

Policy & Practice

Part C 4.1 National

Past:		1930-75	1975-96	1996>
a)	Was there national policy/guidance relevant to the provision of foster care for children?	Yes	Yes	Yes
b)	If so, to what extent was the local authority aware of such?	Minutes of Children's Committee from 1950 onward indicate that the Council was aware of national guidance and this is referenced periodically. The full extent cannot be established from available records. No relevant records have been identified prior to 1950	Fully Aware	Fully aware
c)	If there was national policy/guidance in respect of any of the following in relation to provision of foster care for children, to what extent was the local authority aware of such?			
	i. Child welfare (physical and emotional)	See 4.2.b	Fully Aware	Fully aware
	ii. The child's views	See 4.2.b	Fully Aware	Fully aware
	iii. Reviewing a child's continued residence in a foster care placement	See 4.2.b	Fully Aware	Fully aware
	iv. Child protection	See 4.2.b	Fully Aware	Fully aware
	v. Discipline	See 4.2.b	Fully Aware	Fully aware
	vi. Complaints handling	See 4.2.b	Fully Aware	Fully aware
	vii. Whistleblowing	See 4.2.b	Fully Aware	Fully aware
	viii. record retention	See 4.2.b	Fully Aware	Fully aware
	ix. Recruitment and training of foster carers	See 4.2.b	Fully Aware	Fully aware
	x. Requiring employers to divulge details of complaints etc. in relation to prospective foster cares to the local authority.	See 4.2.b	Fully Aware	Fully aware
d)	If the local authority was aware of such, did they give effect to that policy/guidance?			yes
e)	If so, how was effect given to such policy/guidance?	See 4.2.b	relevant policies and procedures were put in place by SRC	Relevant policy and procedure was developed reviewed and updated to ensure implementation of national guidance and policy
f)	If not, why not?			n/a
Present:		1930-75	1975-96	1996>
g)	With reference to the present position, are the answers to any of the above questions different?	see subsequent periods	see subsequent periods	
h)	If so, please give details.			

Part C 4.2 Local Authority

(I) Policy

Past:		1930-75	1975-96	1996>
a)	Was there local authority policy/guidance in relation to the provision of foster care?	Available minutes of and reports to the Children's Committee indicate that there was guidance in place however archive searches have been unable to locate any copies of this. No relevant records have been identified prior to 1950	Strathclyde Regional Council Fostering guidelines in place and updated in 1976 and 1986	Argyll and Bute Council initially adopted SRC policy and procedures and replaced with the Argyll and Bute operational procedures manual in 2000 which included procedures with regard to all looked after children. These were amended and updated with the adoption of national "LAAC paperwork" and again in 2010 with the implementation of Argyll & Bute Fostering Procedures and Practice Guide.
b)	Was there a particular policy and/or procedural aim/intention?	see 4.2.i.a	Child care was a priority for the new Strathclyde Region and improving foster care was at the forefront of their programme.	To ensure all children in fostering households are safe and have their needs met as per their care plan
c)	Where were such policies and/or procedures recorded?	see 4.2.i.a	various procedures and documents produced by SRC	Argyll & Bute Fostering Procedure and practice guidance
d)	What did the policies set out in terms of the following:	see 4.2.i.a		
	i. Child welfare (physical and emotional)	see 4.2.i.a	unable to establish from information provided by Glasgow City Archive	Policy was underpinned by a commitment to promoting the welfare of the child as our paramount concern and since 2010 has been based on the GIRFEC framework with a commitment to ensuring children are Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible and Included.
	ii. The child's views	see 4.2.i.a	In 1994 SRC introduced 'Children's Rights Service' which update the 'Charter of Right Responsibilities for Young People in Care' (1991) and identified the further steps necessary to incorporate the Charter into the Council's approach to its Children's Right Service. In 1998 the Council introduced a Charter of rights for Children. The Social Work Department developed these proposals, with particular attention being paid to the need to complement such rights with clear procedural and practice guidelines and training for staff on their implication. Each child was given a copy of the guidelines on their admission to care.	Argyll and Bute adopted the UN declaration on the rights of the child as the key underpinning of all the policies and procedures. The procedures outlined how children and young people's views should be sought and taken into account in decision making about their situation and future.
	iii. Placement of siblings	see 4.2.i.a	Appendix provides statistics about the placement of siblings in the 1980s throughout Strathclyde	The procedures recognised the importance of siblings being placed together where it was in the best interests of the child/young person/young person and his siblings.
	iv. The placement of a child in foster care	see 4.2.i.a	Strathclyde Regional Council's child care strategy put an emphasis on the need to place children in a family setting. The assessment was, as far as possible, a collaborative effort, actively involving the Social Worker, the family, the child, the carers, if appropriate, and any other staff requiring to be involved in the process.	The procedures gave guidance about the assessment of the child/young person's needs in relation to the most suitable placement. The procedures gave guidance about the assessment of the child/young person's needs in relation to the most suitable placement.

	v.	The particular placement of a child with foster carers	see 4.2.i.a	<p>The 1976 and 1986 SRC fostering guidelines laid down the following:</p> <ul style="list-style-type: none"> • Preparatory discussion to establish information about the information about child's background, which should be shared timeously with foster family • Where possible, child to meet foster parents • Details of previous schooling and discussions about which school child should attend (foster carer to meet Social Worker) • Discussion about contact with natural parents • Medical examination, preferably with own doctor and prior to going to foster home • Arrives with sufficient clothing • Check with foster parent what equipment is required • Ensure have all the necessary information about child and share with foster parents • Foster parents as well as the parents are aware of arrangements for next contact with the child, as prescribed in formal access agreement 	The procedures outlined the factors that should be taken into account when considering the most appropriate foster placement for the child/young person.
	vi.	Contact between a child in foster care with his or her family	see 4.2.i.a	<p>During the 1970s to 1990s Strathclyde Regional Council drew up a comprehensive suite of policies and strategies supported by implementation strategies. The Home or Away policy on residential child care forcibly argued for a much more specific and enforceable system of rights for children in care and their parents. The Department developed these proposals, with particular attention being paid to the need to complement such rights with clear procedural and practice guidelines and training for staff on their implication.</p> <p>Policies, handbooks and manuals in the 1970s and 1980s all emphasise the importance of the continued involvement with natural parents and other members of their families. This included the Foster Policy and Guidelines introduced between 1975 and 1996.</p>	The procedures stated that the local authority has a duty to promote contact between a child and their families and gave guidance on how this should be done.
	vii.	Contact between a child in foster care and other siblings in foster care.	see 4.2.i.a	<p>Policies, handbooks and manuals in the 1970s and 1980s all emphasise the importance of the continued involvement with natural parents and other members of their families for all children in care.</p>	See above with additional requirement that if siblings were separated in foster care then the placements should be close to each other if possible.
	viii.	Information sharing with the child's family.	see 4.2.i.a	<p>As above, policies, handbooks and manuals in the 1970s-1980s emphasised the rights of natural parents to information about their child. The 1986 Fostering Guidelines made the point that the shared-caring nature of fostering demanded clarity of roles, good communication and information-sharing and explicit goals for placement if children</p>	The procedures stated that information should be shared with the birth family and gave advice about how this should be done.
	ix.	Fostering panels (including constitution, remit, frequency and record keeping).	We have not identified any records of Fostering Panels operating during this period	<p>1985/6 Fostering guidelines includes details of decision-making process. Its membership; role in assessment and review processes. The guidelines also included details records to be created.</p> <p>In the 1980s each Panel consisted of 4 Elected Members of the Social Work Committee, one of whom to be the Chair, a Medical Adviser, an Educational Psychologist, and the Divisional Organiser (Community and Field Work) or the Divisional Adoption and Fostering Adviser.</p>	Information about fostering panels including constitution, remit, frequency and record keeping and in line with legislation and Regulation and Guidance were in the fostering procedures.

