

May 2022 Expanded Part C - Prevention and Identification

4. <u>Policy and Practice</u>
4.1 <u>National</u>
Past
a) Was there national policy/guidance relevant to the provision of foster care for children?
Yes, e.g. policy circulars and national standards. See Norrie (2017) page 140 - 184.
b) If so, to what extent was the local authority aware of such?
Evidence of the local authority's awareness of national policy/guidance relevant to the provision of foster care for children is located in different types of records and documents: e.g., Committee minutes and reports as well as procedural documents. Evidence of the extent to which the local authority was aware of such therefore varies across the period of the inquiry, depending on the availability and accessibility of such documents.
1930-75 Dumbarton County Council Public Assistance/Social Welfare/Children's Committee minutes Lanark County Council Public Assistance/Children's Committee minutes Stirling County Council Children's Committee minutes Western District No 3 (Campsie & Baldernock) Council minutes
1975-1996 Strathclyde Regional Council Social Work Committee reports
1996-2014 The development of policy, guidance and practice can be seen through an evolution of reports to formal Committees and Council.
East Dunbartonshire Council Social Work Committee considered a report on the publication of UK National Standards for Foster Care at its meeting on 12 August 1999. At its meeting on 10 August 2000, it approved the appointment of an agency decision-maker in relation to Fostering Panel decisions in adherence with national guidance.
National Care Standards for Foster Care and Family Placement Services were published by the Scottish Executive in 2002 and informed an action to improve the range of available placements in East Dunbartonshire Joint Children's Services Plan 2002-04. The Council's Fostering Service was required to register with the Care Commission under the terms of the Regulation of Care (Scotland) Act 2001, which it did in 2005, and the service was then inspected regularly with reference to the National Care Standards. A report to the Social Work Committee on 31 March

2011 on recent inspections by the Care Commission (**CTY/049/11/JC**) noted the following in relation to the Fostering Service:

“4.14 The Fostering Service was registered with the Care Commission in 2005. The service has responsibility for private fostering and kinship care and recruits and supports carer families to provide a range of fostering services including short and long term care, as well as respite care. The service works cooperatively with The West of Scotland Consortium which consists of ten Local Authorities working together to ensure common standards of practice. At the time of the inspection the service had nine foster carers, one respite carer and three shared carers. There were eighteen children placed with these carers, three of which received shared care. Independent and voluntary agencies were being used for eighteen children.

4.15 Based on the findings of this inspection, the service was awarded the following Grades: Quality of Care and Support Grade 4 Good Quality of Staffing Grade 3 Adequate

4.16 The inspection highlighted the following:

- preparation groups and the assessment process are thorough;*
- a range of information is available about the children placed for fostering, including their health and emotional needs;*
- timescales for permanency planning have improved;*
- regular support groups in place for foster carers;*
- there is a draft Participation Strategy in place;*
- a range of policies/procedures are in place relating to staff conduct and service user protection;*
- staff receive regular training, e.g. new fostering regulations, permanency planning;*

There were six recommendations relating to:

- continue to develop participation across quality themes focusing on outcomes for children and young people;*
- ensure foster carer agreements are in place for every foster carer;*
- ensure foster carers receive regular visits from supervising social workers to meet their needs and those of the children and young people placed with them;*
- consider reviewing the Induction Programme for staff in the Family Placement service;*
- the staff appraisal system should be introduced for all staff;*
- finalise the new updated Fostering Regulations as soon as possible.*

An Action Plan, Appendix 3, is attached demonstrating how the above recommendations are being met.”

Fostering Procedures and Operational Guidance which were approved by East Dunbartonshire Council Social Work Committee on 31 March 2011, reference the 2009 regulations and revised National Care Standards, as well as the broader national policy framework provided by Getting It Right For Every Child (GIRFEC) in Section 2.

East Dunbartonshire Council Social Work Committee – 12 August 1999 – Report (DSSW/072/99/CB)

[https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/71df08ac8ec1133980256dbe003b6d82/\\$FILE/sw%20120899.pdf](https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/71df08ac8ec1133980256dbe003b6d82/$FILE/sw%20120899.pdf)

East Dunbartonshire Council Social Work Committee – 10 August 2000- Report (DSSW/030/00/CB)

<https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/LU-AIIDocsID/8BFE2597904E2A0F80256CB700358D4D?OpenDocument>

East Dunbartonshire Council Social Work Committee – 26 September 2002 (CTY/197/02/DA)

<https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/LU-AIIDocsID/342EB823FE25D5FD80256CB0003C42FC?OpenDocument>

East Dunbartonshire Council Social Work Committee – 31 March 2011 - Reports (CTY/049/11/JC and CTY/051/11/FMcS)

[https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/e7a31b75bbbed2dcc8025785d005643e5/\\$FILE/SocialWorkPapers.pdf](https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/e7a31b75bbbed2dcc8025785d005643e5/$FILE/SocialWorkPapers.pdf)

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?

d) Child welfare (physical and emotional)

1930-75

Not known

1975-96

Not known

1996-2014

Awareness of the concept of Child Welfare, both physical and emotional, are referenced over a number of pieces of operational guidance over the years from 1996 – 2014 as follows:

East Dunbartonshire Council Foster Carers Agreement (2006) & (2011)

The Fostering of Children (Scotland) Regulations 1996 were revoked by the Looked After Children (Scotland) Regulations 2009, which have governed public fostering arrangements from September 2009.

East Dunbartonshire Council Procedures on the immediate care planning for children and young people (2012), which followed the updated 2011 Procedures and Operational Guidance, set out the following –

Since the coming into force of the 2009 Regulations there has been no limitation on the type of family structure that foster carers must belong to and foster carers are

assessed as suitable according to their own merits, history and skill, without legally specified preconceptions about their lifestyles. The local authority remained responsible for the approval of foster carers as well as reviews and termination of that approval.

Strengthening the direction in the Regulations 1996 regarding agreements and support of foster carers the local authority must have a written agreement with the carer, including the support and training, the procedure for placing children, the prohibition on corporal punishment, the need for confidentiality, and case records kept of each foster carer.

East Dunbartonshire Council Fostering Procedures and Operational Guidance (2011) – Section 2.4

This document set out East Dunbartonshire Council's commitment to carrying out its responsibilities to children and young people who are looked after and, as part of this, ensuring effective care planning. Effective care planning for children and young people will improve opportunities for ensuring that they are safe, healthy, achieving, active, nurtured, included, respected and responsible.

Section 5.3 in 2011 Guidance

East Dunbartonshire Council Social Work Committee – 31 March 2011 - Report (CTY/051/11/FMcS)

[https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffb3/e7a31b75bbbed2dcc8025785d005643e5/\\$FILE/SocialWorkPapers.pdf](https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffb3/e7a31b75bbbed2dcc8025785d005643e5/$FILE/SocialWorkPapers.pdf)

Guidance in the 2011 update covers the following areas:

Procedure

- 5.2 Planned Placements: Assessment of the child/young person's needs and Referral for a Placement
- 5.3 Planned Placements: Placement Agreement Planning Meeting
- 5.4 Planned Placements: Initial Care Plan and Looked After Child Review
- 5.5 Planned Placements: Review of the Care Plan, Timing of Reviews of the Care Plan
- 5.6 Emergency Placements
- 5.7 Children and Young People in Placement: Visits by Social Work Services
- 5.8 Notifications of Placements / Cessation of Placements
- 5.9 Purchasing Placements from the Independent Sector.

i. The child's views

1930-75

1975-96

In 1994, **Strathclyde Regional Council** 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.

1996-2014

In April 1999 creation of a Children & Young People's Rights Officer by East Dunbartonshire Council, evidencing awareness of the need to ensure representation of the child's views and a commitment to doing so
<https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/LU-AllDocsID/D46C7D27A5265B4080256CC9003C8136?OpenDocument>

East Dunbartonshire Council Procedures on the immediate care planning for children and young people (2012) 4.2 makes specific reference to the child's views as follows:

- The child/young person's views and feelings must be ascertained and taken into account;
- The needs of children/young people to be placed with siblings, including half siblings, must be addressed. If they are not living together the relationship should be promoted, unless this is not in their best interests;
- The needs of the child/young person in respect of race, religion, language and culture must be addressed and promoted in any placement arrangements and care plans;
- Every child/young person who is looked after by EDC must have a written care plan which analyses her/his, and the family, needs and sets out a plan of intervention;
- Children/young people placed away from their families must be helped as quickly as possible to understand why they have to be looked after, what arrangements are being made for them in the most important areas of their lives, the rights which they have, and the ways in which they can put forward their wishes and views;
- The care plan must be individual to the child/young person, based upon an assessment of the his/her needs, and kept up to date
- The child/young person's needs in respect of identity, health, education, family contact, social and personal circumstances must be assessed and reflected in the care plan;
- The care plan should be drawn up in partnership between the child/young person, parent(s), carers, Social Worker, and other relevant persons and agencies. This may include individuals of personal importance to the child/young person and key professionals and agencies – especially Education and Health; and
- Parents should be supported and encouraged to fulfil their parental responsibilities to their children as fully as possible, unless it is clearly established that this is contrary to the child/young person's best interests.

Carers must be provided with essential information needed to enable them to meet the child/young person's needs in the placement

East Dunbartonshire Council Fostering Procedures and Operational Guidance (2011) – Section 4.2 makes specific reference to the child's views as follows:

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- Parents should be supported and encouraged to fulfil their parental responsibilities to their children as fully as possible, unless it is clearly established that this is contrary to the child/young person's best interests.

East Dunbartonshire Council Social Work Committee – 31 March 2011 - Report (CTY/051/11/FMcS)

[https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/e7a31b75bbed2dcc8025785d005643e5/\\$FILE/SocialWorkPapers.pdf](https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/e7a31b75bbed2dcc8025785d005643e5/$FILE/SocialWorkPapers.pdf)

East Dunbartonshire demonstrates ongoing commitment to hearing the views of children and young people, both in terms of their experience of the care and services they personally have experienced, and in terms of influencing policy, practice and service developments, and has most recently made the following further developments in support of this.

Introduction of The Care Leavers' Champions Board

- The Champions Board since its induction in 2018 has been the vehicle for our Young People to influence and drive change, connect with Champions Boards on a national basis and benefit from Care Experienced Children and Young People views and support across the country.
- In 2020 a Champion's Board Group began to meet on a weekly basis via Microsoft Teams. The group had an average of 4 young people attend the weekly group from a pool of 10. The group was diverse in age and current living status – with the age range from 14 years to 26 years old with some living in residential care, some now living back at home and others, care leavers. There were positive outcomes from the group. The group provided an opportunity for young people to share their experiences of care and to highlight some of the difficulties and challenges that they faced.
- The group was supported by a number of Corporate Parents who attended the meetings. Some Corporate Parents came to simply introduce themselves to the group and share with the group what services and supports they provided. Other Corporate Parents were invited to attend as a result of issues that were identified by young people. This provided a fantastic opportunity for a Corporate Parent to hear the stories and experiences of young people and gave those young people a real sense that they were being listened to, and service an opportunity to change based on feedback received.
- This led to some follow-on opportunities with young people becoming involved in various pieces of national work such as working with Children's Hearing Scotland and sharing their experiences at a training event for new panel members. This was a great experience for both parties who each gained a better understanding of each other's situation.

Development of a Care Experienced Modern Apprentice Post

- In March 2022 we recruited a care experienced young person, through the DWP kickstart scheme, as a Young persons' participation and development assistant: House project and The Promise. This role was only open to care experienced young people. The role includes promoting the messages and work of The Promise and increasing the participation of other care experienced young people. To date the young person has presented the views of care experienced young people to a number of groups including The Promise steering group and Corporate Parenting steering group. They have also been integral to promoting the Champions Board and encouraging new membership.

Introduction of an app to gather views – Mind Of My Own

- Our Child Protection Committee (CPC) agreed to commission an app in a bid to make it easier to hear the views of our children.
- The Mind of My Own app, allows children and young people to have a voice when sometimes they can find it hard to talk and be heard by the people around them. This app allows children and young people to record how they are feeling at a time when they want to share. The children or young person can go on to the app via their own device and record thoughts feelings and wishes on a form available on the app. The form generates a report which is then shared with the child or young person's social worker. Forms may also be completed with the social worker on a one to one basis if preferred by the child

<p>or young person. Their social worker can then share this report and the child's views at reviews and include in child's plans to ensure their voice is heard.</p>
<p>ii. Reviewing a child's continued residence in a foster care placement</p>
<p>1930-75 Not known 1975-96 Not known 1996-2014</p> <p>East Dunbartonshire Council Procedures on the immediate care planning for children and young people (2012) 5.5 outline how a child's continued residence in a Foster Placement is to be reviewed and shows the expectation of the Council that attention is given to the child's mental and physical welfare and how well the placement is meeting their personally identified care needs. Guidance notes:</p> <p>Planned Placements: Review of the Care Plan, Timing of Reviews of the Care Plan</p> <p>5.5.1 As noted above, EDC has a duty to review the plans for children and young people who are looked after. For those children/young people who are looked after away from home, there must be a Looked After Child Review meeting within twenty working days of a placement start date (unless the placement is an emergency placement – see 5.6 below). The second Looked After Child Review must take place within 3 months from the date of the first review; subsequent reviews must take place within 6 months from the date of the previous review. These timescales do not prohibit the arranging of a Review in response to significant events/changes, where a Review is deemed appropriate.</p> <p>5.5.2 A Looked After Child Review should also be arranged in the following circumstances:</p> <ul style="list-style-type: none"> (a) Before making a decision to seek a Children's Hearing review for a child/ young person whose supervision requirement the Council is seeking to vary or terminate. (b) Before applying for a permanence order, a parental responsibilities order, an order to free a child/young person for adoption or placing a child/young person for adoption. (c) Where practicable, under any other circumstances when a Children's Hearing is arranged for the child/young person. <p>5.5.3 In reviewing a child/young person's plan, the information and process outlined at 5.2 above applies.</p>

5.5.4 The Looked After Child Review will consider how far the existing Care Plan for the child/young person has been progressed, what outcomes have been achieved and/or what outcomes should be achieved in the future and what changes should be made to the Care Plan to achieve these. In brief, the Looked After Review should provide the opportunity to:

- Examine the child/young person's needs and circumstances and ensure that EDC is fulfilling its responsibilities for the child/young person's development and well being.
- Consult formally with the child/young person and their parents/carers, acknowledging and taking into account their views.
- Assess the effectiveness of current plans as a means of securing the outcomes identified for the child/young person and their best interests.
- Oversee and make accountable the work of professional staff involved.
- Agree future plans for the child/young person.

