



GIRFEC Workplan

Topic	Action	Lead/ Personnel	Timescale	Comments
Ensure effective processes are in place for Named Person (NP)	1. Develop a protocol for the transfer of all Named Person Records from NP Service Provider (Health) to NP Service Provider (Education): <ul style="list-style-type: none"> • Agree what will be transferred • Agree timescale for transfer • Agree a secure system for transfer • Test the model 	1 P Rakra/ M Madden/ J Nimmo/ G Dover/ L Mortimer	Nov 2015 for draft protocol June 2015 for practitioner group	First draft of protocol agreed – March 15 Arrange practitioner group of HVs, HTs Primary, one EY HT
	2. Develop a communication protocol when <ul style="list-style-type: none"> • information is being shared, including when the child has siblings with a different NP • requesting additional wellbeing information 	2 MM/ JN/JMcL/ LU	April 2016	Link with topic on information sharing protocol.
	3. Develop joint universal services' guidance on the role of Named Person for practitioners	3 MM/ JN/JMcL/ LU		
	4. Ensure that NPs are supported to ensure confidence with making decisions re thresholds for wellbeing concerns by offering practical training sessions	4 Multiagency group led by SW		Part of a wider training programme: Oct 15- June 16
Ensure effective processes are in place for Lead Professional (LP)	1 Develop guidance to staff that ensures that a LP is agreed when a child receives support from one or more agency <ul style="list-style-type: none"> • Agree criteria for being a LP • Define the role of a LP 	1 MM/ JN/JMcL/ LU	April 2016	Links to current structure of EYJST's/LCJST's
	2 Develop content for GIRFEC sessions that will provide a forum to: <ul style="list-style-type: none"> • Create an opportunity to discuss anonymised Glasgow case studies and agree a hypothetical LP • Increase practitioner understanding of the roles of colleagues in supporting children 	2 MM/ JN/JMcL/ LU		Part of a wider training programme: Oct 15- June 16



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<p>The Child's Plan</p>	<ol style="list-style-type: none"> 1. Review the common template for the statutory Child's Plan, essential for the use of the Named Person and Lead Professional who may be from Health, Social Work or Education <ul style="list-style-type: none"> • Consider the core data set as stated in the Act 2. Develop a process and staff guidance for secure transfer of Child's Plan and other attachments <ul style="list-style-type: none"> • Agree how this template will be shared securely • Test the process in one area of the city 3. Develop training materials to support a workshop approach to: <ul style="list-style-type: none"> • effective outcome focussed planning • effective multi-agency chronologies 	<ol style="list-style-type: none"> 1. Kim Frater/ Moira Murray/ Lesley Mortimer/ Gillian Wilson 2. KF/MM/LM/ GW 3. ICSSMG 	<p>June 2015</p> <p>April 2016</p>	<p>Review and refresh the child's Plan for use across agencies.</p> <p>Draft guidance/protocol for staff</p> <p>Pilot the process in one area: Sept – Oct 15</p> <p>Part of a wider training programme: Oct 15- June 16</p>
<p>Information Sharing</p>	<ol style="list-style-type: none"> 1. Review existing data sharing protocol to ensure compliance with CYP Act 2. Develop training materials to further develop and provide clarity: <ul style="list-style-type: none"> • practitioner understanding of the "proportionate and appropriate" information sharing within the Data Protection Act 1998 • Parent disagrees to share information – response from practitioners to descale the issue 3. Involve child health in discussions on Named Person and Lead Professional role and sharing pre-birth information and the well-being of the new born child. 	<ol style="list-style-type: none"> 1. KF/ MM/ LM/ GW 2. KF/ MM/ LM/ GW 3. KF/ MM/ LM/ GW 	<p>April 2016</p> <p>June 2015</p>	<p>Link with topic on communication sharing protocol for Named Person.</p> <p>Arrange a meeting with child health services</p> <p>Part of a wider training programme: Oct 15- June 16</p>



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Request for Assistance	Agree a protocol for requesting assistance from partners.	KF/ MM/ LM/ GW	April 2016	Link with topic on communication sharing protocol for Named Person Part of a wider training programme: Oct 15- June 16
Communication Strategy	Agree a format for communicating with all practitioners, children and parents: build on existing Glasgow website or www.girfec-aberdeenshire.org	ICSG	April 2016	Linked to all of the tasks being completed above.

*** All identified training requirements will be collated to create an agreed multi-agency framework for briefing sessions which will take place on a rolling programme from October 2015 – June 2016.