	x.	Recruitment and training of foster carers.	see 4.2.i.a	<p>Child care was a priority for the new Strathclyde Region and improving foster care was at the forefront of their programme. Together with new policies and guidelines, Strathclyde had a number of campaigns to encourage the uptake in foster care and fostered increased public awareness of the children through the constructive use and co-operation of the media.</p> <p>The recruitment process included group meetings, individual interviews contacts with other foster-carers.</p> <p>The 1986 guidelines for fostering outlines the following support to:</p> <ul style="list-style-type: none"> • Support temporary foster parents • Support to permanent foster parents • Support through contact with other foster parents • Support through Foster Care Groups • Strathclyde Foster Care Consultative Group 	<p>The procedures outlined the process for recruitment of foster carers. Specifically they advised about how publicity should be undertaken and information that should be included at this stage e.g.; the characteristics of the children and young people needing foster homes, what the fostering task will entail; payment, support and training.</p>
	xi.	Requiring employers to divulge details of complaints etc. in relation to prospective foster carers to the local authority.	see 4.2.i.a	<p>unable to establish from information provided by Glasgow City Archive -</p>	<p>No evidence of this ever being a requirement, but current practice is to ask for a reference from current employer, and includes query about any disciplinary action in the workplace.</p>
	xii.	Reviewing a child's continued residence in foster care or in a particular foster care placement.	see 4.2.i.a	<p>Both the 1976 and 1986 Foster guidelines laid down the processes for review.</p> <p>The guidelines outline areas of interest in the review,</p> <p>it was Strathclyde policy to invite everyone interested in the care of the child to a review.</p> <p>The timetable for reviews was: 4 weeks then at least 6 monthly</p> <ul style="list-style-type: none"> • First full review no later than 4 weeks after date of admission into care • Subsequent reviews to be held as appropriate but not less than at six-monthly intervals <p>The 1986 guidelines detail the main function is to review the child, their circumstances and needs, and will include the following:</p> <ul style="list-style-type: none"> • Review of the original plan, monitoring how effectively the recommendations of any former reviews have been implemented and reassessing the appropriateness of any decisions • Exchanging and coordinating information on the child's physical, emotional, intellectual and social development for all with all invitees • Child's legal situation and whether this continues to be appropriate to present needs • Agreeing a plan for the future, for example rehabilitation, permanent care, and detailing tasks to promote its implementation • Formal recording of decisions regarding child's future care, which would become an integral part of the child's case file <p>Timings of Review, decision meeting prior to reception; initial review held</p>	<p>Children/young people's placement was reviewed via the LAAC review process.</p>

				within 4 weeks in care; child's progress must be reviewed 3 months later and then at 6 monthly intervals	
	xiii	Visits to a foster care placement (including frequency, purpose, content, follow up and record keeping).	see 4.2.i.a	Visiting should comply with regulations and statutory requirements and normally be identified in the child's care plan.	The procedures gave clear guidance re support and monitoring of foster placements recognising that foster carers require support with the day to day care of the child, challenges that the children may present, the impact on the wider fostering family, the challenges of working with external agencies. This support should be provided by the fostering social worker and the child's social worker.
	xiv.	Transfer of a child from one foster placement to another (including preparation and support).	see 4.2.i.a	<p>The Fostering Guidelines, 1986, includes details on processes on transfer of child. The guidelines highlight the Social Worker's responsibility to ensure that the child's transition from the foster home to his own home, or to another placement, is carried out as easily as possible. The Social Worker is required to prepare all parties for the change and ensure that they understand the sequence of events and the reasons for the move. The following steps are required:</p> <ul style="list-style-type: none"> • Medical examination by the family or foster parent's GP, not earlier than the day prior to the child leaving the foster home • The medical card, copies of any Place of Safety Orders, Warrants, Panel Supervision Orders and any other relevant documents to be collected from foster home when child leaves. Documents which came from home, i.e. the medical card, will be retained on child's file for reference in the event of future placement. If the child is moving to another placement, all these items will be transferred with the child. • All clothing brought from the home should be returned. Social workers to advise about other items to be taken when the child leaves. Any 	When a child is transferring from one placement to another full preparation should be carried out. This should include consulting the child/young person about the proposed move; giving the child/young person information about the new placement; arranging visits to the new placement where possible; supporting both sets of carers and informing and supporting birth family members.

				special new toy, along with any photographs, should also go with the child.	
	xv.	Transfer of a child between foster care and residential care (including preparation and support).	see 4.2.i.a	unable to establish from information provided by Glasgow City Archive	As above
	xvi.	Child protection	We have been unable to identify any reference to a child protection policy or procedure during this period	A number of manuals and procedures were produced to support the appropriate management of activities, including child protection. In 1971 Glasgow Corporation had produced the first guidance notes for Social Workers which were revised in 1979. There were new manuals regarding procedures regarding child abuse in 1979, 1983, 1989, 1993 (amended supplementary procedures). There were Child Protection Procedures produced by authorities in the West of Scotland in 2001.	fully aware. Argyll and Bute adopted child protection procedures from Strathclyde Regional Council, these were updated to the West of Scotland Child protection procedures around 2002 - with additional Argyll and Bute guidance including guidance on allegations involving children in residential care in 2006, this was subsequently replaced by the on line West of Scotland Inter-Agency Child Protection Procedures.

	xvii	Complaints handling.	We have been unable to identify any reference to a complaints policy or procedure during this period	<p>The 1986 Fostering Guidelines outlines processes for dealing with foster parent complaints, including :</p> <ul style="list-style-type: none"> • Again, foster parents and their care of a particular foster child § By foster parents because of a dispute with the social work staff involved in their home and very often concerning a decision about a child in their care, or their continuing involvement as foster parents <p>Any complaint is to be immediately brought to the attention of the Area Officer responsible for the child and is to be acted on immediately.</p> <p>If the complaint is against foster parents is received from other professionals involved with a child who has been in the foster home, e.g. a teacher, doctor, another Social Worker, or from a neighbour or another member of the public, or from the child themselves, it must be immediately and thoroughly investigated.</p> <p>The complainant to be interviewed by the foster parents' Social Worker and the Senior Social Worker and details of the complaint, together with an assessment of the quality of that complaint, to be carefully recorded. The Area Officer for the foster home to discuss this with Area Officer for the child, if the complaint is as serious as an accusation of non-accidental injury, the relevant Child Abuse Procedures must be followed. If at all possible, the decision to remove the child should be taken at a child abuse Case Conference, if appropriate, or at a Disruption meeting, which would be called in accordance with procedures already detailed.</p> <p>Any decision as to whether or not to return the child, should be taken place at a formal Disruption meeting.</p>	Complaints by and against fostering is dealt with via the Argyll & Bute council complaints procedures, with sections indicating relevance to Social Service and Fostering. This relates to the Social Work (Scotland) Act 1968 and The Social Work (Representations Procedure) (Scotland) Directions 1996.
	xviii	Whistleblowing.	We have been unable to identify any reference to a whistle blowing policy or procedure during this period	unable to establish from information provided by Glasgow City Archive	Foster carers can access complaints procedures
	xix	Record retention.	We have been unable to identify a records retention policy for this period	<p>See 4.9 for details of record-keeping policies within Strathclyde Region/Glasgow City Council.</p> <p>Many records were created before the policies and retention schedules described in 4.9 and were retained in line with statutory requirements. These were collected by the then Glasgow City Archives (later Strathclyde Regional Archives) from the 1960s for permanent retention.</p>	Records are kept in line with regulations and guidance on record retention
e)	Who complied the policies and/or procedures?		see 4.2.i.a	Officers of the various departments: (Public Assistance, Education, Health and latterly of the Children's Department) and Social Work and Education from 1968.	Officers of the Council were required to comply with the policies and procedures.
f)	When were the policies and/or procedures put in place?		see 4.2.i.a	Various policies in place and periodically reviewed with significant revisions noted in 1976 and 1986	Argyll and Bute Council initially adopted SRC policy and procedures and replaced with the Argyll and Bute operational procedures manual in 2000 which included procedures with regard to looked after children. These were amended and updated with the adoption of national "LAAC paperwork" and again in 2010 with the implementation of Argyll & Bute Fostering Procedures and Practice Guide.

g)	Were such policies and/or policies reviewed?	see 4.2.i.a	Evidence of substantial reviews in 1976 and 1986	Yes. Policies and procedures were regularly reviewed to take account of changes in legislation, Regulations and Guidance and practice.
h)	If so, what was the reason for review?	see 4.2.i.a	To bring policies etc. into line with legislation/regulatory changes etc. The 1976 policy and related guidelines was the first foster-specific policies for more than 40 years. The 1986 Foster guidelines, which replaced those in place in the 1970s, brought together the policies, practices and procedures relating to fostering in Strathclyde. Their production and distribution to all Social Workers emphasised the importance placed on the foster care service and the need for continuing development. The guidelines brought together existing policies and procedures and introduced new ones. These include all fostering assessments being presented to Adoption and Fostering Panels; the role of the link worker; a written report on every placement; Foster Homes Reviews and the further right of Appeal	see above
i)	What substantive changes, if any, were made to the policies and/or procedures over time?	see 4.2.i.a	The 1986 guidelines brought together existing policies and procedures and introduced new ones. These include all fostering assessments being presented to Adoption and Fostering Panels; the role of the link worker; a written report on every placement; Foster Homes Reviews and the further right of Appeal.	Requirement to widen the scope of statutory checks on prospective carers were made, as well as previous partners including police/ disclosure Scotland/ PVG checks
j)	Why were changes made?	see 4.2.i.a	To meet any changes in legislation/regulation and underpin the development of the foster care services which had created greater expertise in recruitment, assessment, preparation and continued support for families and the children placed with them	Learning from significant case reviews; from foster carer reviews; complaints and external inspections. This would include guidance from specialised organisations set up to advise on practice and development
k)	Were changes documented?	see 4.2.i.a	yes	Yes
l)	Was there an audit trail?	no	Partial - Glasgow City Archive records	Yes

Present:		1930-75	1975-96	1996>
m)	With reference to the present position, are the answers to any of the above questions different?	see subsequent periods	see subsequent periods	No
n)	If so, please give details.			