5.5.5 In reviewing the child/young person's Plan there remains the requirement to assess:

- (i) The child/young person's needs and how those needs are being met.
- (ii) The child/young person's long term needs and how those needs are being or can be met.
- (iii) Whether the child/young person's welfare is being safeguarded and promoted.
- (iv) The child/young person's development.
- (v) Whether the accommodation is suitable for the child/young person.
- (vi) The child's educational and health needs and whether those needs are being met.

East Dunbartonshire Council Fostering Procedures and Operational Guidance (2011) - Section 9.5

East Dunbartonshire Council Social Work Committee – 31 March 2011 - Report (CTY/051/11/FMcS)

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iii. Child protection

1930-75

Not known

1975-96

Strathclyde Regional Council Child Protection Procedures (1989)

1996-2014

See 4.8 (i)(a)

Strathclyde Regional Council Child Protection procedures were adopted by the Council following disaggregation and updated procedures were approved in 2000. These procedures were developed by a group of West of Scotland local authorities and were subsequently updated by this group and approved by the Council for adoption in East Dunbartonshire.

East Dunbartonshire Council – 4 April 1996 – Minute and Report (DSW/017/96.A4)

<https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/LU-AllDocsID/5253D56F1D41825E80256D800040E102?OpenDocument>

East Dunbartonshire Council Social Work Committee – 29 April 1997 – Report (DSSW/034/97/AM)

<https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/LU-AllDocsID/4A96E7E81F887CFF80256CEF00406DDB?OpenDocument>

East Dunbartonshire Council Social Services Committee – 1 June 2000 – minute and report (DSSW/027/00/CB)

<https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/LU-AllDocsID/6A9E73A08C78083D80256CC30046AFDA?OpenDocument>

East Dunbartonshire Council Fostering Procedures and Operational Guidance (2014) - Section 11 further outlined child protection specifically as it related to children in Foster Care, and is clear that any matters must be treated formally, and seriously

- 11.1.1 Foster Carers are responsible for the wellbeing, safety and protection of any children and young people placed with them. Social Workers, other Council staff as well as others involved in the Care Plan for the child/young person share this responsibility. Each has a role to play in safeguarding children and young people.
- 11.1.2 There are matters of concern which require consideration of child protection measures. There are also the wider safety matters which Foster Carers are expected to manage in their day to day care of children and young people.
- 11.1.3 In all instances where there is an allegation or a suspicion that a child/young person who is looked after in a Foster Care placement may have been abused or may be at risk of being abused, the EDC Child Protection Procedures: Responsibilities of the Social Work Services in Protecting Children from Abuse must be followed.

- 11.1.4 All EDC Foster Carers should have an awareness of the Child Protection Procedures and will be aware of their responsibilities in this regard. Foster Carers should know that if they have concerns that a child/young person in their care may be at risk of abuse or the child/young person or another person discloses previous harm, they should report this immediately to the child/young person's Social Worker or Team Manager, or the duty service, or the Care Planning and Placement Team. Out of hours, the emergency Social Work Standby Service should be contacted.
- 11.1.5 The Handbook for Foster Carers also provides some guidance for Foster Carers in relation to child protection.
- 11.1.6 All Social Work Services staff should also have an awareness of the Child Protection Procedures; those staff who are employed in posts where their role involves them in working with children, young people and their families will also have practice based knowledge of using the procedures.
- 11.1.7 The Child Protection Procedures are available on the EDC web site; they are not replicated within this Fostering Procedure and Operational Guidance but can be accessed through the following link:
- <http://www.eastdunbarton.gov.uk/PDF/SW%20C&F%20Social%20Work%20Child%20Protection%20Procedures.pdf>
- 11.1.8 In addition, further information on child protection is available on the EDC Child Protection Committee website, which can be accessed through the following link: <http://www.edcpc.org.uk>
- 11.1.9 The Child Protection Procedures includes information on:
- Referrals and initial inquiries;
 - Investigations into allegations of abuse of children living at home;
 - Sexual abuse by children or young people within the family and/or in the community;
 - Children placed in accommodation by EDC under a child protection order;
 - Medical examination and assessment;
 - Investigations by the Social Work Standby Service;
 - Legal measures;
 - Child protection conferences;
 - Post child protection registration;
 - Child protection case recording;
 - Investigation of allegations of abuse of children in foster care;
 - Investigation of allegations of abuse of children in residential care;
 - Support to child witnesses;
 - Child protection and criminal justice; and
 - Criminal injuries compensation for children who have been abused.

**East Dunbartonshire Council Social Work Committee – 31 March 2011 -
Report (CTY/051/11/FMcS)**

[https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/e7a31b75bbed2dcc8025785d005643e5/\\$FILE/SocialWorkPapers.pdf](https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/e7a31b75bbed2dcc8025785d005643e5/$FILE/SocialWorkPapers.pdf)

iv. Discipline

1930-75

Not Known

1975-96

Not Known

1996-2014

Foster Carer Agreement (2006) states **expectations in relation to discipline, duties to protect children from harm, and to report suspected or actual harm, and a clear presumption against corporal punishment**

3.3 Good Parenting

- 3.3.1 To protect any placed child or young person from avoidable harm or abuse and report any concerns to the Department immediately.
- 3.3.2 To abide by guidance or instructions from the Department about managing behaviour.
- 3.3.3 To agree and ensure that corporal punishment or other demeaning punishments are not used in respect of any child or young person placed.
- 3.3.4 Having regard to the individual care plan, placement agreement and day to day arrangements and in the manner of a good parent, to care for the child or young person in a safe and appropriate manner and to promote the child or young person's welfare.

In 2011, Foster Care Agreement updated as such:

4.4 Good Parenting

4.4.1 The Foster Carer/s will carry out the foster care task in the manner usually expected of a good parent and will:

- a) protect the child/young person from harm or abuse and report and concerns about the child/young person or disclosures or allegations by the child/young person to the service immediately, recording these as soon as possible in accordance with the service procedures.
- b) Promote the child/young person's wellbeing at all times.
- c) abide by guidance or instructions from the Service about managing behaviour
- d) ensure that physical punishment or other demeaning punishments are not used in respect of any child/young person placed

v. Complaints handling

1930-75

Not Known

1975-96

Not Known

1996-2014

See 4.7 (i)(a)

East Dunbartonshire Council Foster Carer Agreement (2011) 3.4.1 'Complaints against Foster Carers' outlines how these are to be handled and emphasises safeguarding and the promotion of welfare as being at the heart of the complaints process.

2014 Procedures

17.1.1 EDC has a duty to safeguard and promote the welfare of all children and young people who are looked after. In carrying out this duty, EDC has a responsibility to regard the welfare of those children and young people as its paramount concern. Foster Carers, on behalf of EDC, safeguard and promote the welfare of children and young people placed with them.

17.1.2 The welfare of children and young people includes their right to be protected from all forms of abuse, neglect and exploitation. In many instances, children and young people are placed with Foster Carers as part of a plan to protect them.

17.1.3 There are times nonetheless when allegations are made against Foster Carers. It is essential that all relevant staff are clear about how to respond to such allegations.

It is also important that Foster Carers know how EDC may respond to allegations made against them and that children and young people who make allegations know what to expect in response

19.1.1 EDC has procedures in place for dealing with complaints about services, including the Fostering Service. These are outlined in the Social Work Complaints Procedure Summary which is available on the EDC web site through this link:

[www.eastdunbarton.gov.uk/pdf/Complaints%20Procedure%20\(Social%20Work.pdf](http://www.eastdunbarton.gov.uk/pdf/Complaints%20Procedure%20(Social%20Work.pdf)

19.1.2 The definition of a complaint as detailed in the above summary is as follows: "A complaint is when someone is not satisfied with a particular area of service". The summary goes on to say that a complaint can be made by or for:

- a) A person or group directly or indirectly receiving social work services (including carers and parents)

- b) A person who has been refused a service
- c) Other people whose possible need for a service, which we have the power or responsibility to provide, has come to our attention.

Clearly then, the complaints processes are open to service users and to Foster Carers.

19.1.3 The National Care Standards for foster care require that information is made available about how complaints can be directed to the Scottish Commission for the Regulation of Care. Information on this can be found online at www.carecommision.com.

The majority of complaints can be effectively resolved in discussion between the relevant parties, for example between children, young people, Foster Carers, the Care Planning and Placement Team and/or the child/young person's Fieldwork Social Work Team.

East Dunbartonshire Council Fostering Procedures and Operational Guidance (2011) -Section 18

East Dunbartonshire Council Social Work Committee – 31 March 2011 - Report (CTY/051/11/FMcS)

[https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/e7a31b75bbbed2dcc8025785d005643e5/\\$FILE/SocialWorkPapers.pdf](https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/e7a31b75bbbed2dcc8025785d005643e5/$FILE/SocialWorkPapers.pdf)

vi. Whistleblowing -

1930-75

Not Known

1975-96

Not Known

1996-2014

No specific reference in policy/procedures however whistleblowing is referred to in the organisational grievance procedures as follows:

Whistleblowing Policy – is intended to enable those who become aware of wrongdoing in the Council affecting some other person or service to report their concerns at the earliest opportunity so that they can be properly investigated .

The Policy applies to all:

- Employees EDC;
- Employees contractor working for the Council;
- Employees of suppliers;
- Those providing services contract or other agreement of EDC; and
- Voluntary workers.

vii. Record retention

1930-1975

<p>Not Known 1975-1996 Not Known 1996-2014</p> <p>See 4.9</p>
<p>viii. Recruitment and training of foster carers</p> <p>1930-75 Not Known</p> <p>1975-96 See 4.2 (i) (x)</p> <p>1996-2014 See 4.4 (d)(i)</p> <p>Guidance, arrangements and expectations on the recruitment and training of Foster Carers is set out in the Handbook, Agreement and Procedures noted below with specific reference to core and more specialist training requirements.</p> <p>16.2.1 The Service aims to ensure training to all Foster Carers (2014 Procedures) on:</p> <ul style="list-style-type: none"> • Child protection awareness; • Safe care (follow up training relating to safe care of emotionally and sexually vulnerable children/young people); • Emergency first aid (relevant to the age range of children/young people in their remit); and • New procedures or legislation, where appropriate. <p>16.2.2 In respect of specific children/young people placed or within their remit, Foster Carers may also require training on:</p> <ul style="list-style-type: none"> • Moving and handling; and • Health related topics (for instance in relation to children who have epilepsy or breathing problems, or have severe allergic reactions). <p>East Dunbartonshire Council Handbook for Foster Carers (2011) section 5.</p> <p>East Dunbartonshire Council Foster Carer Agreement (2011) 4.10</p> <p>East Dunbartonshire Council Fostering Procedures and Operational Guidance (2011) – Section 5 & 6</p> <p><u>East Dunbartonshire Council Social Work Committee – 31 March 2011 - Report (CTY/051/11/FMcS)</u></p> <p>https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffb3/e7a31b75bbed2dcc8025785d005643e5/\$FILE/SocialWorkPapers.pdf</p>

e) Requiring employers to divulge details of complaints etc. in relation to prospective foster carers to the local authority
<p>1930-75 Not Known</p> <p>1975-96 Not Known</p> <p>1996-2014</p> <p>The requirement for employers to divulge details of complaints in relation to prospective foster carers to the Local Authority was explicitly referenced in the refreshed procedures brought forward in 2011</p> <p><u>East Dunbartonshire Council Social Work Committee – 31 March 2011 - Report (CTY/051/11/FMcS)</u> https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/e7a31b75bbed2dcc8025785d005643e5/\$FILE/SocialWorkPapers.pdf</p>
f) If the local authority was aware of such, did they give effect to that policy/guidance?
<p>1930-75 Not Known</p> <p>1975-96 Not Known</p> <p>1996-2014 Yes – as noted above, this was explicitly included in the 2011 refreshed procedures.</p> <p><u>East Dunbartonshire Council Social Work Committee – 31 March 2011 - Report (CTY/051/11/FMcS)</u> https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/e7a31b75bbed2dcc8025785d005643e5/\$FILE/SocialWorkPapers.pdf</p>
g) If so, how was effect given to such policy/guidance?
<p>1930-75 Not Known</p> <p>1975-96 Not Known</p> <p>1996-2014 It was implemented through local policy and procedures, e.g.</p>

East Dunbartonshire Council Fostering Procedures and Operational Guidance (2011) – Section 17 and see 4.1.c
h) If not, why not?
1930-75 1975-96 1996-2014 N/A
Present
i) With reference to the present position, are the answers to any of the above questions different?
yes
h) if so, please give details: There have been updated and new procedures and care standards and the registration of the continuing care service. East Dunbartonshire Council Fostering Procedures and Operational Guidance were updated and agreed at the Social Work Committee on 11 December 2014. These incorporated changes to legislation and best practice guidance. Incorporating specifically new areas as follows: Continuing Care Service for young people 16 to 21 years registered with the Care Inspectorate in 2019. Continuing Care Procedures and Operational Guidance 2019. National Care Standards, My Support, My Life, implemented in April 2018.

