

RCPCH SCOTTISH CHILD PROTECTION SUB COMMITTEE

Membership and Terms of Reference January 2018

Purpose and Remit

(a) Within the College:

- a. Work within College structure and principles
- b. Advise Officers on Child Protection matters in Scotland
- c. Liaise, as appropriate, with other committees on issues relating to Child Protection in Scotland
- d. Keep the membership informed via the College Newsletter and other channels of communication
- e. Work with other Colleges and organisations in Scotland on setting standards for the delivery of high quality Child Protection services in the NHS and other agencies such as Police Scotland and Local Authorities.
- f. Prepare an annual work plan
- g. Develop or offer opinion and advice on policy
- h. Adapt the training syllabus to meet the needs of paediatricians training in Scotland to enable them to deliver clinical services and competences in relation to Child Protection in Scotland.
- i. Work with relevant colleagues to coordinate training and education events in Scotland and the UK.

(b) On behalf of the College:

- a. Prepare responses and attend consultation events (proactively when appropriate) to proposals relating to Child Protection made by the Scottish Government
- b. Work with relevant organisations on Child Protection matters which have implications for delivery of paediatric services
- c. Continue to develop the paediatric workforce in Child Protection
- d. Establish and maintain links with other professional bodies including those delivering forensic services, mental health, nursing, Police Scotland and Local Authorities.
- e. Respond, following appropriate consultation with the College, to requests from the media and participate where necessary in the preparation of press statements
- f. Provide a representative if appropriate, to advise other organisations when and as requested, on the role and competencies required of Paediatricians delivering Child Protection clinical services in Scotland.
- g. Work collaboratively with third sector organisations in Scotland to develop policy and services to prevent and intervene to support children and families who have suffered trauma from child abuse and neglect.

Frequency of meetings

- a. The Committee will meet at the Edinburgh RCPCH office three times a year, dealing with interim issues by teleconference, correspondence or e-mail.

Committee reporting / review

- a. The Committee is a sub-committee of the RCPCH Scottish Committee
- b. The Scottish Committee will receive the Sub Committee's minutes
- c. The Scottish Committee shall review on an annual basis the work plan of the Child Protection Sub Committee.

Membership and attendance

- a. Members are encouraged to prioritise their time for attendance; representatives may be asked to attend meetings on an exception basis.
- b. Chairman (or deputy) plus 50% of all Committee members shall be required to be quorate.
- c. Flexibility of membership is incorporated within the Committee's terms of reference and should reflect contemporaneous issues at both national and local levels.
- d. The Chair of the Committee will be elected to serve a term of 3 years.
- e. Nominees for Committee members will serve for 3 years. These terms of office on the Committee may be extended for a further 2 years. Co-opted members will serve for as long as the body they represent deems appropriate. Ex officio members will serve for as long as they hold the relevant office.
- f. New Committee members will be chosen by inviting applications via the College Newsletter. Members of the Committee will assess the applications.
- g. The Criteria for selection of members in addition to the above will be based on the quality of the supporting application, and Leadership and Management experience. Membership should reflect all regions in Scotland.
- h. Members of the Committee will usually be Members / Fellows of the Royal College of Paediatrics and Child Health / representatives of specified organisations, but specific individuals may be co-opted to join the Committee for particular issues or pieces of work.

Voting Members	Key Responsibilities
Chair	<ul style="list-style-type: none">• Chair meetings of the Committee• Direct the role, function and work streams of the Committee
Deputy Chair, selected from Voting Members	<ul style="list-style-type: none">• Chair and attend meetings in the Chair's absence

<p>7 x RCPCH Members who are in the roles of Lead Paediatricians or Paediatricians with a Special Interest in Child Protection –</p> <ul style="list-style-type: none"> • 3 from West of Scotland • 2 from North of Scotland • 2 from South-east Scotland 	<ul style="list-style-type: none"> • Represent the clinical Child Protection services delivered across the 3 MCN regions in Scotland • Attend regularly and contribute on all agenda items at meetings • Undertake specific work between meetings as directed or proactively
<p>RCPCH Trainee representative</p>	<ul style="list-style-type: none"> • Ensure liaison between the Trainees committee and the Committee, so that relevant information on protecting children can flow in both directions • Provide representation of trainee view points on appropriate issues
<p>Observers / Co-options</p>	<p>Key Responsibilities</p>
<p>Representative from the Scottish Association for Community Child Health (SACCH)</p>	<ul style="list-style-type: none"> • Ensure representation of relevant views and issues from other community paediatricians in Scotland • Attend regularly and contribute on all agenda items at meetings • Undertake specific work between meetings as directed or proactively
<p>Representative from the Faculty of Forensic and Legal Medicine (FFLM)</p>	<ul style="list-style-type: none"> • Ensure representation of relevant views and issues from forensic physicians • Attend regularly and contribute on all agenda items at meetings • Undertake specific work between meetings as directed or proactively
<p>Representative from Child Protection Senior Nurses' Forum</p>	<ul style="list-style-type: none"> • Ensure representation regarding the training and development of nurses with specialist knowledge and competence in CP • Attend regularly and contribute on all agenda items at meetings • Undertake specific work between meetings as directed or proactively

Representative from the Royal College of General Practitioners (RCGP) in Scotland	<ul style="list-style-type: none"> • Ensure representation of issues and views from General Practice • Attend regularly and contribute on all agenda items at meetings • Undertake specific work between meetings as directed or proactively
Representative from Royal College of Psychiatrists (RCPsych) in Scotland	<ul style="list-style-type: none"> • Ensure representation of issues and views from Child and Adolescent Mental Health • Attend regularly and contribute on all agenda items at meetings • Undertake specific work between meetings as directed or proactively
<p>2 x representatives from the Scottish Government:</p> <ul style="list-style-type: none"> • 1 to represent policy • 1 to represent clinical matters 	<ul style="list-style-type: none"> • Provide update on Scottish Government issues relating to protecting children • Attend regularly and contribute on all agenda items at meetings
RCPCH Child Protection Policy Lead	<ul style="list-style-type: none"> • Ensure update on RCPCH UK policies in Child Protection • Attend regularly and contribute on all agenda items at meetings
RCPCH Administrator	<ul style="list-style-type: none"> • Ensure the Committee functions appropriately and complements the overall RCPCH committee system and strategy

Administration

The Committee will be administered by the RCPCH Scottish Office Committee Administrator.

Agenda items

- a. Agenda items are to be submitted 2 weeks in advance of the meeting to the designated administrator who will ratify the agenda with the Chair.

Budget

- a. The RCPCH will be responsible for the cost of hosting meetings and for reimbursing travel expenses for College members.
- b. Activities of the Committee which require additional funding will be subject to consideration by the RCPCH Scottish Committee and approval by an appropriate Director.
- c. When approved, a detailed budget must be prepared and presented to the College's Finance Committee.
- d. Any published material produced by the Child Protection Sub Committee will be subject to appropriate approval within RCPCH.