(ii) Practice

Past:		1930-75	1975-96	1996>
a)	Did the local authority adhere in practice to its policy/procedures in relation to the provision of foster care?	We have identified no records relating to adherence to policy or procedure during this period	unable to establish from information provided by Glasgow City Archive - may be evidenced in individual children's records	We have not identified any evidence of non-compliance.
b)	Did the local authority adhere in practice to its policy/procedures on the following:			same as above

	i.	Child welfare (physical and emotional)	see 4.2.ii.a above	unable to establish from information provided by Glasgow City Archive - may be evidenced in individual children's records	We have not identified any evidence of non-compliance.
	ii.	The child's views	see 4.2.ii.a above	see 4.2.ii.a.	see 4.2.ii.a.
	iii.	Placement of siblings	see 4.2.ii.a above	see 4.2.ii.a.	see 4.2.ii.a.
	iv.	The placement of a child in foster care	see 4.2.ii.a above	see 4.2.ii.a.	see 4.2.ii.a.
	v.	The particular placement of a child with foster carers	see 4.2.ii.a above	see 4.2.ii.a.	see 4.2.ii.a.
	vi.	Contact between a child in foster care with his or her family	see 4.2.ii.a above	see 4.2.ii.a.	see 4.2.ii.a.
	vii.	Contact between a child in foster care and other siblings in foster care	see 4.2.ii.a above	see 4.2.ii.a.	see 4.2.ii.a.
	viii.	Information sharing with the child's family	see 4.2.ii.a above	see 4.2.ii.a.	see 4.2.ii.a.
	ix.	Fostering panels (including constitution, remit, frequency and record keeping)	see 4.2.ii.a above	see 4.2.ii.a.	see 4.2.ii.a.
	x.	Recruitment and training of foster carers	see 4.2.ii.a above	see 4.2.ii.a.	see 4.2.ii.a.
	xi.	Requiring employers to divulge details of complaints etc. in relation to prospective foster carers to the local authority	see 4.2.ii.a above	see 4.2.ii.a.	see 4.2.ii.a.
	xii.	Reviewing a child's continued residence in foster care or in a particular foster care placement	see 4.2.ii.a above	see 4.2.ii.a.	see 4.2.ii.a.

	xii.	Visits to a foster care placement (including frequency, purpose, content, follow up and record keeping)	see 4.2.ii.a above	see 4.2.ii.a.	see 4.2.ii.a.
	xiv.	Transfer of a child from one foster placement to another (including preparation and support)	see 4.2.ii.a above	see 4.2.ii.a.	see 4.2.ii.a.
	xv.	Transfer of a child between foster care and residential care (including preparation and support)	see 4.2.ii.a above	see 4.2.ii.a.	see 4.2.ii.a.
	xvi.	Child protection	see 4.2.ii.a above	see 4.2.ii.a.	see 4.2.ii.a.
	xvii.	Complaints handling	see 4.2.ii.a above	see 4.2.ii.a.	see 4.2.ii.a.
	xviii.	Whistleblowing	see 4.2.ii.a above	see 4.2.ii.a.	see 4.2.ii.a.
	xix.	Record retention	see 4.2.ii.a above	see 4.2.ii.a.	see 4.2.ii.a.
c)		How was adherence demonstrated?	see 4.2.ii.a above	see 4.2.ii.a.	Evidence of compliance would be recorded in individual children and foster carers' records. Also in Panel minutes as required
d)		How can such adherence be demonstrated to the inquiry?	see 4.2.ii.a above	see 4.2.ii.a.	Evidence of compliance may exist in individual children and foster carers' records.
e)		Were relevant records kept demonstrating adherence?	see 4.2.ii.a above	see 4.2.ii.a.	Individual records are available
f)		Have such records been retained?	see 4.2.ii.a above	see 4.2.ii.a.	see above
g)		If policy/procedure was not adhered to in practice, why not?	see 4.2.ii.a above	unable to establish from information provided by Glasgow City Archive	As far as can be ascertained policy and procedures were adhered to
h)		If policy/procedure was not adhered to in practice, what was the practice?	see 4.2.ii.a above	unable to establish from information provided by Glasgow City Archive	see above
Present:			1930-75	1975-96	1996>
i)		With reference to the present position, are the answers to any of the above questions different?	see subsequent periods	see subsequent periods	No

j)

If so, please give details.

**Part C 4.3
Children
(I) Policy**

Past:	1930-75	1975-96	1996>
a) What policies and/or procedures did the local authority have in place in relation to the care of children in foster care?	Available minutes of and reports to the Children's Committee indicate that there were policies and procedures in place however archive searches have been unable to locate any copies of this. No relevant records have been identified prior to 1950. From 1930 to 1975, the evidence comes from decisions by the various governing committees. Subsequently Strathclyde Regional Council produced a number of policies regarding foster care.	SRC Fostering guidelines have a section on health and medical issues. This was not confined to the statutory requirements for medicals both prior and during foster care. The 1986 guidelines comments on the fact that awareness that foster children are more likely to suffer from ill health and medical problems than other children and requiring the supervising Social Worker to pay particular attention to the identification and amelioration of those health related disadvantages	Argyll and Bute Council initially adopted SRC policy and procedures and replaced with the Argyll and Bute operational procedures manual in 2000 which included procedures with regard to looked after children. These were amended and updated with the adoption of national "LAAC paperwork" and again in 2010 with the implementation of Argyll & Bute Fostering Procedures and Practice Guide.
b) Was there a particular policy and/or procedural aim/intention?	see 4.3.i.a	Child care was a priority for the new Strathclyde Region and improving foster care was at the forefront of their programme.	The particular policy intent was to ensure the safety of children who were looked after away from home and to provide a living situation that would give the child or young person the opportunity to reach his potential.
c) Where were such policies and/or procedures recorded?	see 4.3.i.a	Various procedure documents produced by SRC	They were recorded in local policy and procedures including fostering procedures that were developed by Strathclyde Regional Council and updated by Argyll and Bute Council to take account of The Looked After Children (Scotland) Regulations 2009.
d) What did the policies and/or procedures set out in terms of the following?			
i. Safeguarding	see 4.3.i.a	Range of child protection and safeguarding procedures in place	Argyll and Bute initially adopted policies and procedures relating to safeguarding matters from Strathclyde Regional Council. Argyll and Bute policies were in place from 2002 relating to safeguarding matters including notification of serious injury and children absconding or missing form care and subsequently added to by a range of policies and procedures developed by the Child Protection committee.

	ii.	Child Protection	see 4.3.i.a	<p>In 1994 SRC introduced 'Children's Rights Service' which update the 'Charter of Right Responsibilities for Young People in Care' (1991) and identified the further steps necessary to incorporate the Charter into the Council's approach to its Children's Right Service.</p> <p>In 1998 the Council introduced a Charter of rights for Children. The Social Work Department developed these proposals, with particular attention being paid to the need to complement such rights with clear procedural and practice guidelines and training for staff on their implication. Each child was given a copy of the guidelines on their admission to care.</p>	<p>Detailed child protection procedures were in place from the establishment of Argyll and Bute council initially adopting SRC policy, the 2002 West Of Scotland CP policy, 2006 Argyll and Bute CP guidance and subsequently the on line West of Scotland CP procedures augmented by a suite child protection committee guidance, procedures and protocols to ensure compliance with national child protection guidance.</p>
	iii.	Medical care	see 4.3.i.a	<p>SRC Fostering guidelines have a section on health and medical issues. This was not confined to the statutory requirements for medicals both prior and during foster care. The 1986 guidelines comments on the fact that awareness that foster children are more likely to suffer from ill health and medical problems than other children and requiring the supervising Social Worker to pay particular attention to the identification and amelioration of those health related disadvantages</p>	<p>Policy and guidance details arrangements for children to receive an admissions medical, an annual comprehensive medical as well as all appropriate required medical treatment including registering with a GP, dentist and optician, and issues of consent to medical treatment and notification of serious illness.</p>
	iv.	Children's physical wellbeing	see 4.3.i.a	unable to establish from information provided by Glasgow City Archive	Children to be kept safe and well
	v.	Children's emotional and mental wellbeing	see 4.3.i.a	unable to establish from information provided by Glasgow City Archive	Implicit within the range of policies
	vi.	Schooling/education	see 4.3.i.a	<p>The Officer/Member Report on Child Care (1978) stressed the need to develop links and the school particularly with the class teacher, guidance teacher and head teacher.</p> <p>The Key Worker approach in the Home and Away Policy involved the identified staff member for a particular resident in liaison and task centred work which included both families and schools.</p> <p>The residential Child Care Action Plan states that the most appropriate option for schooling must be discussed at the earliest opportunity, and at least within two working days of admissions.</p>	<p>Children who are looked after should be offered same opportunities as other children. Provision should be made for additional support where necessary. The care plan should address the child's educational needs. Foster carers have a major contribution to make and should be assisted to do this.</p>