4.2 <u>Local Authority</u>
(i) Policy
Past
a) Was there local authority policy/guidance in relation to the provision of foster care?
1930-75 Evidence of foster care policy decisions etc. is contained in the minutes of the various governing committees: Dumbarton County Council Public Assistance/Social Welfare/Children's Committee minutes Lanark County Council Public Assistance/Children's Committee minutes

Stirling County Council Children's Committee minutes
Western District No 3 (Campsie & Baldernock) Council minutes

1975-96

Strathclyde Regional Council had the following in place in relation to the provision of foster care

Foster Care Policy: Report by Director of Social Work to Social Work Committee (Nov 1975)
- **GCA reference: SR1/2/Box3**

Foster Parents' Handbook (1976) – **GCA reference: SR27/5/2/60**

Fostering Handbook (1986) - **GCA reference:SR1/2/101**

Fostering Services: Report by Director of Social Work to Social Work Committee , 26 Jan 1995 **GCA reference: RM Cons: 3081**

A local copy is available of the Foster Parents' Handbook (1976).

1996-2014

Specific foster care policy decision-making is recorded in Social Work Committee or equivalent during this period. For example:

East Dunbartonshire Council Social Work Committee – 31 March 2011 - Report (CTY/051/11/FMcS)

[https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/e7a31b75bbbed2dcc8025785d005643e5/\\$FILE/SocialWorkPapers.pdf](https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/e7a31b75bbbed2dcc8025785d005643e5/$FILE/SocialWorkPapers.pdf)

East Dunbartonshire Council Social Work Committee – 11 December 2014 – Report (ESW/146/14/FM)

<https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/LU-AllDocsID/2335281A6E96C5AE80257DA400552388?OpenDocument>

East Dunbartonshire Council Foster Carers Handbook (2011)

East Dunbartonshire Council Foster Carer Agreement (2006) revised 2011.

Copies available

b) Was there a particular policy and/or procedural aim/intention?

1930-75

Yes, stated within Committee minutes.

1975-96

Yes, stated within Strathclyde Regional Council Committee minutes and reports.

1996-2014

Yes, stated within Committee minutes and reports, **both of which represent comprehensive refresh of policy, guidance and operational practice for Foster Care and are aimed at staff, Foster Carers, and Foster Panel Members.**

The 2011 refresh covers the following areas

- **Reviewing a child's continued residence in a foster care placement;**
- **Guidance on complaints against a Foster Carer;**
- **Recruitment and Training of Foster Carers;**
- **Requiring employers to divulge details of complaints etc. in relation to prospective Foster Carers to the local authority;**
- **Section on promotion of Child Welfare;**
- **Contact between a child in foster care with own family;**
- **Contact between a child in foster care and other siblings in foster care;**
- **Visits to a foster care placement;**

- Transfer of a child from one foster placement to another;
- Child protection;
- Medical Care;
- Children's physical and emotional wellbeing – notion of physical wellbeing expanded from previous procedures to include 'the child/young person's needs in respect of identity, health, education, family contact, social and personal circumstances will be included within the assessment and care plan;
- Schooling/education;
- Activities and holidays for children;
- Contact with family members;
- Contact with siblings - need for contact should be assessed individually. Where siblings are not in the same placement, it may be appropriate for frequent contact with each other;
- Celebration of birthdays and other special occasions;
- Foster Carer Agreements;
- Foster Care Placement Agreements;
- Foster Carer Case Records and Record Keeping by Foster Carers;
- Training, Support and Supervision;
- Allegations Against Foster Carers; and
- Information sharing by the foster carer with family members.

East Dunbartonshire Council Social Work Committee – 31 March 2011 - Report (CTY/051/11/FMcS)

[https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/e7a31b75bbbed2dcc8025785d005643e5/\\$FILE/SocialWorkPapers.pdf](https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/e7a31b75bbbed2dcc8025785d005643e5/$FILE/SocialWorkPapers.pdf)

The 2014 refresh covers contains the following sections:

- Section 1: Introduction
- Section 2: Legal and Policy Context
- Section 3: The Fostering Service – Planning and Managing the Service
- Section 4: The Fostering Panel, including Approval and Non Approval of Foster Carers
- Section 5: Foster Carers – Recruitment, Initial Information and Initial Enquiries
- Section 6: Foster Carers – Preparation and Assessment
- Section 7: Foster Carer Agreements
- Section 8: Foster Carers – Reviews and Termination of Approval
- Section 9: Children and Young People – Placement with Foster Carers
- Section 10: Children and Young People – Reporting Significant Incidents, including the Death of a Child/Young Person
- Section 11: Children and Young People – Safety and Child Protection
- Section 12: Children and Young People – Contact Arrangements

- Section 13: Foster Care Placement Agreements
- Section 14: Foster Carers – Case Records and Record Keeping
- Section 15: Foster Carers – Payments and Allowances
- Section 16: Foster Carers – Training, Support and Supervision
- Section 17: Allegations Against Foster Carers
- Section 18: Disrupted Placements
- Section 19: Complaints
- Section 20: Appendices

East Dunbartonshire Council Social Work Committee – 11 December 2014 – Report (ESW/146/14/FM)

<https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/LU-AllDocsID/2335281A6E96C5AE80257DA400552388?OpenDocument>

A further comprehensive refresh was undertaken and a most up to date operational procedures and guidance was approved in September 2020

c) Where were such policies and/or procedures recorded?

1930-75

Decision-making on policies and procedures were recorded within relevant Committee minutes. The policy documents are not themselves available.

1975-96

Strathclyde Regional Council policies and/or procedures were recorded in Committee minutes and reports, and currently listed in Glasgow City Archives' document **Inventory - S21 Fostering**:

A local copy is available of the Foster Parents' Handbook (1976).

1996-2014

East Dunbartonshire Council Social Work Committee – 31 March 2011 - Report (CTY/051/11/FMcS)

[https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/e7a31b75bbed2dcc8025785d005643e5/\\$FILE/SocialWorkPapers.pdf](https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/e7a31b75bbed2dcc8025785d005643e5/$FILE/SocialWorkPapers.pdf)

East Dunbartonshire Council Social Work Committee – 11 December 2014 – Report (ESW/146/14/FM)

<https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/LU-AllDocsID/2335281A6E96C5AE80257DA400552388?OpenDocument>

d) What did the policies and/or procedures set out in terms of the following:

i. Child welfare (physical and emotional)

1930-75

Not known

1975-96

Strathclyde Regional Council's 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

Strathclyde Regional Council Fostering Handbook (1986) - GCA reference:SR1/2/101

1996-2014

East Dunbartonshire Council Handbook for Foster Carers (2011) Section 5.
East Dunbartonshire Council Foster Carer Agreement (2011) Section 4.5.2

East Dunbartonshire Council Social Work Committee – 31 March 2011 - Report (CTY/051/11/FMcS)

[https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/e7a31b75bbed2dcc8025785d005643e5/\\$FILE/SocialWorkPapers.pdf](https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/e7a31b75bbed2dcc8025785d005643e5/$FILE/SocialWorkPapers.pdf)

2.1 The Council, under the terms of the Children (Scotland) act 1995 (as amended) and in accordance with the Looked After Children (Scotland) Regulations 2009, is required to provide care and accommodation for children and young people who are not able to live with their birth parents and who require to be looked after away from home. One of the ways in which we may provide this is through foster care placements. Within East Dunbartonshire, the Council operates its own Fostering Service.

2.2. In addition to the responsibilities towards children and young people who are looked after, the Fostering Service is responsible for the recruitment, assessment, approval, review, support and supervision of Foster Carers, shared carers and supported carers.

2.3. Policies and procedures support the effective and efficient operation of the Fostering Service, and help ensure that it operates in line with requirements.

2.4. The Fostering Procedures and Operational Guidance has been compiled for use by social work staff and Fostering Panel members, it also provides a source of reference and information for others, notably Foster Carers, as well as children, young people and their families.

2.5 The Fostering Procedures and Operational Guidance makes clear the responsibilities of the Council to those children and young people who are looked after in Foster Care placements. The document also reflects the Council's aim of improving the outcomes for our children and young people.

ii. The child's views

1930-75

Not known

1975-96

Strathclyde Regional Council Foster Parents Handbook (1976) urged foster carers to be aware of and respond to the child's views n various matters.

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.

Foster Parents' Handbook (1976) – GCA reference: SR27/5/2/60

A Children's Rights Service - Further Report by Director of Social Work, Jan 1993.

GCA reference:SR1/2/Box 244

Children's Rights; a verbal report by Director of Social Work, 21 Feb 1995. includes Charter of Rights and Responsibilities for Young People in Care
GCA reference:SR1/2/Box292

1996-2014

In response to the Kent Report on children's safeguarding, the Council agreed to establish a Children's and Young Persons' Rights Officer in 1999.

Report DSSW/032/99/CB by Director of Social Services was submitted to the East Dunbartonshire Council Social Work Committee on 1 April 1999. This outlined proposals in respect of the allocation of monies from the Child Care Development Fund, as detailed in the Government's response to the Safeguarders Report and seeking approval for the creation of the posts of Befriending Co-ordinator, Team Leader (Family Based Care), Social Worker (Families with Young Children (0-3 years old)) and Children and Young Person's Rights Officer. Also detailed within the Report were priorities identified for funding.

Members were also informed that the aforementioned posts would constitute the major route by which the Social Work Department would take forward East Dunbartonshire's commitment to the initiative as laid out in the Governments Response to the Children's Safeguards Review (The Kent Report) and in the White Paper "Aiming for Excellence". In addition, local authorities were asked to submit proposals to the Scottish Office in respect of these extra allocations by 31 March 1999.

East Dunbartonshire Council Social Work Committee – 1 April 1999 – minute & report (DSSW/032/99/CB)

<https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/LU-AllDocsID/D46C7D27A5265B4080256CC9003C8136?OpenDocument>

The 2011 refresh of guidance noted the importance of listening to children and young people and seeking their views in all planning relevant to their placement

This led to appointment of a Children's Rights Officer within SW service and also commissioned external services. East Dunbartonshire Council has continued the commitment, transitioning to a commissioned service arrangements with Independent Advocacy services and a range of Care Experienced Young People led approaches as outlined previously in this report at section 4.1i

East Dunbartonshire Council Social Work Committee – 31 March 2011 - Report (CTY/051/11/FMcS)

[https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/e7a31b75bbed2dcc8025785d005643e5/\\$FILE/SocialWorkPapers.pdf](https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/e7a31b75bbed2dcc8025785d005643e5/$FILE/SocialWorkPapers.pdf)

East Dunbartonshire Council Foster Carers Handbook (2011) section 3 **included the following:**

The Council has a duty to take the views of the child into account, and so every effort should be made to assist the participation of children in the process.

Carers may play a valuable role in preparing the child beforehand. They can help them complete a written report or other form of contribution such as an audiotape on what they want to say for the review. Supporting children within the meeting can greatly assist the process. Sometimes there may be different parts to the review meeting to enable the child

to participate fully e.g. the chair, Carer and Social Worker may have a separate discussion with the child

The person with key responsibility to ensure the care plan is in place is the child's Social Worker. Whenever possible, this should be in consultation with the child, the child's parents, the Carer, and other important individuals or agencies in the child's life. If the care plan is not drawn up before a child is placed it should be drawn up as soon as possible after the child arrives.

iii. Placement of siblings

1930-75

Not Known

1975-96

Statistics on the placement of siblings are provided in a report by Strathclyde Regional Council's Director of Social Work in 1990

Analysis of Children in Care - Report by Director of Social Work, October 1990 -
GCA reference:SR1/2/Box187

1996-2014

Reflected in the East Dunbartonshire Council Procedures on the immediate care planning for children and young people (2012)

5.1.4 EDC must ensure that placements include opportunities for children and young people to maintain appropriate contact with their birth families, provided it is in their interests. In placing a child or young person, EDC must take account of religious, cultural and ethnic factors in children and young people's backgrounds and also of their views, and those of their families, in decisions that affect the children and young people.

5.2.2 Where a referral is in respect of a sibling group, and where the assessment is that the needs of each child/young person would best be met by being placed together, the Care Planning and Placement Team Duty Worker will seek to identify a single placement where all the children can be looked after. Where it is not possible to identify such a placement, discussion will take place between the referring Social Worker and the Care Planning and Placement Team Duty Worker on the next best option. Before placement arrangements are finalised, this matter must be brought to the attention of the Care Planning and Placement Team Manager.

iv. The placement of a child in foster care

1930-75

Not known

1975-96

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.

Strathclyde Regional Council Social Work Committee "Home or Away: Residential Child Care for the Eighties"

GCA reference:SR10/9/85

1996-2014

East Dunbartonshire Council Procedures on the Immediate Care Planning for Children and Young People (2012)

East Dunbartonshire Social Work Committee considered proposals to introduce new local arrangements to provide emergency foster care placements at its meeting on 3 June 1999.

“8. EMERGENCY FOSTER CARE

“There was submitted Report DSSW/055/99/CB by the Director of Social Services, copies of which had previously been circulated, informing the Committee of Glasgow City Councils withdrawal of the Emergency Fostering Scheme from usage by other authorities.

“Members were informed that East Dunbartonshire had the facility, through the Council’s partnership in the Standby Joint User Committee, to access the Emergency Foster Scheme, which had been used on at least four occasions in the past year. Glasgow City Council had not charged for this service and the Council had only been required to pay the actual fostering payments. However, the loss of this service would create considerable difficulty for the Council and placed greater strain on its existing services.

