.
- Parents/carers won't have to repeat their 'story' or history a number of times to different people.
- Meetings will be solution focused rather than dwelling on the past that everyone is already aware of.
- The Child's Plan will clearly lay out the short & long term outcomes for a child & will eliminate the need for a range of separate plans.
- You will not have to tell your story to lots of different people.
- Your family/carers & professionals involved with you will work with

- you to get the help you need when you need it.
- Your views will be important in making decisions & plans about you.
 - You will know who to speak to if you have a worry or a concern and that it's ok to have these worries or concerns.
 - No matter who you talk to they will know what to do next.

Teacher

- The Named Person will be the first point of contact for someone who has a concern or worry about a child. **YOU** may be the Named Person for a child in which case **YOU** will be the first point of contact for someone who has a worry or concern about a child.
- The information you hold about a child will be valued by others in the assessment and planning for a child.
- The information you record about a child will be recorded in the same way as other agencies and will reflect the whole child, not just academic reflecting the curriculum for excellence.
- There will be a variety of ways in which a child's unmet needs will be met. This will be based on your assessment and resources can be accessed in a variety of ways through seeking advice from other agencies, having discussions and having children's meetings.

Police

- There will be improved information gathering, recording & sharing.
- There will be earlier & more effective information sharing with the most appropriate people, those being the ones most involved with the child.
- The early organisation of a plan will mean that not all children will be automatically referred to the Children's Reporter &/or Social Work. It does mean that where a referral does need to be made to the Children's Reporter, those cases will be dealt with more effectively and quickly. Ref Police Manual
- Getting it Right process deals with both Care & Welfare and Youth offending issues.
- You may be involved where appropriate to contribute to a Child's plan & review process

Health Visitor / Midwife

- The named person will be the first point of contact for someone who has a concern or worry about a child. You may be the named person for a child in which case you will be the first point of contact for someone who has a worry or concern about a child.
- The information you hold about a child will be valued by others in

the assessment and planning for a child.

- The information you record about a child will be recorded in the same way as other agencies and will reflect the whole child, not just
- There will be a variety of ways in which children's unmet needs will be met. This will be based on your assessment and resources can be accessed in a variety of ways through seeking advice from other agencies, having discussions and having children's meetings.

Voluntary Organisations

- The excellent services that voluntary organisations deliver to children, young people and their families and carers will be reflected in the Child's Plan.
- A complete picture of all the services being delivered to a child or family will be mapped which will reduce duplication of services and will keep a clear focus on the outcomes for the child.

(NB further information will be added to this section as soon as it is available)

Social Work

- There will be better communication between agencies and the language used to describe a child or young person's unmet needs will be the same across the agencies.
- There will be a reduction in paperwork
- There will be an IT system in place which contains the Child's Plan, the Assessment and better recording of information
- There will be a reduction in the number of meetings
- Meetings will be more solution focused and plans will be drawn up to include the views of children, young people and their parent/carer
- Services will be better directed to provide children and their families with the help that they need when they need it
- There will be an identified Lead Professional and where this is you, you will be the first point of contact for the child, young person and parent/carer and main contact for other agencies.

Adult Services

- Adult services practitioners have a responsibility to keep the child and young person's needs in mind when they are working with adults who are parents/carers or other relevant persons and to share information appropriately if it is identified that the adult's situation is likely to have an impact on the child
- Sometimes parents may identify with their adult services practitioner that they need help with their parenting. The

practitioner has a responsibility to share this information with the named person or lead professional, if one has been appointed

- Where a young person has a Child's Plan and requires a continuation of services into adulthood, their plan should continue. This plan will set out the responsibilities of all agencies, including who will co-ordinate, monitor and review the delivery of services. It is the responsibility of adult services to work closely with children's services to ensure a seamless transition

Q18 What documents will be replaced when the Child's Plan is produced?

- A There are a number of existing documents used in planning across agencies. Some of these address legal requirements, such as Looked After Child materials, Social Background Reports and Co-ordinated Support Plans. GIRFEC will rationalise the use of different documents, ensuring that legal requirements are still met but ensuring the issues are incorporated into one Child's Plan. It is hoped that the Child's Plan will act as the 'report' for a child or young person where possible. Agreements are being reached between agencies in relation to this area of work.

Q19 When do you have to write a plan for a child?

- A Single agency plans will still exist within universal services but will begin to be produced in such a way as to be able to contribute to the Child's Plan should that be required.

Once a need has been identified through assessment and two or more agencies are delivering a service to a child, then a Child's Plan will be put in place and a Lead Professional will be appointed.

The complexity of the Child's Plan will reflect the complexity of the need or concern.