	vii.	Discipline	see 4.3.i.a	<p>There are various guidelines on discipline for schools, approved schools and residential homes.</p> <p>In 1968 Glasgow Corporation agreed to accept the Statement of Principles and Code of Practice contained in the booklet issued by the Liaison Committee on Education Matters in connection with the elimination of corporal punishment in schools. It altered its regulations which were issued to all teachers on appointment. Foster Policy and Guidelines</p> <p>The Officer/Member group on Child Care (1978) recommended the Council consider their position concerning punishment in Children's Homes in general, but in particular corporal. At that time it had been left to the discretion of the Head of each home. The group recommended that the whole question of punishment and the use of smacking in residential homes be examined in detail and a policy statement issued to all – as guidelines for practice.</p> <p>Foster Guidelines:</p> <p>The Home or Away Strategy that to resort to corporal punishment or excessive physical restraint was not appropriate and recommended new methods of intervention in respect of behavioural issues.</p> <p>Practice notes for social work residential staff on "Attendance at School and Exclusions from School relative to Children in Care" were issued in March 1986.</p> <p>The Young People in Trouble Report by the Directors of Education and Social Work and the Reporter to the Children's Panel, April 1988, included recommendations for discipline in school, April 1988.</p>	Foster carers should not use physical punishment
	viii.	Activities and holidays for children	see 4.3.i.a	1980 Social Work Manual provides details of centres offering holidays to children in care of the authority.	Children should be encouraged to be involved in activities. Financial help could be given to pay for holidays.
	ix.	Sharing a bedroom	see 4.3.i.a	unable to establish from information provided by Glasgow City Archive	No specific guidance. Depends on the needs of the child. In recent times, best practice guidance supports each child having their own bedroom
	x.	Contact with family members	see 4.3.i.a	<p>During the 1970s to 1990s Strathclyde Regional Council drew up a comprehensive suite of policies and strategies supported by implementation strategies. The Home or Away policy on residential child care forcibly argued for a much more specific and enforceable system of rights for children in care and their parents. The Department developed these proposals, with particular attention being paid to the need to complement such rights with clear procedural and practice guidelines and training for staff on their implication</p> <p>Policies, handbooks and manuals in the 1970s and 1980s all emphasise the importance of the continued involvement with natural parents and other members of their families. This included the Foster Policy and Guidelines introduced between 1975 and 1996.</p>	Contact with family members should be positively encouraged and supported.
	xi.	Contact with siblings	see 4.3.i.a	Policies, handbooks and manuals in the 1970s and 1980s all emphasise the importance of the continued involvement with natural parents and other members of their families for all children in care.	Contact with siblings should be positively encouraged and supported.

	xii.	Celebration of birthdays and other special occasions	see 4.3.i.a	unable to establish from information provided by Glasgow City Archive	Birthday allowance payable to foster carers. No specific guidance but foster carers expected to offer child opportunities that would be available in "normal" family.
	xiii.	Information sharing by the foster carer with family members	see 4.3.i.a	<p>The 1976 and 1986 SRC fostering guidelines laid down the following:</p> <ul style="list-style-type: none"> • Preparatory discussion to establish information about the information about child's background, which should be shared timeously with foster family • Where possible, child to meet foster parents • Details of previous schooling and discussions about which school child should attend (foster carer to meet Social Worker) • Discussion about contact with natural parents • Medical examination, preferably with own doctor and prior to going to foster home • Arrives with sufficient clothing • Check with foster parent what equipment is required • Ensure have all the necessary information about child and share with foster parents • Foster parents as well as the parents are aware of arrangements for next contact with the child, as prescribed in formal access agreement 	Foster carers expected to share information with birth families directly where appropriate and through social worker in other circumstances.
e)		Who compiled the policies and/or procedures?	see 4.3.i.a	Officers of the various departments: (Public Assistance, Education, Health and latterly of the Children's Department) and Social Work and Education from 1968.	Policy and procsures compiled by Strathclyde Regional Council and adopted by Argyll and Bute. Subsequent policies were developed by officers of the Council
f)		When were the policies and/or procedures put in place?	see 4.3.i.a	Various policies and procedures in place throughout this period with major revisions in 1976 and 1986	Argyll and Bute Council initially adopted SRC policy and procedures and replaced with the Argyll and Bute operational procedures manual in 2000 which included procedures with regard to looked after children. These were amended and updated with the adoption of national "LAAC paperwork" and again in 2010 with the implementation of Argyll & Bute Fostering Procedures and Practice Guide.
g)		Were such policies and/or practices reviewed?	see 4.3.i.a	In 1975/6 and 1986 Strathclyde Region produced comprehensive policy and guidance specifically targeting foster care	yes, periodically reviewed and updated
h)		If so, what was the reason for review?	see 4.3.i.a	<p>In 1975/6 and 1986 Strathclyde Region produced comprehensive policy and guidance specifically targeting foster care which was part of key strategy to improve child care in general and foster care specifically.</p> <p>The societal view of corporal punishment which led to policy changes within the organisation and to legislative changes.</p>	To ensure continued compliance with changes in legislation and changes in practice
i)		What substantive changes, if any, were made to the policies	see 4.3.i.a	see above sections	There were substantive revisions to policy and procedure in 2000 and 2010 with ongoing review and update since then.

	and/or procedures over time?			
j)	Why were changes made?	see 4.3.i.a	part of key strategy to improve child care in general and foster care specifically.	see above
k)	Were changes documented?	see 4.3.i.a	yes	yes
l)	Was there an audit trail?	see 4.3.i.a	partial	yes

Present:		1930-75	1975-96	1996>
m)	With reference to the present position, are the answers to any of the above questions different?	see subsequent dates	see subsequent periods	No
n)	If so, please give details			

(ii) Practice

Past:		1930-75	1975-96	1996>
a)	Did the local authority adhere in practice to its policy/procedures relating to the care of children in foster care?	see 4.3.i.a - we have not identified records of adherence/ non adherence to policy and practice during this period. No relevant records have been identified prior to 1950	unable to establish from information provided by Glasgow City Archive; Partial records may be available in Glasgow City Archive or in individual children's records	We have not identified any evidence of significant non compliance
b)	Did the local authority adhere in practice to its policy/procedures in terms of the following?	see 4.3.ii.a	see 4.3.ii.a	see 4.3.ii.a
	i. Safeguarding	see 4.3.ii.a	see 4.3.ii.a	see 4.3.ii.a
	ii. Child Protection	see 4.3.ii.a	see 4.3.ii.a	see 4.3.ii.a
	iii. Medical care	see 4.3.ii.a	see 4.3.ii.a	see 4.3.ii.a
	iv. Children's physical wellbeing	see 4.3.ii.a	see 4.3.ii.a	see 4.3.ii.a
	v. Children's emotional and mental wellbeing	see 4.3.ii.a	see 4.3.ii.a	see 4.3.ii.a
	vi. Schooling/education	see 4.3.ii.a	see 4.3.ii.a	see 4.3.ii.a
	vii. Discipline	see 4.3.ii.a	see 4.3.ii.a	see 4.3.ii.a
	viii. Activities and holidays for children	see 4.3.ii.a	see 4.3.ii.a	see 4.3.ii.a
	ix. Sharing a bedroom	see 4.3.ii.a	see 4.3.ii.a	see 4.3.ii.a
	x. Contact with family members	see 4.3.ii.a	see 4.3.ii.a	see 4.3.ii.a
	xi. Contact with siblings	see 4.3.ii.a	see 4.3.ii.a	see 4.3.ii.a
	xii. Celebration of birthdays and other special occasions	see 4.3.ii.a	see 4.3.ii.a	see 4.3.ii.a

	xiii. Information sharing by the foster carer with family members	see 4.3.ii.a	see 4.3.ii.a	see 4.3.ii.a
c)	How was adherence demonstrated?	see 4.3.ii.a	evidence of adherence may be available in individual children's case records	Evidence of compliance would be recorded in individual children and foster carers' records and also in panel minutes, if relevant
d)	How can such adherence be demonstrated to the Inquiry?	evidence may be available in individual child records	Partial records may be available in Glasgow City Archive or in individual children's records	Evidence of compliance may exist in individual children and foster carers records
e)	Were relevant records kept demonstrating adherence?	yes	Partial records may be available in Glasgow City Archive or in individual children's records	Individual records are available
f)	Have such records been retained?	yes	Yes	see above
g)	If policy/procedure was not adhered to in practice, why not?	see 4.3.ii.a	unable to establish from information provided by Glasgow City Archive	as far as can be ascertained, policy and procedures were adhered to
h)	If policy/procedure was not adhered to in practice, what was the practice?	see 4.3.ii.a	unable to establish from information provided by Glasgow City Archive	see above
Present:		1930-75	1975-96	1996>
m)	With reference to the present position, are the answers to any of the above questions different?	see subsequent periods	see subsequent period	No
n)	If so, please give details			