“In order to address the situation the Committee were advised that there were a few local authorities who had more foster carers than they required for the own use, who were prepared to look at a proposal for others to buy into and this was presently being progressed. Furthermore, until this was available, the Department would require to approach its own carers to discuss whether they would consider being assessed as emergency foster carers. This would involve consideration of a retainment fee being made.

“Following discussion, the Committee agreed as follows:-

“a) to note the contents of the Report;

“b) to instruct the Head of Children and Families and Criminal Justice Services to bring back a further report once a definite scheme was available; and

“c) to approve, with the agreement of the Adoption and Fostering Panel, to make interim arrangements with the Departments own carers.”

East Dunbartonshire Council Social Work Committee – 3 June 1999 - Minute

<https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/LU-AllDocsID/5FE24FCEE391B5E680256CC9003BD3AA?OpenDocument>

The 2011 procedures addressed issues to be taken into consideration in placing a child in a foster care placement.

Emergency Placements

5.6.1 Emergency placements can occur for a variety of reasons, for example as a result of a serious family crisis or because of a legal process, such as the granting of a Child Protection Order by a Sheriff.

5.6.2 In all instances where a placement is requested, the Care Planning and Placement

Team Duty Worker must (once they have all the relevant information about the child/young person) discuss this with the Care Planning and Placement Team Manager in relation to authority to identify a placement for the child/young person. There will be times when further authority is required, from the Children and Families Resources Manager, in relation to managing the referral in the context of wider care planning and placement considerations. (For example, in relation to prioritising placement decisions).

- 5.6.3 The legal basis for the child/young person's placement must be clear at all times. In addition, in seeking a placement, any legal requirements to which the child/young person is currently subject must be considered. For example, the child/young person may be required to live at a certain address/with a certain person, or there may be contact requirements, which are part of a legal order, authorisation or warrant. Where this is the case, advice must be sought from the Care Planning and Placement Team Manager about the appropriateness of continuing to seek a placement for the child/young person, and if it is appropriate to do so the steps that must be taken to do this, including the legal route to be followed.
- 5.6.4 The Care Planning and Placement Team Duty Worker is responsible for ensuring that they have clarity about the legal status of the child/young person for whom they have been asked to seek a placement and the legal basis of the proposed placement. Further, if there is any reason to suggest that placing the child/young person referred would contravene legal arrangements or requirements, the Care Planning and Placement Team Duty Worker must alert the referring Social Worker and the Care Planning and Placement Team Manager to this, so that the matter may be re-considered and resolved.
- 5.6.5 When a placement is made on an emergency basis, and especially when the Service has had no previous dealings with the child/young person, the information available about the child/young person may be limited. There will be situations however, where although the placement is being made on an emergency basis, the Service has been working with the child/young person and/or their family and may hold extensive information about the child/young person.
- 5.6.6 In all cases where a placement is being sought on an emergency basis, all the available information should be used to inform the assessment and referral for a placement.
- 5.6.7 As far as it is possible to do so, efforts should be made to work to the procedures for planned placements as detailed in 5.2 above. Otherwise, the following applies in relation to the assessment of the child/young person's needs and referral for a placement.
- 5.6.8 The Social Worker dealing with the child/young person's case should make a written referral – by email - to the Care Planning and Placement Team. In contacting the Care Planning and Placement Team Duty Worker the Social Worker should:
- Provide information on the child/young person's background, education, health and emotional development; where possible this should include information about the child/young person's personality and essential family information
 - Advise of the legal basis for the emergency placement (and have available for the placement a copy of any legal order in place)

- Advise of the reasons for the child/young person being placed away from home and what is known of the child/young person's understanding of this
- Make clear the contact arrangements to be maintained in the emergency placement, if any, between the child/young person and their family/other significant people
- Provide any relevant information available from the pre-placement medical or confirm that this medical has been arranged.

Where the Service has available written assessments or reports on the child/young person, for example an IAF or Child Protection Investigation Report, relevant information should be used from these to help inform decisions about an appropriate placement and to assist in the care of the child/young person.

- 5.6.9 It is the responsibility of the Care Planning and Placement Team Duty Worker to identify, where it is possible to do so, an appropriate placement which meets the needs of the child/young person referred, in line with the information available. The considerations noted at 5.2.11 – 5.2.17 are also applicable to emergency placements, but against the background of the knowledge that this placement is being made on an emergency basis and will be reviewed very quickly.
- 5.6.10 The Care Planning and Placement Team Duty Worker will make contact with placement providers to discuss the possibility of a placement. When a placement has been identified, the Care Planning and Placement Team Duty Worker will advise the Social Worker dealing with the child/young person's case of the possible placement.
- 5.6.11 If practicable, in the case of a prospective placement with an EDC resource, prior to confirming the placement there should be a discussion between the child/young person's Social Worker (or other worker dealing with the child/young person's case) and the Foster Carer Supervising Social Worker (in the case of a foster care placement) or the Manager/ Depute Manager of Ferndale (in the case of a placement within our children's residential care unit). This will provide a further opportunity for the sharing of information and discussion of the appropriateness of the placement. Unless significant new information is shared at this point which questions the appropriateness of the placement, then the placement will be confirmed as suitable for the child/young person referred.
- 5.6.12 Once a placement has been authorised for a child/young person, it is the responsibility of the child/young person's allocated Social Worker (or other worker dealing with the child/young person's case) to make the practical arrangements for the child/young person's move there. (Taking into account all of the other matters which must be dealt with before a move to the placement can take place).
- 5.6.13 Within three working days of the child/young person being placed EDC must review their case to determine whether the placement continues to be in the best interests of the child/young person. This is a statutory requirement, as emergency placements cannot exceed three working days.
- 5.6.14 It is the responsibility of the Team Manager to:
- Arrange this Looked After Child Review

- Ensure all relevant parties are invited
- Ensure that the required paperwork is available (see 5.4.5 and 5.4.6)
- Chair the Review (there may be instances where another member of Social Work Services' staff chairs the Review meeting)
- Arrange for a Minute of the Review to be completed and circulated.

5.6.15 In reviewing the emergency placement, EDC will:

- (a) Consult -
- (i) The child/young person, taking into account their age and maturity
 - (ii) The Carer/placement provider with whom the child has been placed
 - (iii) Any parent of the child/young person
 - (iv) Any person with parental responsibilities or parental rights in respect of the child/young person.
- (b) Assess –
- Whether the placement is in the best interests of the child/young person
 - Whether the placement of the child/young person with that Carer/placement provider is in the best interests of the child/young person
 - All the information available relevant to EDC's duties towards children/young people looked after by us
 - Where the child/young person has not been placed with a member of their family, the possibility of placing them with a kinship carer (i.e. Formal Kinship Carer).

5.6.16 Where it is assessed through this Looked After Child Review that placement with the Carer/placement provider (i.e. who has provided the emergency placement up to this point) continues to be in the best interests of the child/young person, EDC will carry out the relevant requirements of the Looked After Children (Scotland) Regulations 2009, where these have not as yet been done. These requirements are noted earlier in this Section (5.2.4 – 5.2.14). Therefore, the process detailed in those sections should now be followed

East Dunbartonshire Council Social Work Committee – 31 March 2011 - Report (CTY/051/11/FMcS)

[https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/e7a31b75bbbed2dcc8025785d005643e5/\\$FILE/SocialWorkPapers.pdf](https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/e7a31b75bbbed2dcc8025785d005643e5/$FILE/SocialWorkPapers.pdf)

v. The particular placement of a child with foster carers

1930-75

Not known

1975-96

The 1976 and 1986 SRC fostering guidelines laid down the following:

- 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 Parents' Handbook (1976) – GCA reference: SR27/5/2/60

Fostering Handbook (1986) - GCA reference:SR1/2/101

1996-2014

East Dunbartonshire Council Procedures on the Immediate Care Planning for Children and Young People (2012) **noted the following:**

- 5.2.1 Where a child/young person is already looked after away from home, the decision to seek another placement should be made at a Looked After Child Review. From the Review meeting, a referral should be made to the Care Planning and Placement Team, when the information detailed at 5.2.5 and 5.2.7 below will be required. This referral must be in writing and an email communication should be used to do this in the first instance. (There is a pro forma for this – the admission to placement form). This will ensure that no time is lost in the placement finding process.
- 5.2.2 Where a child/young person is looked after at home, the decision to seek a placement should be made at a Looked After Child Review. From the Review meeting, a referral should be made to the Care Planning and Placement Team, when the information detailed at 5.2.5 and 5.2.7 below will be required. This referral must be in writing and an email communication should be used to do this in the first instance. (There is a pro forma for this – the admission to placement form). This will ensure that no time is lost in the placement finding process.
- 5.2.3 Where a child/young person is being worked with on a voluntary basis while at home, the decision to seek a placement should be made at an Integrated Assessment Framework (IAF) Planning Meeting. From the IAF Planning Meeting, a referral should be made to the Care Planning and Placement Team, when the information detailed at 5.2.5 and 5.2.7 below will be required. This referral must be in writing and an email communication should be used to do this in the first instance. (There is a pro forma for this – the admission to placement form). This will ensure that no time is lost in the placement finding process.
- 5.2.4 In all instances where a placement is requested, the Care Planning and Placement Team Duty Worker must (once they have all the relevant information about the child/young person) discuss this with the Care Planning and Placement Team Manager in relation to authority to identify a placement for the child/young person. There will be times when further authority is required, from the Children and Families Resources Manager, in relation to managing the referral in the context of wider care planning and placement considerations. (For example, in relation to prioritising placement decisions).

- 5.2.5 The legal basis for the child/young person's placement must be clear at all times. In addition, in seeking a placement, any legal requirements to which the child/young person is currently subject must be considered. For example, the child/young person may be required to live at a certain address/with a certain person, or there may be contact requirements, which are part of a legal order, authorisation or warrant. Where this is the case, advice must be sought from the Care Planning and Placement Team Manager about the appropriateness of continuing to seek a placement for the child/young person, and if it is appropriate to do so the steps that must be taken to do this, including the legal route to be followed.
- 5.2.6 The Care Planning and Placement Team Duty Worker is responsible for ensuring that they have clarity about the legal status of the child/young person for whom they have been asked to seek a placement and the legal basis of the proposed placement. Further, if there is any reason to suggest that placing the child/young person referred would contravene legal arrangements or requirements, the Care Planning and Placement Team Duty Worker must alert the referring Social Worker and the Care Planning and Placement Team Manager to this, so that the matter may be re-considered and resolved.
- 5.2.7 When considering whether a child/young person is to be placed away from home, the child/young person's allocated Social Worker (or other Social Worker dealing with the child/young person's case) must carry out the assessment in accordance with Regulation 4 of the Looked After Children (Scotland) Regulations 2009. That is, an assessment of:
- (a) The child/young person's immediate needs and how those needs can be met;
 - (b) The child/young person's long term needs and how those needs can be met;
 - (c) Proposals for safeguarding and promoting the child/young person's welfare;
 - (d) Proposals for making sustainable and long term arrangements for the care of the child/young person;
 - (e) The nature of the services proposed for the child/young person in the immediate and long term;
 - (f) Alternative courses of action including the possibility of making an arrangement for the child/young person to be cared for by his/her parent/s or person who has parental rights and parental responsibilities in respect of that child/young person or approving a person as a kinship carer (Note: Formal Kinship Carer);
 - (g) Whether the local authority should seek a change in the child/young person's legal status;
 - (h) The arrangements which require to be made for the time when the child/young person will no longer be looked after by the local authority;
 - (i) The existing health arrangements for the child/young person, and taking account of their health history and current state of health and development, whether there is a need to change such arrangements;

- (j) The current arrangements for education, and taking account of their education history and their educational needs, the proposals for meeting those needs, and the proposals for achieving continuity in the child/young person's education;
- (k) The child/young person's religious persuasion and the need for her/him to continue to be brought up in accordance with their religious persuasion; and
- (l) Any other matter relating to the welfare of the child/young person either in the immediate or long term as appears to the local authority to be relevant.

- 5.2.8 It should be noted that Regulation 4 applies to all children/young people who are, or are about to be, looked after – and not only those requiring to be looked after away from home. Within EDC Social Work Services this regulation has been taken into account in the development of the Integrated Assessment Framework (IAF). Therefore, completion of an IAF for a child/young person for whom a placement is sought should help ensure that all of the above noted information is considered for that child/young person.
- 5.2.9 In relation to the health of the child/young person (i.e. re 5.2.3(i)), if a child/young person is to be placed away from home s/he should be medically examined before moving into the placement. Where this is not possible, this medical examination should take place as soon as possible after the placement start date and certainly within five working days. It is the responsibility of the Social Worker to arrange this.
- 5.2.10 The medical examination is normally carried out by the child/young person's own G.P. and the Child Health Medical Record Booklet is used to record the information from the medical examination. Written parental consent, and child/young person consent (where appropriate) must be obtained for this. In the case of children/young people giving their consent, the Age Of Legal Capacity Act (1991) allows a child under the age of sixteen to consent to any medical procedure or practice if in the opinion of the attending medical practitioner s/he is capable of understanding the nature of possible consequences; thus a child/young person may withhold their consent.
- 5.2.11 There is also a requirement for the Social Worker to arrange a comprehensive health assessment for any child/young person who becomes looked after away from home and obtain the written report of that assessment. This comprehensive health assessment should take place within ten weeks of the child/young person becoming looked after away from home; it should be requested within three working days of the child/young person being placed.
- 5.2.12 In making an assessment of the child/young person's needs, the Social Worker must, where appropriate, seek and take into account the views of:
- The child/young person, taking account of their age and maturity
 - The child/young person's parents
 - Any person with parental responsibilities or parental rights in respect of the child/young person
 - Any other person as the Council considers appropriate.
- 5.2.13 Further, in making such an assessment and where any other child in the same family is looked after or about to be looked after, the Social Worker must, in making

their assessment, take into account the need to ensure, where practical and appropriate, that those children are placed with the same placement.

