



Perth and Kinross CPC Self-Evaluation Calendar 2023 – 2024

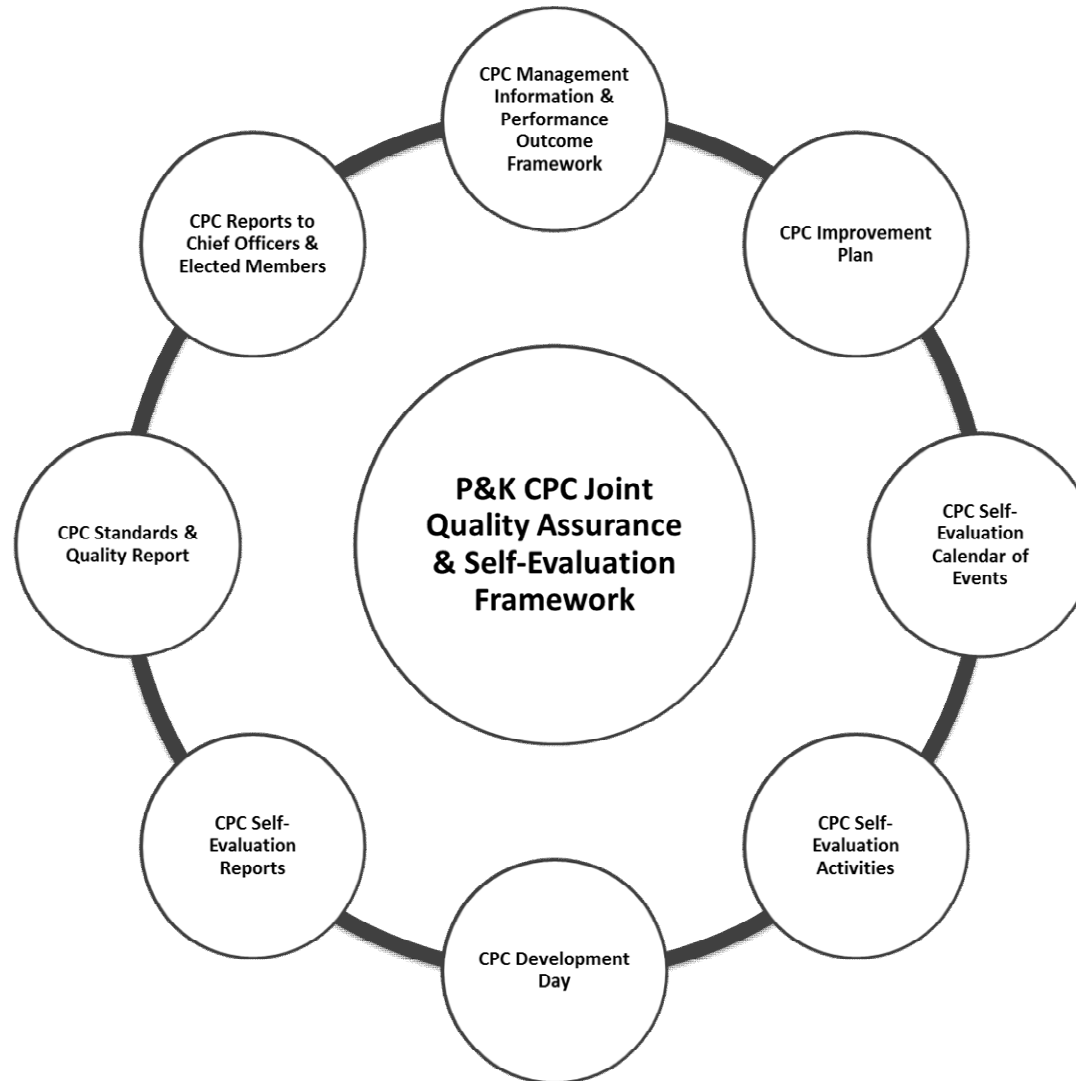
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**Getting it Right
in Perth and Kinross**
Helping children be the best they can be

Document Control

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Diagram – P&K CPC Joint Quality Assurance & Self-Evaluation Framework



Context – In Summary

1. Published as part of the wider Perth and Kinross CPC Joint Quality Assurance & Self-Evaluation Framework;
2. Published as the CPC Self-Evaluation Calendar and / or Statement of Intent for 2023 – 2024;
3. Published only after approval by the CPC and the CPC Quality Assurance Working Group (CPC QAWG);
4. Published as a fluid and dynamic document, subject to amendment and / or change and / or update, where necessary;
5. The CPC Quality Assurance Working Group (CPC QAWG) will be the keeper of this CPC Self-Evaluation Calendar;
6. The CPC Child Protection Inter-Agency Coordinator will be responsible for coordinating the various Self-Evaluation activities;
7. The CPC Self-Evaluation Calendar will be a Standing Agenda Item at all meetings of the CPC Quality Assurance Working Group (CPC QAWG) and will be subject to regular review and scrutiny;
8. Each self-evaluation activity has a start date / month and a projected completion date / month;
9. Each self-evaluation activity has a Strategic Lead – person responsible for ensuring the self-evaluation activity is started and completed, albeit not necessarily responsible for actually carrying out the self-evaluation activity solely by themselves;
10. Each self-evaluation activity will result in an output – invariably an evidence-based self-evaluation report which may include a description of the background; context; methodology; findings; areas of strengths; areas for further development and / or improvement; recommendations; and actions / tasks;
11. Each self-evaluation report will be presented to the CPC and / or the CPC Quality Assurance Working Group (CPC QAWG);
12. Actions / Tasks relating to areas for further development and / or improvement will be included in the CPC Improvement Plan; and
13. Each self-evaluation report will be retained for future scrutiny, inspection, reference and / or evidence purposes and the key findings will be included in the CPC Annual Standards and Quality Report.

