

Report

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Report to:	Education Resources Committee
Date of Meeting:	19 June 2018
Report by:	Executive Director (Education Resources) Executive Director (Finance and Corporate Resources)

Subject:	GIRFEC Support
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1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ request approval for additional administrative support within the Inclusive Education Service to support the implementation of Parts 4, 5 and 18 of the Children and Young People Scotland Act 2014.

2. Recommendation(s)

2.1. The Committee is asked to approve the following recommendation(s):-

- (1) that two fixed term posts of Clerical and Administrative Assistant, within the Inclusive Education Service, be created for a period of 23 months from August 2018 until July 2020 be approved.
- (2) that the actions which have taken place to date, in terms of implementing GIRFEC to improve outcomes which support the wellbeing of children and young people be noted.

3. Background

3.1. The Children and Young People (Scotland) Act 2014 was passed in the Scottish Parliament on 19 February 2014 and received its Royal Assent on 27 March 2014.

3.2. The Act aims to further the Scottish Government's ambition for Scotland to be the best place to grow up in by putting children and young people at the heart of planning and services and ensuring their rights are respected across the public sector.

3.3. Statutory guidance has been produced to explain the legal duties in Parts 4, 5 and 18 (section 96) of the Act. These parts are about the Getting It Right For Every Child (GIRFEC) national approach to improving outcomes through public services that support the wellbeing of children and young people. The guidance is still in draft form but it is anticipated that it will be finalised and published before these parts of the Act come into force.

3.4. There are three specific parts of the Act that directly relate to the implementation of the Getting it Right for Every Child national approach to improving outcomes through public services that support the wellbeing of children and young people. These are:

- **Part 4** – Named Person Service, the provision of a Named Person and Information Sharing Duties
- **Part 5** – Child's Plan
- **Part 18** – Assessment of wellbeing

- 4. Part 4 – Named Person Service, the provision of a Named Person and Information Sharing Duties**
- 4.1. Part 4 of the Act makes the provision of a Named Person service and the identification of a Named Person available as an entitlement for all children and young people, from birth until their 18th birthday (even if they have left school)
- 4.2. For children attending school within South Lanarkshire, the Named Person function will be carried out by the Primary School Head Teacher, and a Pupil Support Teacher in Secondary Schools.
- 4.3. Information Sharing: Part 4 of the Act also creates duties to share information within the established framework of Scottish, United Kingdom and European law including the Data Protection Act.
- 4.4. This means that the handling, storage, processing, sharing, and retention of information by all service providers, relevant authorities and those providing services on their behalf must be compliant with legislation.
- 4.5. New guidance will be developed for all staff across the Community Planning Partnership to make them aware of the new data sharing requirements once these have been finalised after receipt of final guidance from government and taking account of national solutions and timescales.
- 5. Part 5 and 18 – Child’s Plan and Assessment of Wellbeing**
- 5.1. Education Resources will use the national SEEMiS Wellbeing module, which is an electronic system that fully takes account of what is required to facilitate the implementation of the Child’s Plan. This is a new, specifically developed module. The wellbeing module requires approximately 600 staff being trained to use the tool and receive training on how to carry out wellbeing assessment and develop a plan for the child/young person. The GIRFEC Officer recruited in the latter half of 2017 has responsibility to plan for the use of this module across Education Resources.
- 6. Proposal**
- 6.1. The GIRFEC Officer post was agreed at Committee in October 2017. The Scottish Government has also provided funding for Local Authorities to take forward such arrangements as necessary to ensure that the functions detailed within the Children and Young People Act (2014) are embedded in good practice. The posts of Clerical Assistant and Administration Assistant are required to take this forward (see para 6.4).
- 6.2. Since coming into post in October 2017, the GIRFEC Officer has been making plans to roll out a comprehensive programme of training for all aspects of the duties set out above. This training commenced in January 2018. There will be several phases of training, beginning with awareness raising and moving through the functions of the well-being module on SEEMiS to ensure a consistency of approach and practice across all our schools.
- 6.3. The SEEMiS Wellbeing module has been adopted by the Scottish Government as the recommended solution for information sharing and management of vulnerable children by Education Authorities. Part of this solution is the development of a Single Point of Contact within each Authority to ensure the secure communication, processing and storage of sensitive wellbeing information on children and families in accordance with the Data Protection Act and the new General Data Protection Regulations. We envisage that wellbeing information from other agencies and our

Social Work colleagues will be routed through our Single Point of Contact and from there uploaded to the Wellbeing module for individual Named Persons. This ensures a fully secure communications network. The amount of such sensitive information coming into the contact email address is likely to be high. This has been shown by a pilot project involving one agency, Police Scotland, using the Single Point of Contact between January and March of 2017.

6.4. This training and implementation of the new Single Point of Contact is one of the most significant developments within Education Resources over the next two years. To support the work of the GIRFEC Officer, administrative support is required to coordinate and arrange this training programme. The complexity and numbers involved require the post of administrative support to be full time. Further details on the level of support required is highlighted in paragraph 8.

6.5. For the Single Point of Contact to function effectively and for the training programme to be taken forward in an efficient and productive way, the Inclusive Education Service considers there is a need for two posts to be created to work on both aspects of this project.

7. Funding

7.1. The Scottish Government has provided funding for Local Authorities to take forward such arrangements as necessary to ensure that the functions detailed within the Children and Young People Act (2014) are embedded in good practice. The proposed posts are initially requested for a 23 month period as further guidance is expected from the Scottish Government later in 2018.

8. Employee Implications

8.1

Post title	Current Number of Posts (FTE)	Proposed Number of Posts (FTE)	Grade	SCP Range	Hourly Rate	Annual salary	Gross costs (including on-costs 30.3%)
Clerical Assistant	0	1	Grade 1 Level 1-4	SCP 20 - 31	£8.74 - £10.28	£15,949 - £18,759	£20,781 - £24,443
Admin Assistant	0	1	Grade 2 Level 1-2	SCP 32 - 40	£10.58 - £11.72	£19,306 - £21,387	£25,157 - £27,869

These posts have been graded using the Council's job evaluation scheme.

9. Financial Implications

9.1 Costs associated with this proposal will be met from funding allocated to the Council by the Scottish Government for the development and implementation of the duties and powers contained within the Children and Young People (Scotland) Act 2014.

10. Equality Impact Assessment and Consultation Arrangements

10.1 This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and, therefore, no impact assessment is required.

10.2 Trade Union colleagues have been consulted on the proposals contained with this report.

Tony McDaid
Executive Director (Education Resources)

25 May 2018

Paul Manning
Executive Director (Finance and Corporate Resources)

Link(s) to Council Values/Ambitions/Objectives

- Improve achievement, raise educational attainment and support lifelong learning
- Ensure schools and other places of learning are inspirational

Previous References

None

List of Background Papers

- SLDR Report to Executive Committee (March 2016)

Contact for Further Information

If you would like to inspect the background papers or want further information, please contact:-

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