- 5.2.14 When considering that a child/young person be placed away from home, there must also be an assessment, by the child/young person's allocated Social Worker (or the Social Worker dealing with the child/young person's case), of the contact arrangements with the child/young person's parents, their family, any person with parental responsibilities or parental rights and any other specified person and whether such arrangements should be changed. (See Section 6 on Contact Arrangements).
- 5.2.15 EDC has a duty to record specific information in relation to any child/young person who is looked after. This is linked to the information considered within the assessment of the child/young person (i.e. as noted at 5.2.7 above). The Social Worker who carries out the assessment is responsible for ensuring there is a record of this information. Within EDC completion of the Essential Core Record and IAF will ensure the relevant information is recorded. This information is as follows:
- 1) Name, sex, date and place of birth and present address of the child/young person, their parents and any relevant person
 - 2) Nationality, race, religion and language
 - 3) Physical description
 - 4) Present legal status of the child/young person, including any statutory responsibility EDC (or another local authority) has for the child/young person
 - 5) Why consideration is to be given to the child/young person being looked after by the Council
 - 6) Previous history of involvement of the child/young person with EDC/any local authority or other relevant organisation.
 - 7) Details of any brothers and sisters, including their dates of birth, addresses and any details in respect of their being looked after by EDC or another local authority
 - 8) The extent of contact with members of the child/young person's family and any other significant person who does not live in the same household as the child/young person
 - 9) The child/young person's health history, current state of health and development and existing arrangements for their medical and dental care
 - 10) The child/young person's education history and current arrangements for provision of education
 - 11) Personality and social development
 - 12) Interests and recreational activities.
- 5.2.16 It is the responsibility of the child/young person's allocated Social Worker (or other worker dealing with the child/young person's case) to make clear the type of placement being sought for the child/young person and the plan for him/her. This will be based on the assessment made and will come from the forum through which the decision to seek a placement was made (i.e. as outlined at 5.2.1 – 5.2.3 above). It is the responsibility of the Care Planning and Placement Team Duty Worker to identify, where it is possible to do so, an appropriate placement which meets the needs of the child/young person referred, in line with the assessment made.
- 5.2.17 A child/young person's needs are often most likely to be fully met in a family that matches their religious, racial, cultural and linguistic background. Where it proves impossible to match these aspects of a child/young person's heritage, it is essential that the placement providers and Social Workers involved develop

knowledge of this.

- 5.2.18 Where a child/young person needing a placement has a disability, the placement should be suitable to meet the child/young person's particular needs.
- 5.2.19 For children/young people who have or are likely to develop a chronic or terminal illness, it is important that those who provide a placement are knowledgeable about the likely progress of the illness and any hygiene or treatment issues.
- 5.2.20 Where a referral is in respect of a sibling group, and where the assessment is that the needs of each child/young person would best be met by being placed together, the Care Planning and Placement Team Duty Worker will seek to identify a single placement where all the children can be looked after. Where it is not possible to identify such a placement, discussion will take place between the referring Social Worker and the Care Planning and Placement Team Duty Worker on the next best option. Before placement arrangements are finalised, this matter must be brought to the attention of the Care Planning and Placement Team Manager.
- 5.2.21 Often, there may be little choice of placements available. Staff and placement providers involved must discuss drawbacks in the suitability of the placement for a specific child/young person, and plans made to overcome them or compensate for them. For example, there may be practical ways of valuing and sustaining the child/young person's heritage, for example, adapting a Foster Care family's diet to include dishes with which the child/young person will be familiar, taking a child/young person to a familiar place of worship, or involving a befriender if appropriate, from the child/young person's culture.
- 5.2.22 The Care Planning and Placement Team holds records of EDC placement availability and information on other registered placement providers. (In this context, the term 'placement provider' is being used to cover all possible placement options, e.g. EDC resources and external resources). The Care Planning and Placement Team Duty Worker will make contact with relevant prospective placement providers to discuss the possibility of a place for the children and young people concerned. In doing this the Care Planning and Placement Team Duty Worker will make available to the prospective placement provider key details about the child/young person and their circumstances to assist in coming to a view about the placement provider's ability to provide care for the individual child/young person.
- 5.2.23 When a placement has been identified, the Care Planning and Placement Team Duty Worker will advise the child/young person's allocated Social Worker (or other worker dealing with the child/young person's case) of the possible placement.
- 5.2.24 In the case of a prospective placement with an EDC resource, prior to confirming the placement there should be a discussion between the child/young person's Social Worker (or other worker dealing with the child/young person's case) and the Foster Carer Supervising Social Worker (in the case of a foster care placement) or the Manager/ Depute Manager of Ferndale (in the case of a placement within our children's residential care unit). This will provide a further opportunity for the sharing of information and discussion of the appropriateness of the placement. Unless significant new information is shared at this point which questions the appropriateness of the placement, then the placement will be confirmed as suitable for the child/young person referred.

Once a placement has been authorised for a child/young person, it is the responsibility of the child/young person's allocated Social Worker (or other worker dealing with the child/young person's case) to make the practical arrangements for the child/young person's move there. (Taking into account all of the other matters which must be dealt with before a move to the placement can take place).

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vi. Contact between a child in foster care with his or her family

1930-75

Not known

1975-96

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

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.

Foster Parents' Handbook (1976) – **GCA reference: SR27/5/2/60**

Fostering Handbook (1986) - **GCA reference:SR1/2/101**

1996-2014

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Procedures on the Immediate Care Planning of Children and Young People (2012) section 6: Contact. **This stated the following:**

General

6.1.1 EDC has a duty (under section 17(1)(c) of the Children (Scotland) Act 1995) to take steps "to promote on a regular basis, personal relations and direct contact between the child and any person with parental responsibilities". This duty is qualified in that EDC should make these arrangements so far as they are practicable and appropriate, and taking into account our duty to safeguard and protect a child/young person's welfare as the paramount concern.

6.1.2 When children/young people are looked after away from home, decisions about contact arrangements are made through the Looked After Child Review process. It is the responsibility of the Social Worker allocated to the child/young person to assess their need for contact. The assessment will take account of the views of the child/young person and their parent/s. There should also be discussion with the Carer/placement staff about the contact arrangements. In the case of emergency placements, decisions about interim contact arrangements will be

made. This will be done through discussion by the Social Worker with their Team Manager and reconsidered at the first Looked After Child Review.

6.1.3 For information, the general expectations of EDC Foster Carers and Formal Kinship Carers in terms of contact for the children/young people placed with them are that they will:

- Facilitate contact as agreed in the Care Plan. For some children/young people this will include, for example, taking them to / collecting them from the contact location;
- Support the child/young person manage contact, in terms of the emotional impact contact may have on them and helping them make sense of what is happening;
- Keep a record (in line with the general requirements of EDC approved Carers to record key information about children/young people in their care) of information about contact, including the emotional impact of this on the child/young person, any concerns apparent in relation to contact, including any concerns about the child/young person's safety; where concerns are immediate seek advice from the Social Work Service;
- Where appropriate, act as gatekeeper/safeguarder in relation to contact which takes the form of telephone calls, letters, etc.;
- Keep to the contact arrangements; where this is not possible, Foster Carers and Formal Kinship Carers are aware that they must contact the Social Work Service to discuss this; and
- Discuss with their Supervising Social Worker any difficulties they have in supporting contact.

Under no circumstances do Foster Carers or Formal Kinship Carers make arrangements for contact which have not been authorised by the Service.

6.1.4 In all cases where contact is part of the care plan for a child/young person, a contact contract is drawn up to ensure clarity about the contact arrangements and expectations, for children/young people and their parents/others involved in the contact.

vii. Contact between a child in foster care and other siblings in foster care

1930-75

Not known

1975-96

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.

Foster Parents' Handbook (1976) – **GCA reference: SR27/5/2/60**

Fostering Handbook (1986) - **GCA reference:SR1/2/101**

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Procedures on the Immediate Care Planning of Children and Young People (2012) section 6: contact. **This stated the following:**

When more than one child/young person from the same family are placed away from home, their need for contact should be assessed individually. Where siblings are not in the same placement, it may be appropriate for frequent contact with each other. There will be instances, depending on the assessments and plans for the children/young people, when such contact takes place outwith / in addition to any contact with the parents

viii. Information sharing with the child's family

1930-75

Not known

1975-96

Strathclyde Regional Council 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 of children

Foster Parents' Handbook (1976) – **GCA reference: SR27/5/2/60**

Fostering Handbook (1986) - **GCA reference:SR1/2/101**

1996-2014

East Dunbartonshire Council Procedures on the Immediate Care Planning for Children and Young People (2012) Principle ' Transparency- Making the basis for decisions clear to all parties, including the children and young people concerned, their families and those with the responsibility for overseeing care planning' . and 4.2 ' the care plan should be drawn up in partnership between the child/young person, parents, carers, social worker and any other persons and agencies involved in their care/wellbeing.

ix. Fostering panels (including constitution, remit, frequency and record keeping)

1930-75

Not Known

1975-96

Strathclyde Regional Council's Fostering guidelines (1986) include details of decision-making process. Its membership; role in assessment and review processes. The guidelines also included details records to be created.

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.

Fostering Handbook (1986) - **GCA reference:SR1/2/101**

1996-2014

East Dunbartonshire Council's policies and procedures in relation to its Fostering Panel were set out in a written constitution, procedures and guidance:

East Dunbartonshire Fostering Panel Constitution 2010

East Dunbartonshire Fostering Panel Procedures & Practice Guide – March 2010

Regulation 17 requires each fostering panel to consist of at least six members, while regulation 18 sets the quorum for individual meetings of the panel at three people at least. Where the amount of business being referred to the panel means that more than one sub-group of panel members is needed, the overall group should be sufficient to cover this, and also provide some stability of membership within different individual panels.

x. Recruitment and training of foster carers

1930-75

Not Known

1975-96

Child care was a priority for Strathclyde Regional Council 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.

The recruitment process included group meetings, individual interviews contacts with other foster-carers.

The 1986 guidelines for fostering outlines the following support to:

- 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

Fostering Handbook (1986) - [GCA reference:SR1/2/101](#)

1996-2014

East Dunbartonshire's policy and strategy for recruiting foster carers was reported to the Social Work Committee in 1997, and regularly thereafter. Recruitment and training procedures were detailed in the 2011 Fostering Procedures and Practice Guidance.

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- xi. Requiring employers to divulge details of complaints etc. in relation to prospective foster carers to the local authority

1930-75

Not known

1975-96

Not known

1996-2014

This was acknowledged and was incorporated into the 2011 refresh of guidance and procedures as referred to previously in this submission.

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- xii. Reviewing a child's continued residence in foster care or in a particular foster care placement

1930-75

Not known

1975-96

Strathclyde Regional Council's 1976 and 1986 Foster guidelines laid down the processes for review.

The guidelines outline areas of interest in the review, including:

- Physical, intellectual and emotional development of the child
- Any changes relating to the family, the foster family or other important persons in their life
- Child's legal situation and whether any changes need to be made in it
- Relationship between the foster parent and Social Work Department

It was Strathclyde policy to invite everyone interested in the care of the child to a review. Foster children and natural parents also encouraged to attend. Social Worker and Senior Social Worker will also attend. Sometimes a school teacher, doctor or child psychologist.

The timetable for reviews was:

- 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

Foster parents may also be invited to attend case conferences on a foster child in their care

The 1986 guidelines detail the main function is to review the child, their circumstances and needs, and will include the following:

- 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

Composition of review team would vary depending on needs of the child, but the following must always be invited;

<ul style="list-style-type: none"> • District Manager's representative, who will act as Chair • Supervising Social Worker • Senior Social Worker • Foster parents • Natural parents (unless their parental rights have been removed) • Child if age and understanding allows • Divisional Adoption and Fostering Adviser who may attend, or send a representative <p>Other participants might include the link worker (in temporary placements), health visitor, teacher, or education psychologist</p> <p>Timings of Review; decision meeting prior to reception; initial review held within 4 weeks in care; child's progress must be reviewed 3 months later and then at 6 monthly intervals Foster Parents' Handbook (1976) – <u>GCA reference: SR27/5/2/60</u> Fostering Handbook (1986) - <u>GCA reference:SR1/2/101</u></p> <p>1996-2014 <u>East Dunbartonshire Council Social Work Committee – 31 March 2011 - Report (CTY/051/11/FMcS)</u> <u>https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/e7a31b75bbbed2dcc8025785d005643e5/\$FILE/SocialWorkPapers.pdf</u></p> <p>East Dunbartonshire Council Procedures on the Immediate Care Planning for Children and Young People (2012) 5.4 Planned Placements: Initial care plan and looked after child review. 5.5 Planned Placements: Review of the Care Plan, Timing of Reviews of the care plan.</p>
<p>Visits to a foster care placement (including frequency, purpose, content, follow up and record keeping)</p>
<p>1930-75 Not known</p>
<p>1975-96</p> <p>Strathclyde Regional Council Foster Parents Handbook 1976 states' to demonstrate public concern and responsibility through visits to the child, foster parents and foster home within 2 months of the child being placed and thereafter every 3 months.</p> <p>Foster Parents' Handbook (1976) – <u>GCA reference: SR27/5/2/60</u></p> <p>Guidance was further refreshed in the 2011 review of procedures and outlined:</p> <p>5.3 Planned Placements: Initial Care Plan and Looked After Child Review</p> <p>5.3.1 The first Looked After Child Review will take place within twenty working days of the placement start date (unless the placement is an emergency placement – see 5.6 below). (The second review must then take place within 3 months from the date of the first review and subsequent reviews taking place within 6 months from the date of the previous review).</p> <p>5.3.2 As noted above, EDC has a duty to review the plans for children and young people who are looked after. For those children/young people who are looked after away from home, there must be a Looked After Child Review meeting within twenty</p>

working days of a placement start date (unless the placement is an emergency placement – see 5.6 below). The second Looked After Child Review must take place within 3 months from the date of the first review; subsequent reviews must take place within 6 months from the date of the previous review. These timescales do not prohibit the arranging of a Review in response to significant events/changes, where a Review is deemed appropriate.