Possible Menu of Options for CPC Multi-Agency Quality Assurance / Self-Evaluation Work 2023 – 2024 – To be Confirmed by the CPC

- Child Concern Reports (CCRs) – Repeat Child Concern Reports – Audit?
- Inter-Agency Referral Discussions (IRDs) – Multi-Agency Decision Making / Recording Practices / Outcomes – Audit?
- Child Protection Investigations – Which did not proceed to a Child Protection Planning Meeting (CPPM) – Audit?
- Unborn Baby Referrals – Multi-Agency Decision Making / Outcomes – Audit?
- Child Concern Reports in Schools – Consistency of Use within PKC Schools – Audit?
- Reflective Practice Staff Survey – Learning-Lessons and Improving Practice from Learning Reviews?
- OnLine; Webinar and Face-2-Face Child Protection Training Courses – Evaluation Report (s) Every Six Months from 1 August 2023?
- CPC use of Social Media Platforms & Website – Evaluation Report (s) Every Six Months from 1 August 2023?
- CPC Improvement Plan – Update Reports from 1 April 2023?
- CPC Development Day 2024?
- Care Inspectorate Staff Survey – Circulate to Staff?

No	When (Start Date)	CPC Self-Evaluation Activity and Lead Person	Key CPC Outputs ¹	Target Date for CPC
1	August 2023	Review, Refresh and Publish the CPC Inter-Agency Child Protection Guidelines 2023 in compliance with the National Child Protection Guidance in Scotland 2021 Updated 2023 (Lead: Ross Drummond)	CPC Inter-Agency Child Protection Guidelines 2023	By end of September 2023 Presented to CPC on 29 August 2023 – Approved and Published 8 September 2023 COMPLETED
2		Review and Refresh the CPC Multi-Agency Management Information and Performance Outcome Framework – Monthly Highlight Report in compliance with the CPC National Minimum Dataset and National Child Protection Guidance in Scotland 2021 Updated 2023 (Leads: Ross Drummond, Sharon Cooper and James Chiles)	CPC Multi-Agency Management Information and Performance Outcome Framework – Monthly Highlight Report	By end of September 2023 CPC Data Framework Reviewed and Refreshed Presented to CPC QAWG on 11 October 2023 Presented to CPC on 24 October 2023 COMPLETED
3		Publish the CPC Multi-Agency Management Information and Performance Outcome Framework – Monthly Highlight Report for August 2023 (Lead: James Chiles)	CPC Multi-Agency Management Information and Performance Outcome Framework – Monthly Highlight Report August 2023	By end of September 2023 Presented to CPC QAWG on 11 October 2023 Presented to CPC on 24 October 2023 COMPLETED

¹ *Each self-evaluation activity will result in an output – invariably a self-evaluation report which must include a description of the background; context; methodology; findings; key strengths; areas for further development and / or improvement; recommendations and actions / tasks.*

No	When (Start Date)	CPC Self-Evaluation Activity and Lead Person	Key CPC Outputs ¹	Target Date for CPC
4		Publish the CPC Self-Evaluation Calendar 2023 – 2024 (Lead: Ross Drummond)	CPC Self-Evaluation Calendar	By end of September 2023 Presented to CPC QAWG on 11 October 2023 Presented to CPC on 24 October 2023 COMPLETED
5	September 2023	Publish the CPC Standards and Quality Report 2022 – 2023 (Lead: Ross Drummond)	CPC Standards and Quality Report	By end of October 2023 Underway
6		Publish the CPC Improvement Plan 2023 – 2026 Progress Report for S&Q (Lead: Ross Drummond)	CPC Improvement Plan – Progress Report for S&Q	By end of October 2023 Underway
7		Implement a P&K CPC Reflective Practice Multi-Agency Staff Survey – Learning-lessons from Learning Reviews (Lead: Ross Drummond)	Survey Report Evaluation Report	By end of October 2023 Underway
8		Publish the CPC Multi-Agency Management Information and Performance Outcome Framework – Monthly Highlight Report for September 2023 (Lead: James Chiles)	CPC Multi-Agency Management Information and Performance Outcome Framework – Monthly Highlight Report September 2023	By end of October 2023 Underway
9	October 2023	Publish the CPC Multi-Agency Management Information and Performance Outcome Framework – Monthly Highlight Report for	CPC Multi-Agency Management Information and Performance Outcome	By end of November 2023