**Part C 4.4
Foster Carers
(I) Policy**

Past:	1930-75	1975-96	1996>
a) What policies and/or procedures did the local authority have in relation to foster cares?	Available minutes of and reports to the Children's Committee indicate that there was policy and procedure in place however archive searches have been unable to locate any copies of these	Foster Policy and handbook, 1975-1976; Foster Guidelines, 1986 Removal of approval/registration The 1985 Fostering guidelines outlines the process for Social Workers to deregister foster parents. Reasons may include: Reasons of age § Where there have been complaints which have been substantiated § Dissatisfaction with standard of care § Placement disruption and it is not considered appropriate for the foster carer to continue	Initially Strathclyde Regional Council policy and procedures and then Argyll & Bute council's Fostering Procedures and Practice Guide in 2010.
b) Was there a particular policy and/or procedural aim/intention?	see 4.4.1.a	Child care was a priority for the new Strathclyde Region and improving foster care was at the forefront of their programme.	The particular policy and/or procedural aim/intention was to provide children and young people with a safe, nurturing family experience.
c) Where were such policies and/or procedures recorded?	see 4.4.1.a	Various procedure documents produced by SRC for part of the period SRC is understood to have followed available BAAF guidance	
d) What did the policies and/or procedures set out in terms of the following?			
i. Recruitment	see 4.4.1.a	SRC is understood to have followed available BAAF guidance	The procedures outlined the process for recruitment of foster carers. Specifically they advised about how publicity should be undertaken and information that should be included at this stage e.g.; the characteristics of the children and young people needing foster homes, what the fostering task will entail; payment, support and training.
ii. Standard and size of accommodation	see 4.4.1.a	see 4.4.d.i	Visits to the applicants home would include an assessment of space, condition, cleanliness and health and safety issues.
iii. Number, age and gender of children accommodated/in the household	see 4.4.1.a	see 4.4.d.i	Assessment should identify capacity of foster carers in each of these areas
iv. Pre-approval/registration checks	see 4.4.1.a	see 4.4.d.i	To include police/disclosure checks, medicals Local authority internal and external; area health board
v. References	see 4.4.1.a	see 4.4.d.i	Previously 2 personal references only were required, but currently up to 6 references, and now includes previous partners and employers.

	vi.	Foster care agreements	see 4.4.1.a	see 4.4.d.i	Foster carers are required to sign the Agreement initially in terms of The Boarding Out regulations, 1985, as amended by The Looked After Children (Scotland) Regulations 2009, regs 24 & 27 and Schedules 4 & 6
	vii.	Induction	see 4.4.1.a	see 4.4.d.i	No specific Induction plan - bespoke plans developed by supervising social worker
	viii.	Transfer of foster carers to or from other organisations or local authorities	see 4.4.1.a	see 4.4.d.i	Nothing specific on this matter
	ix.	Review/supervision	see 4.4.1.a	unable to establish from Glasgow City Archive information	Monthly supervision and annual review, with return to Approval panel every 3 years or earlier if a concern or issue
	x.	Training	see 4.4.1.a	unable to establish from Glasgow City Archive information	All carers are offered training opportunities in matters relevant to fostering
	xi.	Personal development	see 4.4.1.a	unable to establish from Glasgow City Archive information	Every fostering household has an allocated supervising social worker, and discusses personal development at monthly supervision, and records this in their report for the annual review
	xii.	Disciplinary actions	see 4.4.1.a	Foster Policy and handbook, 1975-1976; Foster Guidelines, 1986 <u>Removal of approval/registration</u> The 1985 Fostering guidelines outlines the process for Social Workers to deregister foster parents. Reasons may include: Reasons of age § Where there have been complaints which have ben substantiated § Dissatisfaction with standard of care § Placement disruption and it is not considered appropriate for the foster carer to continue	Argyll & Bute council follows the multi-agency guidance called " Best Practice in Responding to concern where children are looked after away from home in a family setting"
	xiii.	Removal of approval/registration	see 4.4.1.a	Foster Policy and handbook, 1975-1976; Foster Guidelines, 1986 <u>Removal of approval/registration</u> The 1985 Fostering guidelines outlines the process for Social Workers to deregister foster parents. Reasons may include: Reasons of age § Where there have been complaints which have ben substantiated § Dissatisfaction with standard of care § Placement disruption and it is not considered appropriate for the foster carer to continue	Fostering procedures lay out the process for removal of Approval and registration at Panel in accordance with relevant regulations
e)		Who compiled the policies and/or procedures?	see 4.4.1.a	relevant SRC staff	Council officers
f)		When were the policies and/or procedures put in place?	see 4.4.1.a	Foster Policy and handbook, 1975-1976; Foster Guidelines, 1986	Strathclyde Regional Council policy and procedures from 1995 and then Argyll & Bute council's own from 2010
g)		Were such policies and/or practices reviewed?	see 4.4.1.a	yes	Yes

h)	If so, what was the reason for review?	see 4.4.1.a	To reflect and ensure compliance with changing legislation, regulations, national guidance and professional practice	To keep practice up to date
i)	What substantive changes, if any, were made to the policies and/or procedures over time?	see 4.4.1.a	The 1986 guidelines brought together existing policies and procedures and introduced new ones. These include all fostering assessments being presented to Adoption and Fostering Panels; the role of the link worker; a written report on every placement; Foster Homes Reviews and the further right of Appeal.	Changes required to be compliant with legislation and best practice
j)	Why were changes made?	see 4.4.1.a	The 1986 guidelines brought together existing policies and procedures and introduced new ones. These include all fostering assessments being presented to Adoption and Fostering Panels; the role of the link worker; a written report on every placement; Foster Homes Reviews and the further right of Appeal.	see above
k)	Were changes documented?	see 4.4.1.a	yes	yes
l)	Was there an audit trail?	see 4.4.1.a	partial	yes

Present:		1930-75	1975-96	1996>
m)	With reference to the present position, are the answers to any of the above questions different?	see subsequent periods	see subsequent period	No
n)	If so, please give details.			

(ii) Practice

Past:		1930-75	1975-96	1996>
a)	Did the local authority adhere in practice to its policy/procedures in relation to foster care?	see 4.3.i.a - we have not identified records of adherence/ non adherence to policy and practice during this period. No relevant records have been identified prior to 1950	unable to establish from information provided by Glasgow City Archive; Partial records may be available in Glasgow City Archive or in individual children's records	We have no evidence of non compliance
b)	Did the local authority adhere in practice to its policy/procedures in terms of the following?	see 4.4.ii.a		
i.	Recruitment	see 4.4.ii.a	see 4.4.ii.a	We have no evidence of non compliance
ii.	Standard and size of accommodation	see 4.4.ii.a	see 4.4.ii.a	We have no evidence of non compliance
iii.	Number, age and gender of children accommodated/in the household	see 4.4.ii.a	see 4.4.ii.a	We have no evidence of non compliance
iv.	Pre-approval/registration checks	see 4.4.ii.a	see 4.4.ii.a	We have no evidence of non compliance
v.	References	see 4.4.ii.a	see 4.4.ii.a	We have no evidence of non compliance
vi.	Foster care agreements	see 4.4.ii.a	see 4.4.ii.a	There was a period where agreement were not being consistently put in place this was addressed through revised guidance
vii.	Induction	see 4.4.ii.a	see 4.4.ii.a	We have no evidence of non compliance

	viii.	Transfer of foster carers to or from other organisations or local authorities	see 4.4.ii.a	see 4.4.ii.a	We have no evidence of non compliance
	ix.	Review/supervision	see 4.4.ii.a	see 4.4.ii.a	We have no evidence of non compliance
	x.	Training	see 4.4.ii.a	see 4.4.ii.a	We have no evidence of non compliance
	xi.	Personal development	see 4.4.ii.a	see 4.4.ii.a	We have no evidence of non compliance
	xii.	Disciplinary actions	see 4.4.ii.a	see 4.4.ii.a	We have no evidence of non compliance
	xiii.	Removal of approval/registration	see 4.4.ii.a	see 4.4.ii.a	We have no evidence of non compliance
	c)	How was adherence demonstrated?	see 4.4.ii.a	see 4.4.ii.a	Evidence of compliance would be recorded in individual children and foster carers' records and panel minutes
	d)	How can such adherence be demonstrated to the inquiry?	see 4.4.ii.a	see 4.4.ii.a	Evidence of compliance may exist in individual children's and foster carer's records.
	e)	Were relevant records kept demonstrating adherence?	see 4.4.ii.a	see 4.4.ii.a	Individual records are available
	f)	Have such records been retained?	yes	yes	see above
	g)	If policy/procedure was not adhered to in practice, why not?	see 4.4.ii.a	see 4.4.ii.a	no evidence of non compliance
	Present:		1930-75	1975-96	1996>
	h)	With reference to the present position, are the answers to any of the above questions different?	see subsequent dates	see subsequent dates	No
	i)	If so, please give details.			