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Procedures on the Immediate Care Planning of Children and Young People (2012) 5.7 Children and young people in placement: visits by social work services.

- xiii. Transfer of a child from one foster placement to another (including preparation and support)

1930-75

Not known

1975-96

Strathclyde Regional Council's 1986 Fostering Guidelines 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:

- 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 special new toy, along with any photographs, should also go with the child.

Foster Parents' Handbook (1976) – **GCA reference: SR27/5/2/60**

Fostering Handbook (1986) - **GCA reference:SR1/2/101**

1996-2014

Arrangements during this time were refreshed in the Fostering Procedures and Operational Guidance 2011 to note:

- 5.8.1 In each instance where we place a child/young person away from home, and when each placement ends, there is a range of notifications which must be made. The Care Planning and Placement Team Duty Worker is responsible for this and will,

as soon as practicable but within five working days of the placement start or placement end date, provide notification to the following:

The local authority for the area in which the Foster Carer / Formal Kinship Carer lives or in which the residential placement is located, if this is outwith the EDC area

- (ii) The Health Board which provides services in the area in which the Foster Carer / Formal Kinship Carer lives or in which the residential placement is located
- (iii) EDC Education Services (where the child/young person is of school age)
- (iv) Each parent of the child/young person (unless they have already received a written copy of the Care Plan advising them of this)
- (v) Any person with any parental responsibilities or parental rights in relation to the child/young person (unless they have already received a written copy of the Care Plan advising them of this)
- (vi) The EDC Social Work Children and Families Administration section.

In relation to (iv) and (v) the notification should not be given if this would not be in the best interests of the child/young person or where another order or warrant specifies that the place at which the child/young person is to live must not be disclosed to those particular persons.

East Dunbartonshire Council Social Work Committee – 31 March 2011 - Report (CTY/051/11/FMcS)

[https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/e7a31b75bbcd2d005643e5/\\$FILE/SocialWorkPapers.pdf](https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/e7a31b75bbcd2d005643e5/$FILE/SocialWorkPapers.pdf)

East Dunbartonshire Council Foster Carer Handbook (2011) section 4: Ending Placements.

- xiv. Transfer of a child between foster care and residential care (including preparation and support)

1930-75
Not known

1975-96
Not known

1996-2014

Reference in the Fostering Procedures and Operational Guidance 2014 under Section 18 Disruption to placement however direct reference to residential care:

- 18.1.1 There are times when placements end prior to the planned end date and in some of these situations particular processes should be followed.

18.1.2 The Service has in place Disruptions Procedures which should be referred to in cases where a child's 'permanent' placement ends prematurely – in the first instance to determine whether the Disruption Procedures apply.

18.1.3 Therefore, in relation to foster care, the Disruption Procedures may apply in respect of children and young people placed on a permanent basis with foster carers whose placements have / may be disrupted.

18.1.4 For information, an extract from the Disruption Procedures is provided here to describe the scope of those procedures. The Disruption Procedures:

"... sets out the procedures to be followed in the event of a disruption / possible disruption of:

- Planned adoption placement
- A permanent placement,

and, where it is appropriate, the response to be taken when a referral is made concerning the breakdown / possible breakdown of an adoption placement.

For the sake of clarity the following definitions apply within these procedures:

- (a) Adoption placement - where an adoption order has been made in relation to the child
- (b) Planned adoption placement – where a child has been placed with prospective adopters but no adoption order has yet been made
- (c) Permanent placement – where a child has been placed with approved carers as a permanent placement (i.e. the plan is for the child to be with the carers until s/he reaches adulthood)
- (d) Disruption - the premature ending of a:
 - Planned adoption placement - at any point after which the child has been placed with the prospective adopter/s for adoption
 - Permanent placement - at any point after which the child has been placed with the permanent Foster Carer/s on a permanent basis or Formal Kinship Carers on a permanent basis

And, dependent on circumstances –
- An adoptive placement."

18.1.5 Where the above circumstances occur in a foster care placement, the Disruption Procedures must be considered.

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[https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/e7a31b75bbed2dcc8025785d005643e5/\\$FILE/SocialWorkPapers.pdf](https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/e7a31b75bbed2dcc8025785d005643e5/$FILE/SocialWorkPapers.pdf)

as (xii) above.

xv. Child protection

1930-75
Not known

1975-96

A number of manuals and procedures were produced to support the appropriate management of activities, including child protection. In 1971 the predecessor authorities 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).

Non-Accidental Injury Procedures (1977) – GCA reference: SR27/1/4

Child Abuse Manual (1983) –GCA reference: SR10/9/89

Child Abuse: Procedures for the Staff of the Social Work Department (known as the “Blue Book”) – local copy available

1996-2014

See 4.8(i)(a)

Matters relating to child protection specific to the Foster Care context were set out in the 2011 procedures and include:

2011 - 7. Related Documents and guidance

Examples of related policies and procedures are the

- Child Protection Procedures;
- Standards for Care Planning: Children and Young People who are Looked After;
- Standards for Throughcare;
- IAF Guidance;
- Permanence Planning Guidance;
- Fostering Procedures and Operational Guidance 2011; and
- Formal Kinship Care Procedures and Operational Guidance 2011.

11.2 Child Protection

11.2.1 In all instances where there is an allegation or a suspicion that a child/young person who is looked after in a Foster Care placement may have been abused or may be at risk of being abused, the EDC Child Protection Procedures: Responsibilities of the Social Work Services in Protecting Children from Abuse must be followed.

11.2.2 All EDC Foster Carers should have an awareness of the Child Protection Procedures and will be aware of their responsibilities in this regard. Foster Carers should know that if they have concerns that a child/young person in their care may be at risk of abuse or the child/young person or another person discloses previous harm, they should report this immediately to the child/young person’s Social Worker or Team Manager, or the duty service, or the Care Planning and Placement Team. Out of hours, the emergency Social Work Standby Service should be contacted.

11.2.3 The Handbook for Foster Carers also provides some guidance for Foster Carers in relation to child protection.

11.2.4 All Social Work Services staff should also have an awareness of the Child Protection Procedures; those staff who are employed in posts where their role involves them in working with children, young people and their families will also have practice based knowledge of using the procedures.

11.2.5 The Child Protection Procedures are available on the EDC web site; they are not replicated within this Fostering Procedure and Operational Guidance but can be accessed through the following link:

<http://www.eastdunbarton.gov.uk/PDF/SW%20C&F%20Social%20Work%20Child%20Protection%20Procedures.pdf> (link not valid)

11.2.6 In addition, further information on child protection is available on the EDC Child Protection Committee website, which can be accessed through the following link:
<http://www.edcpc.org.uk>

11.2.7 The Child Protection Procedures includes information on:

- Referrals and initial inquiries;
- Investigations into allegations of abuse of children living at home;
- Sexual abuse by children or young people within the family and/or in the community;
- Children placed in accommodation by EDC under a child protection order;
- Medical examination and assessment;
- Investigations by the Social Work Standby Service;
- Legal measures;
- Child protection conferences;
- Post child protection registration;
- Child protection case recording;
- Investigation of allegations of abuse of children in foster care;
- Investigation of allegations of abuse of children in residential care;
- Support to child witnesses;
- Child protection and criminal justice; and
- Criminal injuries compensation for children who have been abused.

East Dunbartonshire Council Social Work Committee – 31 March 2011 - Report (CTY/051/11/FMcS)

[https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/e7a31b75bbed2dcc8025785d005643e5/\\$FILE/SocialWorkPapers.pdf](https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/e7a31b75bbed2dcc8025785d005643e5/$FILE/SocialWorkPapers.pdf)

xvi. Complaints handling

1930-75

Not known

1975-96

Strathclyde Regional Council's 1986 Fostering Guidelines outlines processes for dealing with foster parent complaints, including :

- *“Against 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*

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.

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.

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.

Any decision as to whether or not to return the child, should be taken place at a formal Disruption meeting."

Fostering Handbook (1986) - GCA reference:SR1/2/101

1996-2014

Procedures for handling complaints are set out in a range of Foster Care related documents, policies and procedures and there is evidence within Council and Committee reports and minutes of regular refresh to practice and monitoring of complaints.

See 4.7 and East Dunbartonshire's (2011) Fostering Procedures and Practice Guidance. East Dunbartonshire Council Handbook for Foster Carers (2011) section 3.

East Dunbartonshire Council Foster Carer Agreement (2011) Section 3.

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[https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffb3/e7a31b75bbed2dcc8025785d005643e5/\\$FILE/SocialWorkPapers.pdf](https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffb3/e7a31b75bbed2dcc8025785d005643e5/$FILE/SocialWorkPapers.pdf)

xvii. Whistleblowing

1930-75

Not known

1975-96

Not known

1996-2014

There is no specific reference to whistle blowing in policy and procedures located.

xviii. Record retention

1930-1975

1975-1996

1996-2014 – whistleblowing becomes incorporated into staff grievances processes during this time period

See 4.9 for all years	
e)	Who compiled the policies and/or procedures?
<p>1930-1975 Officers of the local authority compiled the policies and/or procedures.</p> <p>1976-1996 Officers of the local authority compiled the policies and/or procedures.</p> <p>1996-2014 Officers of the local authority compiled the policies and/or procedures.</p>	
f)	When were the policies and/or procedures put in place?
<p>1930-1975 1975-1996 1996-2014 For all years: Following the introduction or changes in legislation and national policy. See 4.2.a) and d)</p>	
g)	Were such policies and/or practices reviewed?
Yes,	
h)	If so, what was the reason for review?
<p>1930-1975 Not known</p> <p>1976-96 Strathclyde Regional Council's 1976 policy and related guidelines was the first foster-specific policies since the 1930s. 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.</p> <p>Foster Parents' Handbook (1976) – <u>GCA reference: SR27/5/2/60</u> Fostering Handbook (1986) - <u>GCA reference:SR1/2/101</u></p> <p>1996-2014 Both the Fostering policy itself and associated policies and practice such as child protection. For example:</p> <p><u>East Dunbartonshire Council Audit And Risk Management Sub-Committee - 21 September 2005 – Minute</u> https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/LU-AllDocsID/5CC3CB596240BCBD8025717E004CF3C9?OpenDocument</p> <p><u>East Dunbartonshire Council Social Work Committee – 11 December 2014 – Report (ESW/146/14/FM)</u></p>	

<p>https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/LU-AllDocsID/2335281A6E96C5AE80257DA400552388?OpenDocument</p> <p>The review of East Dunbartonshire Council's Fostering procedures in 2014 was undertaken to ensure they remained fit for purpose.</p>
<p>i) What substantive changes, if any, were made to the policies and/or procedures over time?</p>
<p>1930-75 Not known</p> <p>1975-96 See 4.2.h</p> <p>1996-2014 In relation to child protection policy, the 2005 review of corporate child protection risks led to the establishment of a dedicated inter-agency lead officer post for Child Protection. <u>East Dunbartonshire Council Policy & Resources Committee – March 2006 – Minute and Report (CTY/046/06/FMcS)</u> https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/LU-AllDocsID/D983AF943698E3FE802571420057BDD9?OpenDocument</p> <p>East Dunbartonshire's Fostering Panel was constituted separately from the Adoption & Permanence Panel in 2010</p>
<p>j) Why were changes made?</p>
<p>1930-75 To reflect new legislation, regulations, policy or guidance, or in response to national/local learning.</p> <p>1975-96 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.</p> <p>1996-2014 To reflect new legislation, regulations, policy or guidance, or in response to national/local learning. For example, when the Council's Fostering procedures were updated in 2014, the Social Work Committee were advised in a report that: “In the process of review consideration was also given to any required practice changes (Required by law or policy, or through wider learning on practice issues). Examples of changes made in this regard are: <input type="checkbox"/> Better distinctions on the record keeping by Foster Carers (i.e. records kept related to the foster care task and records kept by / on behalf of children placed); and <input type="checkbox"/> Improved guidance around foster carer reviews of approval to reflect practice focus on foster carer competencies.”</p> <p><u>East Dunbartonshire Council Social Work Committee – 11 December 2014 – Report (ESW/146/14/FM) – Section 4.4</u> https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/LU-AllDocsID/2335281A6E96C5AE80257DA400552388?OpenDocument</p>
<p>k) Were changes documented?</p>

<p>1930-75 Committee minutes document that changes were made to existing policies and procedures.</p> <p>1975-96 Committee minutes document that changes were made to existing policies and procedures.</p> <p>1996-2014 Yes, for example: East Dunbartonshire Council Social Work Committee – 31 March 2011 - Report (CTY/051/11/FMcS) https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/e7a31b75bbed2dcc8025785d005643e5/\$FILE/SocialWorkPapers.pdf East Dunbartonshire Council Social Work Committee – 11 December 2014 – Report (ESW/146/14/FM) https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/LU-AllDocsID/2335281A6E96C5AE80257DA400552388?OpenDocument</p>
<p>l) Was there an audit trail?</p>
<p>1930-75 Not known. No evidence within available Committee minutes</p> <p>1975-96 Not known. No evidence within available Strathclyde Regional Council Committee minutes and documents</p> <p>1996-2014 Version control information is included in Council policy and procedure documents.</p>
<p>Present</p>
<p>m) With reference to the present position, are the answers to any of the above questions different? yes</p>
<p>n) If so, please give details.</p>
<p>Policies and Procedures were updated in line with legislative changes and best practice guidance.</p> <p>East Dunbartonshire Council Fostering Procedures and Operational Guidance were updated and agreed at SW Committee on 11 December 2014. These incorporated changes to legislation and best practice guidance.</p> <p>Continuing Care Service for young people 16 to 21 years registered with the Care Inspectorate in 2019.</p> <p>Continuing Care Procedures and Operational Guidance 2019.</p> <p>National Care Standards, My Support, My Life, implemented in April 2018.</p> <p>West of Scotland Child Protection Procedures (2000) (2006)</p>