No	When (Start Date)	CPC Self-Evaluation Activity and Lead Person	Key CPC Outputs ¹	Target Date for CPC
		October 2023 (Lead: James Chiles)	Framework – Monthly Highlight Report October 2023	
10	November 2023	Publish the CPC Multi-Agency Management Information and Performance Outcome Framework – Monthly Highlight Report for November 2023 (Lead: James Chiles)	CPC Multi-Agency Management Information and Performance Outcome Framework – Monthly Highlight Report November 2023	By end of December 2023
11		Publish the Full CPC Annual Multi-Agency Management Information and Performance Outcome Framework Report for 2022 – 2023 (August to July) (Lead: James Chiles)	CPC Multi-Agency Management Information and Performance Outcome Framework – Full Report and Presentation to the CPC	By end of December 2023
12	December 2023	Publish the CPC Multi-Agency Management Information and Performance Outcome Framework – Monthly Highlight Report for December 2023 (Lead: James Chiles)	CPC Multi-Agency Management Information and Performance Outcome Framework – Monthly Highlight Report December 2023	By end of January 2024
13	January 2024	Publish the CPC Multi-Agency Management Information and Performance Outcome Framework – Monthly Highlight Report for January 2024 (Lead: James Chiles)	CPC Multi-Agency Management Information and Performance Outcome Framework – Monthly Highlight Report January 2024	By end of February 2024

No	When (Start Date)	CPC Self-Evaluation Activity and Lead Person	Key CPC Outputs ¹	Target Date for CPC
14	February 2024	CPC Six Months Review Report: OnLine Child Protection Training Modules; Webinars and Face-2-Face Training Courses (Lead: Michelle Nicol)	CPC Self-Evaluation Report	By end of March 2024
15		CPC Six Months Review Report: Use (Activity) of Social Media Platforms and Website (Lead: Mary Willis)	CPC Self-Evaluation Report	By end of March 2024
16		Publish the CPC Multi-Agency Management Information and Performance Outcome Framework – Monthly Highlight Report for February 2024 (Lead: James Chiles)	CPC Multi-Agency Management Information and Performance Outcome Framework – Monthly Highlight Report February 2024	By end of March 2024
17	March 2024	Publish the CPC Multi-Agency Management Information and Performance Outcome Framework – Monthly Highlight Report for March 2024 (Lead: James Chiles)	CPC Multi-Agency Management Information and Performance Outcome Framework – Monthly Highlight Report March 2024	By end of April 2024
18	April 2024	12 Month Review of the CPC Improvement Plan 2023 – 2026 (Lead: CPC Lead Officer)	CPC Improvement Plan 2023 – 2026 Update Report	By end of May 2024
19		CPC Annual Development Day 2024 (Lead: Bill Atkinson)	CPC Development Day Feedback & Evaluation Report	By end of May 2024

No	When (Start Date)	CPC Self-Evaluation Activity and Lead Person	Key CPC Outputs ¹	Target Date for CPC
20		Publish the CPC Multi-Agency Management Information and Performance Outcome Framework – Monthly Highlight Report for April 2024 (Lead: James Chiles)	CPC Multi-Agency Management Information and Performance Outcome Framework – Monthly Highlight Report April 2024	By end of May 2024
21	May 2024	CPC Multi-Agency Review & Quality Assurance of Key Child Protection Processes – Focus / Theme TBC (Lead: CPC Lead Officer)	Self-Evaluation Report	By end of June 2024
22		Publish the CPC Multi-Agency Management Information and Performance Outcome Framework – Monthly Highlight Report for May 2024 (Lead: James Chiles)	CPC Multi-Agency Management Information and Performance Outcome Framework – Monthly Highlight Report May 2024	By end of June 2024
23	June 2024	Tayside Quality Assurance and Self-Evaluation of P&K Inter-Agency Referral Discussions (IRDs) (Lead: TBC)	Self-Evaluation Report	By end of July 2024
24		Publish the CPC Multi-Agency Management Information and Performance Outcome Framework – Monthly Highlight Report for June 2024 (Lead: James Chiles)	CPC Multi-Agency Management Information and Performance Outcome Framework – Monthly Highlight Report June 2024	By end of July 2024
25	July 2024	Publish the CPC Multi-Agency Management Information and Performance Outcome Framework – Monthly Highlight Report for July 2024 (Lead: James Chiles)	CPC Multi-Agency Management Information and Performance Outcome Framework – Annual Highlight Report July 2024	By end of August 2024

No	When (Start Date)	CPC Self-Evaluation Activity and Lead Person	Key CPC Outputs ¹	Target Date for CPC
END OF ACADEMIC YEAR 2023 - 2024				
26	August 2024	Commence work on the CPC Self-Evaluation Calendar 2024 – 2025 (Lead: CPC Lead Officer)	CPC Self-Evaluation Calendar	By end of September 2024
27		Commence work on the CPC Standards and Quality Report 2023 – 2024 (Lead: CPC Lead Officer)	CPC Standards and Quality Report	By end of October 2024
28		Commence work on the CPC Improvement Plan 2023 – 2026 Progress Report for S&Q Report (Lead: CPC Lead Officer)	CPC Improvement Plan – Progress Report for S&Q	By end of October 2024