Part C 4.5
Other Members of the Foster Carers Household
(I) Policy

Past:	1930-75	1975-96	1996>
a) What policies and/or procedures did the local authority have in place in relation to other members of the foster carer's household?	Available minutes of and reports to the Children's Committee indicate that there was policy and procedure was in place however archive searches have been unable to locate any copies of these and it can not be ascertained whether they specifically related to household members	For part of the period SRC is understood to have followed available BAAF guidance	Strathclyde Regional Council policy and procedures and then Argyll & Bute council's own from 2010 and members of household considered as part of assessment including undertaking PVG checks
b) Was there a particular policy and/or procedural aim/intention?	see 4.5.i.a	Child care was a priority for the new Strathclyde Region and improving foster care was at the forefront of their programme.	ensure safety of all members of household
c) Where were such policies and/or procedures recorded?	see 4.5.i.a	Foster Policy and handbook, 1975-1976; Foster Guidelines, 1986	The national policy was set out in Scotland's Children The Children (Scotland) Act 1995 Regulations and Guidance Volumes 2 and 3. Locally Strathclyde Regional Council published fostering procedures which supported the national policy which were adopted by Argyll and Bute Council.
d) Who compiled the policies and/or procedures?	see 4.5.i.a	relevant SRC staff	as above
e) When were the policies and/or procedures put in place?	see 4.5.i.a	Foster Policy and handbook, 1975-1976; Foster Guidelines, 1986	1995 and the replaced in 2010
f) Were such policies and/or practices reviewed?	see 4.5.i.a	Foster Policy and handbook, 1975-1976; Foster Guidelines, 1986	Yes
g) If so, what was the reason for review?	see 4.5.i.a	In 1975/6 and 1986 Strathclyde Region produced comprehensive policy and guidance specifically targeting foster care which was part of key strategy to improve child care in general and foster care specifically. The societal views led to policy changes within the organisation and to national legislative changes.	to ensure full compliance with new legislation and practice
h) What substantive changes, if any, were made to the policies and/or procedures over time?	see 4.5.i.a	In 1975/6 and 1986 Strathclyde Region produced comprehensive policy and guidance specifically targeting foster care which was part of key strategy to improve child care in general and foster care specifically.	anything required by new legislation and practice guides

i)	Why were changes made?	see 4.5.i.a	In 1975/6 and 1986 Strathclyde Region produced comprehensive policy and guidance specifically targeting foster care which was part of key strategy to improve child care in general and foster care specifically.	see above
j)	Were changes documented?	see 4.5.i.a	yes	yes
k)	Was there an audit trail?	see 4.5.i.a	partial	yes

Present:		1930-75	1975-96	1996>
i)	With reference to the present position, are the answers to any of the above questions different?	see 4.5.i.a	see subsequent period	no
m)	If so, please give details.			

(ii) Practice

Past:		1930-75	1975-96	1996>
a)	Did the local authority adhere in practice to its policy/procedures in relation to other members of the foster carer's household?	see 4.5.i.a - we have not identified records of adherence/ non adherence to policy and practice during this period. No relevant records have been identified prior to 1950	Unable to establish from information provided by Glasgow City Archive	As far as can be ascertained yes
b)	How was adherence demonstrated?	see 4.5.ii.a -	Unable to establish from information provided by Glasgow City Archive. Information may be available in individual children's records	records for foster carers shows this
c)	How can such adherence be demonstrated to the Inquiry?	see 4.5.ii.a -	Unable to establish from information provided by Glasgow City Archive. Information may be available in individual children's records	as above
d)	Were relevant records kept demonstrating adherence?	see 4.5.ii.a -	Unable to establish from information provided by Glasgow City Archive. Information may be available in individual children's records	yes
e)	Have such records been retained?	see 4.5.ii.a -	yes	yes
f)	If policy/procedures was not adhered to in practice, why not?	see 4.5.ii.a -	Unable to establish from Glasgow City Archives information	not applicable

Present:		1930-75	1975-96	1996>
g)	With reference to the present position, are the answers to any of the above questions different?	see subsequent dates	see subsequent period	No
h)	If so, please give details.			

Part C 4.6
Placement of Children by the local authority with foster carers approved/registered by other local authorities or organisations.

(I) Policy

Past:	1930-75	1975-96	1996>
a)	Available minutes of and reports to the Children's Committee indicate that there was policy and procedure was in place however archive searches have been unable to locate any copies of these and it can not be ascertained whether they specifically related to external placements No relevant records have been identified prior to 1950	In April 1976 the Social Work Committee of SRC approved recommendations of the Convention of Scottish Local Authorities (COSLA) regarding supervision of children placed in other regions. Due to the lack of staff resources, it is noted that many authorities were unable at the present time to accept responsibility for supervision of SRC children. The arrangements for supervision were that: <ul style="list-style-type: none"> the receiving authority should accept responsibility for the effective supervision of children received within their social workers from both care and receiving authorities should meet at least annually to review the progress of the child and continually plan for his/her long-term future; and should exchange quarterly reports to cover the development and wellbeing of the child and the changing circumstance of his/her own home situation. 	Process is outlined in the fostering procedures and included management responsibility remaining with placing authority
b)	Was there a particular policy and/or procedural aim/intention?	Child care was a priority for the new Strathclyde Region and improving foster care was at the forefront of their programme.	Welfare and safety of children
c)	Where were such policies and/or procedures recorded?		Fostering procedures
d)	Who compiled the policies and/or procedures?	Relevant SRC staff	Strathclyde regional council policies were adopted then updated by Argyll & Bute council officers in 2010
e)	When were the policies and/or procedures put in place?	Apr-76	1995, updated in 2010
f)	Were such policies and/or practices reviewed?	Unable to establish	yes
g)	If so, what was the reason for review?	Unable to establish	to remain compliant with legislation and practice guidance
h)	What substantive changes, if any, were made to the policies and/or procedures over time?	Unable to establish	any required by changes in legislation and/or practice
i)	Why were changes made?	Unable to establish	see above
j)	Were changes documented?	Unable to establish	yes
k)	Was there an audit trail?	Unable to establish	yes
Present:	1930-75	1975-96	1996>
l)	With reference to the present position, are the answers to any of the above questions different?	see subsequent dates	see subsequent periods
m)	If so, please give details.		No

(ii) Practice

Past:		1930-75	1975-96	1996>
a)	Did the local authority adhere in practice to its policy/procedures in relation to placement of children with foster carers approved/registered by other local authorities or organisations?	see 4.6.i.a - we have not identified records of adherence/ non adherence to policy and practice during this period	Unable to establish; information may be available in individual children's records	As far as can be ascertained. No known significant non compliance
b)	How was adherence demonstrated?	see 4.6.ii.a	Unable to establish; information may be available in individual children's records	Records in child's files
c)	How can such adherence be demonstrated to the inquiry?	see 4.6.ii.a	Unable to establish; information may be available in individual children's records	Records in child's files
d)	Were relevant records kept demonstrating adherence?	see 4.6.ii.a	Unable to establish; information may be available in individual children's records	Yes
e)	Have such records been retained?	see 4.6.ii.a	Unable to establish; information may be available in individual children's records which have been retained	Yes
f)	If policy/procedure was not adhered to in practice, why not?	see 4.6.ii.a	Unable to establish	n/a
Present:		1930-75	1975-96	1996>
g)	With reference to the present position, are the answers to any of the above questions different?	see subsequent dates	see subsequent periods	No
h)	If so, please give details.			

**Part C 4.7
Complaints & Reporting
(I) Policy**

Past:	1930-75	1975-96	1996>
a) What policies and/or procedures did the local authority have in place in relation to complaints and reporting about foster care?	Archive searches have not identified specific references to complaint reporting against foster carers	The Home and Away Strategy details Complaint Procedures and the Right of Appeal. The Children's Charter included a leaflet advising them of complaints procedures. In 1994 the Social Work Department established a complaints procedure.	There is an Argyll & Bute council complaints procedure but if allegations are made against foster carers, the "Best Practice in responding to concerns where children are looked after away from home in a family setting" procedure is followed. Also Public Interest Disclosure Policy
b) Was there a particular policy and/or procedural aim/intention?	see 4.7.i.a	Yes	To ensure children's safety, health and wellbeing
c) Where such policies and/or procedures recorded?	see 4.7.i.a	These were recorded in the Council minutes/meeting papers	These are recorded in the fostering procedures; foster carers handbook and complaints procedure
d) What did the policies and/or procedures set out on the following:	see 4.7.i.a	The 1994 complaints procedure applied across the whole of the Social Work function and all complaints regarding foster care were to fall within this general guidance.	Argyll and Bute Council initially adopted the Strathclyde Regional Council social work complaint procedure, with an Argyll and Bute policy developed and reviewed and updated in 2010 and 2017. The current procedure can be found at https://www.argyll-bute.gov.uk/social-work-complaints-procedure . It is unlikely that any complaints would be dealt with through this procedure as the matter would be reported to the Police to enable them to undertake an investigation. Also see above re fostering procedures.