East Dunbartonshire Council Social Work Services Child Protection Procedures Revised January 2020

Scottish Government Guidance on Managing Allegations against Foster or Kinship Carers (2013)

(ii) Practice Past
a) Did the local authority adhere in practice to its policy/procedures in relation to the provision of foster care?
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96 1996-2014 Care Inspection reports evidence positively when policy and procedures have been followed but also identified gaps. From 2006 to 2010 there were recommendations that 'The service should progress the production and publication of updated policies and procedures to underpin the work of the service, as soon as possible. National Care Standards for Foster Care and Family Placement Services, In 2012 it is reported that policy and procedure recommendations had been met.</p> <p>In January 2014 a requirement was made 'The provider's procedures must be followed and reviewed in line with current good practice. There must be a clear quality assurance system that identifies and actions where there are gaps in the service. This must include an accurate self-assessment that reflects the service being delivered and the involvement of service users and relevant others in the services ongoing development.</p> <p>The next inspection In July 2014 found this requirement had been met within timescales.</p>
b) Did the local authority adhere in practice to its policy/procedures on the following:
i. Child welfare (physical and emotional)
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1996-2014 Annual Review of Foster Carers evidence that policy and procedures were followed. Frequency and quality in line with national care standards and recognised by the Fostering Panel. Foster Carer Agreements from 2011 outline responsibilities of Foster</p>

Carers and the fostering agency.
ii. The child's views
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1996-2014</p> <p>See 4.1(c) (ii)</p> <p>In 1999, East Dunbartonshire Council entered into a service level agreement with Who Cares Scotland to provide an independent advocacy service to children and young people and to support them to give their views. In addition from 2010-2013 an additional Children's Rights Worker was employed by the Council to support this work. From 2013 it has wholly reverted to Who Cares Scotland. There is evidence in case files of WCS advocacy workers supporting young people at Children's Hearings, Looked after Children's reviews and with issues regarding standards of care.</p>
iii. Placement of siblings
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1996-2014</p> <p>Case records/ file audits demonstrate that where it was possible and in the child's interests to be placed with siblings this would be achieved. There is evidence that East Dunbartonshire Council has a needs led approach to placement resourcing and will purchase an external placement to keep children together rather than separating within its own resources</p>
iv. The placement of a child in foster care
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1996-2014</p> <p>Procedures on the Immediate Care Planning of Children and Young People (2012)</p>

have been followed and can be evidenced from children's file audits.
v. The particular placement of a child with foster carers
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1996-2014</p> <p>Procedures on the Immediate Care Planning of Children and Young People (2012) have been followed and can be evidenced from children's file audit.</p>
vi. Contact between a child in foster care with his or her family
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96 Yes. Information in an audited foster carer record confirms that a child placed with the foster carers in 1985 had regular parental contact "...this is one of their strengths – that they readily accept parental contact as part of the job. This is particularly relevant in view of the new access legislation"</p> <p>1996-2014 The File Audit of children's files for the purposes of this exercise note if contact has been facilitated between children and parents, family, and/or siblings and evidences that this has taken place.</p> <p>Placement Agreements and Children's Care Plans can evidence clearly that contact between a child and his or her family has been facilitated for all children where it is in their interests or part of a statutory order. Annual Foster Carer Review minutes within the file audit can evidence how Foster Carers have facilitated contact with family members and siblings.</p>
vii. Contact between a child in foster care and other siblings in foster care
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96 Yes. Information in an audited foster carer record confirms that a child placed with the foster carers in 1985 had contact with siblings.</p> <p>1996-2014</p> <p>The File Audit of children's files for the purposes of this exercise note if contact has been facilitated between children and parents, family, and/or siblings and evidences that this has taken place.</p>

<p>Placement Agreements and Children's Care Plans can evidence clearly that contact between a child and his or her family has been facilitated for all children where it is in their interests or part of a statutory order. Annual Foster Carer Review minutes can evidence how Foster Carers have facilitated contact with family member and siblings.</p>
<p>viii. Information sharing with the child's family</p>
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96 Yes. Information in audited records confirms that information was shared with the child's family.</p> <p>1996-2014 Yes. Information in audited records confirms that information was shared with the child's family and if placement agreements were completed. Placement Agreements are signed by those with parental rights and stored in the electronic care first system.</p>
<p>ix. Fostering panels (including constitution, remit, frequency and record keeping)</p>
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96 Yes. Information in audited records confirms that Strathclyde Regional Council procedures were followed in relation to the placement</p> <p>1996-2014</p> <p>Fostering Panels have followed policy and procedures and Foster Carers file audits demonstrate evidence within Panel Minutes and Agency Decision Maker letters, Fostering and adoption service care inspection reports and the Annual Report of the Fostering and Adoption Panel.</p> <p>File Audits confirm that policy and procedures in relation to approval and review of foster carers were followed.</p>
<p>x. Recruitment and training of foster carers</p>
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96 Evidence in one case file audited of recruitment and training procedures.</p> <p>1996-2014</p> <p>Evidence from Foster Care File Audit of adherence to procedures in relation to recruitment, preparation, assessment, approval and ongoing training of Foster Carers.</p>
<p>xi. Requiring employers to divulge details of complaints etc. in relation to prospective foster carers to the local authority</p>

<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96 Not known. Policy/procedures not available. No evidence in available case records from the time</p> <p>1996-2014</p> <p>Fostering Procedures and Operational Guidance 2011 required that employer's references are taken. File Audit evidences this was adhered to within assessments of new Foster Carers.</p>
<p>xii. Reviewing a child's continued residence in foster care or in a particular foster care placement</p>
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96 Of 6 children's files audited during this period, there is evidence of reviews. One records: 5 x 6 monthly reviews by Central 2 Child Care Review Committee between admission and 30/10/1980. Gap of two years before next review on 10/11/1982. This & subsequent minimum 6 monthly reviews recorded on SRC Review Form F, accompanied by SW's Form D and annual medical exams/school reports. Blank copy of Foster Parents Review Form G in file, but no completed forms present.</p> <p>1996-2014</p> <p>Children's File audits evidence that the Procedures on the Immediate Care Planning for Children and Young People (2012) were implemented with regard to frequency of reviews.</p>
<p>xiii. Visits to a foster care placement (including frequency, purpose, content, follow up and record keeping)</p>
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96 Children's file audit evidences that children were visited by their Social Worker.</p> <p>1996-2014</p> <p>Children's case file audit records visits by Placing social workers Of the Carers who were identified as having allegations made against them the file audit evidences levels of supervision. One illustrates a gap during the time an allegation was made.</p>
<p>xiv. Transfer of a child from one foster placement to another (including preparation and support)</p>
<p>1930-75</p>

<p>Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96 There are 2 children's files audits from this period which evidence transitions and support by Social Workers and Foster Carers.</p> <p>1996-2014</p> <p>File Audit case record reading evidences that where a child moved from one placement to another that they were supported by their Social Worker.</p>
<p>xv. Transfer of a child between foster care and residential care (including preparation and support)</p>
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96 One child's file audit from this period records move to residential care within procedures.</p> <p>1996-2014</p> <p>File Audit case record reading evidences that where a child moved from one placement to another that they were supported by their Social Worker.</p>
<p>xvi. Child protection</p>
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time</p> <p>1975-96 See 4.8 a)-g)</p> <p>1996-2014 See 4.8 a)-g)</p>
<p>xvii. Complaints handling</p>
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96 See 4.7 b)- g)</p> <p>1996-2014</p> <p>See 4.7 b)- g)</p>
<p>xviii. Whistleblowing</p>
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records</p>

<p>from the time. 1975-96 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1996-2014</p> <p>There is no reference to whistleblowing within policy and procedures.</p>
<p>xix. Record retention</p>
<p>1930-1975 1975-1996 1996-2014</p> <p>See 4.9</p>
<p>c) How was adherence demonstrated?</p>
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time. 1975-96 Children and Foster Carer File Audits available from that time are limited to those held in East Dunbartonshire Council. 1996-2014</p> <p>There are clear procedures in place and all files were located during this time period that were required for audit.</p>
<p>d) How can such adherence be demonstrated to the Inquiry?</p>
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time. 1975-96 Children and Foster Carer File Audits available from that time are limited to those held in East Dunbartonshire Council.</p> <p>1996-2014</p> <p>There are clear procedures in place and all files were located during this time period that were required for audit.</p>
<p>e) Were relevant records kept demonstrating adherence?</p>
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time. 1975-96 As (d) above, access to files was limited to those held in East Dunbartonshire Council</p>

1996-2014 yes
f) Have such records been retained?
1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time. 1975-96 As (d) above, access to files was limited to those held in East Dunbartonshire Council 1996-2014 Yes.
g) If policy/procedure was not adhered to in practice, why not?
1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time. 1975-96 As (d) above, access to files was limited to those held in East Dunbartonshire Council 1996-2014 Foster Carer and Children's file audits demonstrated that policy and procedures were adhered to in the provision of foster care.
h) If policy/procedure was not adhered to in practice, what was the practice?
1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time. 1975-96 Not applicable 1996-2014 Not applicable
Present
i) With reference to the present position, are the answers to any of the above questions different? No.
j) If so, please give details.

4.3 <u>Children</u>
(i) Policy Past

a) What policies and/or procedures did the local authority have in place in relation to the care of children in foster care?

1930-75

Evidence of policy decisions etc. is contained in the minutes of the various governing committees.

1975-96

Strathclyde Regional Council had the following in place in relation to the care of children in foster care:

Foster Care Policy: Report by Director of Social Work to Social Work Committee (Nov 1975) - **GCA reference: SR1/2/Box3**

Foster Parents' Handbook (1976) - **GCA reference: SR27/5/2/60**

Fostering Handbook (1986) - **GCA reference: SR1/2/101**

Fostering Services: Report by Director of Social Work to Social Work Committee, 26 Jan 1995 **GCA reference: RM Cons: 3081**

1996-2014

East Dunbartonshire Council adopted Strathclyde Regional Council policies and procedures when it was initially established and introduced local policies and procedures over subsequent years.

East Dunbartonshire Council Social Work Committee – 31 March 2011 - Report (CTY/051/11/FMcS)

[https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/e7a31b75bbbed2dcc8025785d005643e5/\\$FILE/SocialWorkPapers.pdf](https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/e7a31b75bbbed2dcc8025785d005643e5/$FILE/SocialWorkPapers.pdf)

East Dunbartonshire Council Social Work Committee – 11 December 2014 – Report (ESW/146/14/FM)

<https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/LU-AllDocsID/2335281A6E96C5AE80257DA400552388?OpenDocument>

Procedure on the Immediate Care Planning for Children and Young People (2012)

East Dunbartonshire Council Foster Carers Handbook (2011)

East Dunbartonshire Council Foster Carer Agreement (2006)(2011)

b) Was there a particular policy and/or procedural aim/intention?

1930-75

As in (a) above: policies noted by committee but documents not available.

1975-96

In (a) above/ document not available.

1996-2014

Forward to East Dunbartonshire Council Fostering Procedures and Operational Guidance (2011) 'This Fostering Procedures and Operational Guidance has been compiled to help ensure that the EDC Fostering Service is operated in line with requirements and to the standards expected by the Council. This includes ensuring that the Council's duties towards children and young people who are looked after in Foster Care placements are fulfilled and that the outcomes for our children and young people are improved.'

Procedures on the Immediate Care Planning for Children and Young People (2012)

1.1 'The purpose of the Procedures on the Immediate Care Planning for Children and Young People is to:

Make clear the roles and responsibilities of staff in terms of the immediate care planning for children and young people for whom East Dunbartonshire Council is responsible

And

Ensure clarity on the expectations of East Dunbartonshire Council of the steps to be taken when consideration is being given to placing a child or Young Person'.

c) Where were such policies and/or procedures recorded?

1930-75

As (a) above

1975-96

As (a) above

1996-2014

East Dunbartonshire Council Social Work Committee – 31 March 2011 - Report (CTY/051/11/FMcS)

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<https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/LU-AllDocsID/2335281A6E96C5AE80257DA400552388?OpenDocument>

East Dunbartonshire Council Fostering Procedures and Operational Guidance (2011)
 East Dunbartonshire Council Procedures on the immediate Care Planning for Children and Young People (2012)
 East Dunbartonshire Council Foster Carers Handbook (2011)
 East Dunbartonshire Council Foster Carer Agreement (2011)

d) What did the policies and/or procedures set out in terms of the following?

i. Safeguarding

1930-75

In (a) above/ document not available.

1975-96

In (a) above/ document not available.

1996-2014

East Dunbartonshire Council Social Work Committee – 31 March 2011 - Report (CTY/051/11/FMcS)

[https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/e7a31b75bbbed2dcc8025785d005643e5/\\$FILE/SocialWorkPapers.pdf](https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/e7a31b75bbbed2dcc8025785d005643e5/$FILE/SocialWorkPapers.pdf)

Procedure on the Immediate Care Planning for Children and Young People (2012) 3.4 'there is a range of statutory duties which LA's have in respect of looked after children, which are set out in section 17 of the 1995 Act. The duties of EDC then are to:

- Safeguard and promote the child's welfare, taking the welfare of the child as the paramount concern.