	i.	Complaints by children	see 4.7.i.a	see 4.7.i.d	<p>The main points in relation to handling complaints by children via complaints procedures are as follows:</p> <p>a) The emphasis should be on problem resolution within a participatory culture where relationships of trust and openness are encouraged.</p> <p>b) Complaints made by young people which are related to issues that can be resolved by staff who work directly with those young people, should be dealt with in-house, e.g. at the Area Team or in the unit by staff who receive the complaint. These may be individual issues or collective concerns.</p> <p>c) Where an informal resolution cannot be achieved, or the young person is dissatisfied with the outcome, or the young person expresses the wish to have the complaint dealt with more formally, then the young person can:</p> <ul style="list-style-type: none"> •Make a complaint to the Commissioning Team; •Raise concerns with another worker who can instigate the complaints procedure on the young person's behalf; •Raise concerns with another adult who can advocate on his/her behalf. <p>d)Where a complaint is made directly to the Area Team, the Commissioning Team must be notified by the person responsible for managing the investigation process.</p> <p>e)All complaints should be recorded, even if the complaint is withdrawn, and outcomes should be monitored. Pro-formats are included in the appendices for completion by staff for the logging of all complaints.</p> <p>f)The Keeper of the Child Protection Register will hold a central copy of all complaints and will liaise with the Service Commissioning Manager.</p>
	ii.	Complaints by foster carers	see 4.7.i.a	see 4.7.i.d	These are handled as with any complaint
	iii.	Complaints by family members of children	see 4.7.i.a	see 4.7.i.d	procedure is the same
	iv.	Complaints by third persons	see 4.7.i.a	see 4.7.i.d	procedure is the same
	v.	Whistleblowing		see 4.7.i.d	Documented in the Public Interest Disclosure Policy
	vi.	Support, including external support, for those who made the complaint or those who were the subject of complaint		see 4.7.i.d	Documented in the documents detailed above
	vii.	Response to complaints (including response by the local authority)		see 4.7.i.d	as above

	viii. External reporting of complaints		see 4.7.i.d	as above
e)	Who compiled the policies and/or procedures?		relevant staff of SRC	Council officers
f)	When were the policies and/or procedures put in place?		In 1994 the Social Work Department established a complaints procedure.	Argyll and Bute Council initially adopted the Strathclyde Regional Council social work complaint procedure, with an Argyll and Bute policy developed and reviewed and updated in 2010 and 2017. The current procedure can be found at https://www.argyll-bute.gov.uk/social-work-complaints-procedure . It is unlikely that any complaints would be dealt with through this procedure as the matter would be reported to the Police to enable them to undertake an investigation.
g)	Were such policies and/or practices reviewed?	see 4.7.i.a	Not within the existence of SRC	Yes
h)	If so, what was the reason for review?	see 4.7.i.a	Not applicable	To comply with changes in legislation and practice
i)	What substantive changes, if any, were made to the policies and/or procedures over time?	see 4.7.i.a	not applicable	See comment at 6 above. Current procedures have been in place since 2017
j)	Why were changes made?	see 4.7.i.a	Changing legal requirements The 1994 procedures were introduced with the 1001 SWSG Circular SW5/1551 "Local Government Complaints Procedure" and reflect those guidance notes	See comment at 6 above. Current procedures have been in place since 2017
k)	Were changes documented?	see 4.7.i.a	yes	Yes
l)	Was there an audit trail?	see 4.7.i.a	yes	Yes

Present:		1930-75	1975-96	1996>
m)	With reference to the present position, are the answers to any of the above questions different?	see subsequent periods	see subsequent period	No
n)	if so, please give details.			

(ii) Practice

Past:		1930-75	1975-96	1996>
a)	Did the local authority adhere in practice to its policy/procedures in relation to complaints and reporting about foster care?	see 4.7.i.a	unable to establish from information provided by Glasgow City Archive - may be evidenced in individual children's records	We have not identified incidents of significant non compliance
b)	Did the local authority adhere in practice to its policy/procedures on the following:	see 4.7.i.a	see 4.7.ii.a	see 4.7.ii.a

	i.	Complaints by children	see 4.7.i.a	see 4.7.ii.a	see 4.7.ii.a
	ii.	Complaints by foster carers	see 4.7.i.a	see 4.7.ii.a	see 4.7.ii.a
	iii.	Complaints by family members of children	see 4.7.i.a	see 4.7.ii.a	see 4.7.ii.a
	iv.	Complaints by third persons	see 4.7.i.a	see 4.7.ii.a	see 4.7.ii.a
	v.	Whistleblowing	see 4.7.i.a	see 4.7.ii.a	see 4.7.ii.a
	vi.	Support, including external support, for those who made the complaint or those who were the subject of complaint	see 4.7.i.a	see 4.7.ii.a	see 4.7.ii.a
	vii.	Response to complaints (including response by the local authority)	see 4.7.i.a	see 4.7.ii.a	see 4.7.ii.a
	viii.	External reporting of complaints	see 4.7.i.a	see 4.7.ii.a	see 4.7.ii.a
c)		How was adherence demonstrated?	see 4.7.i.a	see 4.7.ii.a	Individual child / carer records
d)		How can such adherence be demonstrated to the Inquiry?	see 4.7.i.a	see 4.7.ii.a	Documentation of responses to complaints and in individual foster carer's records
e)		Were relevant records kept demonstrating adherence?	see 4.7.i.a	yes	yes
f)		Have such records been retained?	see 4.7.i.a	yes	yes
g)		If policy/procedure was not adhered to in practice, why not?	see 4.7.i.a	unable to establish from information provided by Glasgow City Archive -	n/a
Present:		1930-75	1975-96	1996>	
h)		With reference to the present position, are the answers to any of the above questions different?	see subsequent periods	see subsequent period	No
i)		If so, please give details.			

Part C 4.8
Internal Investigations
(I) Policy

Past:	1930-75	1975-96	1996>	
a)	What policies and/or procedures did the local authority have in place in respect of internal investigations relating to abuse or alleged abuse of children in foster care?	Archive searches have identified no references to internal investigations of allegations against foster carers in this period.	Unable to establish from information provided by Glasgow City Archive.	Allegations of abuse by Foster Carers are covered by the child protection procedures; where they met the significant harm threshold, allegations that did not meet that threshold are investigated and responded to as complaints.
b)	Was there a particular policy and/or procedural aim/intention?	see 4.8.i.a	see 4.8.i.a	to ensure all allegations were fully investigated consistent with national best practice.
c)	Where were such policies and/or procedures recorded?	see 4.8.i.a	see 4.8.i.a	Child Protection Procedures / Complaint procedures
d)	What did the policies and/or procedures set out on the following:			
	i. Approach to/process of internal investigations	see 4.8.i.a	see 4.8.i.a	Where there was an allegation of abuse Child Protection procedures were to be followed , where the threshold for a child protection investigation was not met the complaints procedure should be followed.
	ii. Identifying lessons/changes following internal investigations	see 4.8.i.a	see 4.8.i.a	This would be considered at a disruption meeting
	iii. Implementation of lessons/changes following internal investigations	see 4.8.i.a	see 4.8.i.a	This was not explicitly addressed in a procedure
	iv. Compliance	see 4.8.i.a	see 4.8.i.a	We have not identified any instances of non compliance.
	v. Response (to child and abuser)	see 4.8.i.a	see 4.8.i.a	Carer and child should usually be advised of the outcome where they retained parental responsibility.
	vi. Response to complaints (including response by local authority)	see 4.8.i.a	see 4.8.i.a	Child- as appropriate to age and stage of development and abuser would usually be advised of the outcome.
	vii. External reporting following internal investigations	see 4.8.i.a	see 4.8.i.a	Informed by Care Inspectorate guidance.
e)	Who compiled the policies and/or procedures?	see 4.8.i.a	see 4.8.i.a	Initially SRC policy was followed Argyll and Bute Procedures were updated in 2006 by officers of the Council., National Guidance was subsequently adopted on publication and procedures updated as part of West of Scotland Consortium.
f)	When were the policies and/or procedures put in place?	see 4.8.i.a	see 4.8.i.a	Policies updated and amended as above
g)	Were such policies and/or practices reviewed?	see 4.8.i.a	see 4.8.i.a	2001, 2006, 2011 and rolling programme of updating since then.
h)	If so, what was the reason for review?	see 4.8.i.a	see 4.8.i.a	Rolling programme of policy and practice review and to ensure consistency with National Guidance. Legislation learning from significant case reviews etc.
i)	What substantive changes, if any, were made to the policies and/or procedures over time?	see 4.8.i.a	see 4.8.i.a	Improved multiagency decision making , introduction of Interagency Referral Discussions (IRD) to agree joint response to allegations of abuse , improved clarity of decision making.
j)	Why were changes made?	see 4.8.i.a	see 4.8.i.a	Rolling programme of policy and practice review and to ensure consistency with National Guidance .

k)	Were changes documented?	see 4.8.i.a	see 4.8.i.a	yes
l)	Was there an audit trail?	see 4.8.i.a	see 4.8.i.a	Partial

Present:		1930-75	1975-96	1996>
m)	With reference to the present position, are the answers to any of the above questions different?	see subsequent periods	see subsequent period	
n)	If so, please give details.			

(ii) Practice

Past:		1930-75	1975-96	1996>
a)	Did the local authority adhere in practice to its policy/procedures in respect of internal investigations relating to the abuse or alleged abuse of children in foster care?	see 4.8.i.a	see 4.8.i.a	Yes - as far as can be ascertained
b)	Did the local authority adhere in practice to its policy/procedures on the following:			
	i. Approach to/process of internal investigations	see 4.8.i.a	see 4.8.i.a	Yes - as far as can be ascertained
	ii. Identifying lessons/changes following internal investigations	see 4.8.i.a	see 4.8.i.a	Not applicable see above
	iii. Implementation of lessons/changes following internal investigations	see 4.8.i.a	see 4.8.i.a	Not applicable see above
	iv. Compliance	see 4.8.i.a	see 4.8.i.a	As far as can be ascertained
	v. Response (to child and user)	see 4.8.i.a	see 4.8.i.a	As far as can be ascertained,
	vi. Response to complaints (including response by local authority)	see 4.8.i.a	see 4.8.i.a	As far as can be ascertained,
	vii. External reporting following internal investigations	see 4.8.i.a	see 4.8.i.a	No record of incidents requiring notification to Care Inspectorate have been identified
c)	How was adherence demonstrated?	see 4.8.i.a	see 4.8.i.a	Evidence of adherence may be found in individual client or carer records
d)	How can such adherence be demonstrated to the Inquiry?	see 4.8.i.a	see 4.8.i.a	Evidence of adherence may be found in individual client or carer records
e)	Were relevant records kept demonstrating adherence?	see 4.8.i.a	see 4.8.i.a	Partial
f)	Have such records been retained?	see 4.8.i.a	see 4.8.i.a	Partial
g)	If policy/procedure was not adhered to in practice, why not?	see 4.8.i.a	see 4.8.i.a	no evidence of non compliance identified

Present:		1930-75	1975-96	1996>
h)	With reference to the present position, are the answers to any of the above questions different?	see subsequent periods	see subsequent periods	
i)	If so, please give details.			

Part C 4.9
Record Keeping
(I) Policy

Past:	1930-75	1975-96	1996>
a) What policies and/or procedures did the local authority have on record keeping in relation to foster care?	While minutes of and reports to the Children's Committee indicate that there were procedures in place searches have not identified specific reference to record keeping	<p>The 1971 and 1979 manuals provide instruction on report writing and case files. This was updated by Strathclyde Regional Council in the early 1980s.</p> <p>In 2000-2001, the Council agreed a policy on the preservation of Archives and Records, which established the governance arrangements, including the role of the City Archivist. It included the need for agreement regarding Retention Schedules.</p> <p>In 2015 Glasgow City council submitted its Records Management Plan to the keeper of the Records of Scotland, under the terms of the Public Records (Scotland) Act 2011, which received his approval.</p>	Argyll and Bute followed Scottish Council on Archives Record Retention Schedules (SCARRS) https://www.scottisharchives.org.uk/resources/scars/ , and statutory requirements for record retention
b) What policies and/or procedures did the local authority have on record keeping by foster carers?	see 4.9.i.a		Scottish Council on Archives Record Retention Schedules (SCARRS)
c) In relation to (a) and (b) above, was there a particular policy and/or procedural aim/intention? Where were such policies and/or procedures recorded?	see 4.9.i.a	In view of the emphasis that was required to be places on record keeping in relation the Children Act 1975, there was a need to instigate a formal system for the storage and retrieval of records and in order to prevent any gaps in child care records.	Compliance with national standards and legal requirements on record retention
d) What did the policies and/or procedures set out in relation to record keeping on the following:			
i. Children in foster care	see 4.9.i.a	see 5.1.i.a	100 years or 25 years from death if died under the age of 18yrs
ii. Foster carers	see 4.9.i.a	see 5.1.i.a	25 years after decision to end registration or from carers death
iii. Visits to children and foster carers	see 4.9.i.a	see 5.1.i.a	Information would be included in Child or Carer record as above
iv. Complaints	see 4.9.i.a	see 5.1.i.a	Complaints outcome should be retained in child or carer record
v. Investigations (both internal and external)	see 4.9.i.a	see 5.1.i.a	No specific policy identified
vi. Discipline	see 4.9.i.a	see 5.1.i.a	Would be retained on HR record currently subject to GDPR

	vii.	Responding to requests from former children in foster care for information/records	see 4.9.i.a	see 5.1.i.a	This should be covered within client record, Argyll and Bute have had a number of requests from former looked after children who were in care in Argyll but not the responsibility of Argyll and Bute Council records of this would not usually be required to be retained for 5 years
	viii.	Other issues relevant to foster care	see 4.9.i.a	see 5.1.i.a	As Scottish Council on Archives Record Retention Schedules (SCARRS)
e)		Who compiled the policies and/or procedures?	see 4.9.i.a	Officers of SRC	Scottish Council on Archives
f)		When were the policies and/or procedures put in place?	see 4.9.i.a	The 1971 and 1979 manuals provide instruction on report writing and case files. This was updated by Strathclyde Regional Council in the early 1980s. In 2000-2001, the Council agreed a policy on the preservation of Archives and Records, which established the governance arrangements, including the role of the City Archivist. It included the need for agreement regarding Retention Schedules. In 2015 Glasgow City council submitted its Records Management Plan to the keeper of the Records of Scotland, under the terms of the Public Records (Scotland) Act 2011, which received his approval.	Current guidance was updated in response to legislative changes in 2009
g)		Do such policies and/or procedures remain in place?	see 4.9.i.a		Yes - subject to any updates by Scottish Council on Archives Record Retention Schedules (SCARRS)
h)		Were such policies and/or practices reviewed?	see 4.9.i.a		last noted update 2016
i)		If so, what was the reason for review?	see 4.9.i.a		SCAI
j)		What substantive changes, if any, were made to the policies and/or procedures over time?	see 4.9.i.a	There were on-going additions to the records retention schedules and departments were required to apply retention schedules when transferring material to the City Archives (Strathclyde Regional Archives 1975 – 1996).	Unknown by Argyll & Bute Council
k)		Why were changes made?	see 4.9.i.a	Legislative and guidance changes	Unknown by Argyll & Bute Council
l)		Were changes documented?	see 4.9.i.a	yes	Unknown by Argyll & Bute Council
m)		Was there an audit trail?	see 4.9.i.a	Partial	Unknown by Argyll & Bute Council
Present:			1930-75	1975-96	1996>
n)		With reference to the present position, are the answers to any of the above questions different?	see subsequent periods	see subsequent periods	
o)		If so, please give details.			

(ii) Practice

Past:			1930-75	1975-96	1996>
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a)	Did the local authority adhere in practice to its policy/procedures in relation to record keeping?	see 4.9.i.a	unable to establish from information provided by Glasgow City Archive - may be evidenced in individual children's records	No indication of significant non compliance
b)	Did the local authority check adherence in practice to its policies and/or procedures in relation to record keeping by foster carers?	see 4.9.i.a	see 5.4.ii.a	some checking of compliance through archiving exercises
c)	Did the local authority adhere in practice/check adherence in practice to its policy/procedures in relation to record keeping on the following:	see 4.9.i.a	see 5.4.ii.a	No indication of significant non compliance
	i. Children in foster care	see 4.9.i.a	see 5.4.ii.a	see 5.4.ii.a
	ii. Foster carers	see 4.9.i.a	see 5.4.ii.a	see 5.4.ii.a
	iii. Visits to children and foster carers	see 4.9.i.a	see 5.4.ii.a	see 5.4.ii.a
	iv. Complaints	see 4.9.i.a	see 5.4.ii.a	see 5.4.ii.a
	v. Investigations (both internal and external)	see 4.9.i.a	see 5.4.ii.a	see 5.4.ii.a
	vi. Discipline	see 4.9.i.a	see 5.4.ii.a	see 5.4.ii.a
	vii. Responding to requests from former children in foster care for information/records	see 4.9.i.a	see 5.4.ii.a	see 5.4.ii.a
	viii. Other issues relevant to foster care	see 4.9.i.a	see 5.4.ii.a	see 5.4.ii.a
d)	How was adherence demonstrated?	see 4.9.i.a	see 5.4.ii.a	May be evidenced through individual carer of child records
e)	Were relevant records kept demonstrating adherence?	see 4.9.i.a	see 5.4.ii.a	see 5.4.ii.a
f)	Have such records been retained?	see 4.9.i.a	see 5.4.ii.a	Yes
g)	If policy/procedure was not adhered to in practice, why not?	see 4.9.i.a	see 5.4.ii.a	No indication of significant non compliance
h)	Did the local authority undertake any review or analysis of its records to establish what abuse or alleged abuse of children cared for in foster care may have taken place?	see 4.9.i.a	see 5.4.ii.a	Yes
i)	If so, when did reviews take place, what documentation is available, and what were the findings?	see 4.9.i.a	see 5.4.ii.a	Nov and Dec 2019 for SCAI
j)	How have the outcomes of investigations been used to improve systems, learn lessons?	see 4.9.i.a	see 5.4.ii.a	Not applicable
k)	What changes have been made?	see 4.9.i.a	see 5.4.ii.a	Not applicable
l)	How are these monitored?	see 4.9.i.a	see 5.4.ii.a	Not applicable
m)	Did the local authority afford former children in care access to	see 4.9.i.a	see 5.4.ii.a	Yes

	records relating to their time in foster care?			
n)	If so, how was that facilitated?	see 4.9.i.a	see 5.4.ii.a	By application / request
o)	If not, why not?	see 4.9.i.a	see 5.4.ii.a	Not applicable
Present:		1930-75	1975-96	1996>
p)	With reference to the present position, are the answers to any of the above questions different?	see subsequent dates		No
q)	If so, please give details			
r)	Please provide details of the types of any records currently held relating to the children in foster care in respect of the following:			
	i. Children in foster care	Individual children's records		
	ii. Staff with responsibilities for foster care	none identified		
	iii. Foster carers	none identified		
	iv. Complaints	none identified		
	v. Investigations (both internal and external)	none identified		
	vi. responding to requests from former children in foster care for information/records	none identified		