<ul style="list-style-type: none"> • Take steps to promote regular and direct contact between the child who is looked after and any person with parental responsibilities, so far as is practicable, appropriate and consistent with the duty to safeguard the child's welfare.
<p>ii. Child Protection</p>
<p>See 4.8</p> <p>1930-75 In (a) above</p> <p>1975-96 A number of manuals and procedures were produced to support the appropriate management of activities, including child protection. In 1971 the predecessor authorities 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). <u>Non-Accidental Injury Procedures (1977) – GCA reference: SR27/1/4</u> <u>Child Abuse Manual (1983) –GCA reference: SR10/9/89</u> Child Abuse: Procedures for the Staff of the Social Work Department (known as the “Blue Book”) – local copy available</p> <p>1996-2014 Strathclyde Regional Council Child Protection procedures were adopted by the Council following disaggregation and updated procedures were approved in 2000. These procedures were developed by a group of West of Scotland local authorities and were subsequently updated by this group and approved by the Council for adoption in East Dunbartonshire.</p> <p><u>East Dunbartonshire Council Social Work Committee – 31 March 2011 - Report (CTY/051/11/FMcS)</u> https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/e7a31b75bbbed2dcc8025785d005643e5/\$FILE/SocialWorkPapers.pdf</p>
<p>iii. Medical care</p>
<p>1930-75 In (a) above/ 1975-96 In (a) above Strathclyde Regional Council Foster Carers Handbook 1976 notes responsibility of Foster Carer with regard to doctor, dentist and medical consents.</p> <p>1996-2014 <u>East Dunbartonshire Council Social Work Committee – 31 March 2011 - Report (CTY/051/11/FMcS)</u> https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/e7a31b75bbbed2dcc8025785d005643e5/\$FILE/SocialWorkPapers.pdf</p> <p>East Dunbartonshire Council Procedures on the immediate care planning for children and young people (2012) section 4: principles 4.2 ‘ the child/young person’s needs in respect of</p>

<p>identity, health, education, family contact , social and personal circumstances will be included within the assessment and care plan.’</p> <p>And 5.2 ‘the existing health arrangements for the child/young person, and taking account of their health history and current state of health and development whether there is a need to change such arrangements. ’</p> <p>5.2.8. to 5.2.10 explain the details of medical examination and comprehensive health assessments required. .’</p>
<p>iv. Children’s physical wellbeing</p>
<p>1930-75 In (a) above/ document not available.</p> <p>1975-96 Strathclyde Regional Council Foster Carers Handbook 1976 notes responsibility of Foster Carer with regard to doctor, dentist and medical consents.</p> <p>1996-2014 <u>East Dunbartonshire Council Social Work Committee – 31 March 2011 - Report (CTY/051/11/FMcS)</u> https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/e7a31b75bbed2dcc8025785d005643e5/\$FILE/SocialWorkPapers.pdf</p> <p>East Dunbartonshire Council Procedures on the immediate care planning for children and young people (2012) section 4: principles 4.2 ‘ the child/young person’s needs in respect of identity, health, education, family contact , social and personal circumstances will be included within the assessment and care plan.’</p>
<p>v. Children’s emotional and mental wellbeing</p>
<p>1930-75 Not known, policy and procedures not available.</p> <p>1975-96 Strathclyde Regional Council Foster Carers Handbook 1976 notes ‘How can you help’ and ‘physical comforting.’</p> <p>Strathclyde Regional Council Foster Parents’ Handbook (1976) – <u>GCA reference: SR27/5/2/60</u></p> <p>1996-2014 <u>East Dunbartonshire Council Social Work Committee – 31 March 2011 - Report (CTY/051/11/FMcS)</u> https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/e7a31b75bbed2dcc8025785d005643e5/\$FILE/SocialWorkPapers.pdf</p> <p>East Dunbartonshire Council Procedures on the immediate care planning for children and young people (2012) section 4: principles 4.2 ‘ the child/young person’s needs in respect of identity, health, education, family contact , social and personal circumstances will be included within the assessment and care plan.’</p>
<p>vi. Schooling/education</p>

1930-75

Not known, policy and procedures not available.

1975-96

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.

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.

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.

Strathclyde Regional Council Foster Parents Handbook 1976 provides advice on enrolling and supporting a child in school and when leaving school.

Strathclyde Regional Council Foster Parents' Handbook (1976) – **GCA reference: SR27/5/2/60**
 Strathclyde Regional Council Social Work Committee - Child Care: Report by Officer/Member group, Feb 1978 - **GCA reference - SR18/4/4**
 Strathclyde Regional Council Social Work Committee - "Home or Away: Residential Child Care for the Eighties" - **GCA reference:SR10/9/85**
 Strathclyde Regional Council Social Work Committee - Residential Child Care Action Plan, Nov 1990 - **GCA reference: SR1/2/Box 193**

1996-2014

East Dunbartonshire Council Social Work Committee – 31 March 2011 - Report (CTY/051/11/FMcS)

[https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/e7a31b75bbed2dcc8025785d005643e5/\\$FILE/SocialWorkPapers.pdf](https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/e7a31b75bbed2dcc8025785d005643e5/$FILE/SocialWorkPapers.pdf)

East Dunbartonshire Council Procedures on the immediate care planning for children and young people (2012) section 4: principles 4.2 'the child/young person's needs in respect of identity, health, education, family contact, social and personal circumstances will be included within the assessment and care plan.' And 5.3.6.

vii. Discipline

1930-75

Not known, policy and procedures not available.

1975-96

Strathclyde Regional Council's Foster Parents Handbook provided guidance on the use of discipline to set boundaries for the fostered child. The guidance further advised that the Council "wished to convey its overall philosophy in respect of corporal punishment and seek the cooperation of foster families in ensuring other means of control and discipline are used."

"The child who respects and can communicate with you is far more likely to respond favourably to you in times of personal stress, and you are far more likely to win that respect by methods other than corporal punishment"

Strathclyde Regional Council Foster Parents Handbook (1976) pp.34-35

1996-2014

East Dunbartonshire Council Foster Carers Handbook (2011) has section entitled 'Understanding and Responding to Children/Young People's Emotions and Behaviours' and provides guidance on policy and interventions for Foster Carers along with links to helpful organisations.

East Dunbartonshire Council Foster Carer Agreement (2011) signed by the Foster Carer and Agency states 'The Foster Carer/s will carry out the foster care task in the manner usually expected of a good parent and will:

- a) Protect the child/young person from harm or abuse and report any concerns about the child/young person or disclosures or allegations by the child/young person to the Service immediately, recording these as soon as possible in accordance with the Service's procedures
- b) Promote the child/young person's welfare at all times
- c) Abide by guidance or instructions from the Service about managing behaviour
- d) Ensure that physical punishment or other demeaning punishments are not used in respect of any child/young person placed
- e) Include, appropriately, the child/young person in the daily life of the Foster Care family, including for example celebrations, family routines, holidays and other important experiences.

viii. Activities and holidays for children

1930-75

Not known, policy and procedures not available.

1975-96

Strathclyde Regional Council Foster Carers Handbook 1976 provides guidance on holidays and holidays abroad for children.

Strathclyde Regional Council Foster Parents' Handbook (1976) – **GCA reference: SR27/5/2/60**

1996-2014

East Dunbartonshire Council Foster Carer Agreement (2011) 3.3 states that allowances are paid 56 weeks over a 52 week period. 2 weeks of this to cover an annual holiday. And...including the provision for leisure and cultural activities.

East Dunbartonshire Council Social Work Committee – 31 March 2011 - Report (CTY/051/11/FMcS)

[https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/e7a31b75bbbed2dcc8025785d005643e5/\\$FILE/SocialWorkPapers.pdf](https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/e7a31b75bbbed2dcc8025785d005643e5/$FILE/SocialWorkPapers.pdf)

ix. Sharing a bedroom

1930-75

Not known. No documents available referencing sharing of bedrooms.

1975-96

Not known. No documents available referencing sharing of bedrooms.

1996-2014

Reference to sharing of bedrooms in 2011 procedures notes:

Guidance of Looked After Children Scotland (2009) Regulations – reference to safe care and consideration of the safe care environment of the child and consideration and assessed needs of the child.

East Dunbartonshire Council Social Work Committee – 31 March 2011 - Report (CTY/051/11/FMcS)

[https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/e7a31b75bbed2dcc8025785d005643e5/\\$FILE/SocialWorkPapers.pdf](https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/e7a31b75bbed2dcc8025785d005643e5/$FILE/SocialWorkPapers.pdf)

x. Contact with family members

1930-75

Not known, policy and procedures not available.

1975-96

Strathclyde Regional Council Foster Parents Handbook asserts that states that “Fostering ... does not usually mean just caring for the child, it implies contact, direct or indirect, with the child’s family”

Strathclyde Regional Council Foster Parents Handbook (1976) pp. 31-32 GCA reference: SR27/5/2/60

1996-2014

East Dunbartonshire Council Procedures on the immediate care planning for children and young people (2012) section 6: Children and young people looked after away from home-contact arrangements.

6.1 EDC has a duty(under S17(1)(c) of the Children Scotland Act 1995) to take steps to ‘promote on a regular basis, personal relations and direct contact between a child and any person with parental responsibilities’ The procedures then go on to set out further assessment, nature, frequency and location/ purpose of contact/ planning and reviewing of contact.

East Dunbartonshire Council Social Work Committee – 31 March 2011 - Report (CTY/051/11/FMcS)

[https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/e7a31b75bbed2dcc8025785d005643e5/\\$FILE/SocialWorkPapers.pdf](https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/e7a31b75bbed2dcc8025785d005643e5/$FILE/SocialWorkPapers.pdf)

xi. Contact with siblings

1930-75

Not known, policy and procedures not available.

1975-96

Strathclyde Regional Council Foster Parents Handbook (1976) pp. 31-32

1996-2014

as (x) above the procedures include 6.2.3 ' when more than one child/young person from the same family are placed away from home, their need for contact should be assessed individually. Where siblings are not in the same placement, it may be appropriate for frequent contact with each other. There will be instances, depending on the assessments and plans for the children/young people, when such contact takes place out with /in addition to contact with the parents.

East Dunbartonshire Council Social Work Committee – 31 March 2011 - Report (CTY/051/11/FMcS)

[https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/e7a31b75bbbed2dcc8025785d005643e5/\\$FILE/SocialWorkPapers.pdf](https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/e7a31b75bbbed2dcc8025785d005643e5/$FILE/SocialWorkPapers.pdf)

xii. Celebration of birthdays and other special occasions

1930-75

Not known, policy and procedures not available.

1975-96

Strathclyde Regional Council Foster Parents Handbook (1976) notes a weekly allowance towards birthday gifts.

GCA reference: SR27/5/2/60

1996-2014

References to this within the 2011 guidance notes:

15.1.1 Allowances are paid for 56 weeks over a 52 week period. This provides additional finance for two weeks annual holiday for the child/young person; one week additional payment for birthday expenses; one week additional payment for Christmas/religious or other festival expenses.

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[https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/e7a31b75bbbed2dcc8025785d005643e5/\\$FILE/SocialWorkPapers.pdf](https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/e7a31b75bbbed2dcc8025785d005643e5/$FILE/SocialWorkPapers.pdf)

xiii. Information sharing by the foster carer with family members

1930-75

Not known, policy and procedures not available.

1975-96

Strathclyde Regional Council Foster Parents Handbook advises foster parents that "The parents of the child should always know of any serious incident affecting their child whilst the child is in your care" but is silent on general communication between the foster carer and child's family otherwise.

Strathclyde Regional Council Foster Parents Handbook (1976) p.25 - GCA reference: SR27/5/2/60

1996-2014

East Dunbartonshire Council Foster Carer Handbook (2011) outlines when Foster Carers should notify the Council about a significant event. They are advised to phone duty worker, or out of hours Social Work in the first instance.

East Dunbartonshire Council Social Work Committee – 31 March 2011 - Report (CTY/051/11/FMcS)

[https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/e7a31b75bbed2dcc8025785d005643e5/\\$FILE/SocialWorkPapers.pdf](https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/e7a31b75bbed2dcc8025785d005643e5/$FILE/SocialWorkPapers.pdf)

e) Who compiled the policies and/or procedures?

1930-75

As a above

1975-96

Strathclyde Regional Council and SW Committees as a)

1996-2014

Officers of the Council.

East Dunbartonshire Council Social Work Committee – 31 March 2011 - Report (CTY/051/11/FMcS)

[https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/e7a31b75bbed2dcc8025785d005643e5/\\$FILE/SocialWorkPapers.pdf](https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/e7a31b75bbed2dcc8025785d005643e5/$FILE/SocialWorkPapers.pdf)

f) When were the policies and/or procedures put in place?

1930-75

As a) above

1975-96

As a) above

1996-2014

Following the introduction or changes in legislation and national policy. See 4.2.a) and d)

g) Were such policies and/or practices reviewed?

1930-75

yes

1975-96

yes

1996-2014

Yes.

h) If so, what was the reason for review?

1930-75

Not known, records not available.

1975-96

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 view of corporal punishment which led to policy changes within the organisation and to legislative changes.

See 4.2 (i) a and

Strathclyde Regional Council Social Work Committee "Home or Away: Residential Child Care for the Eighties" - **GCA reference:SR10/9/85**

1996-2014

The review of the Council's Fostering procedures in 2014 was undertaken to ensure they remained fit for purpose.

Yes, for example:

East Dunbartonshire Council Social Work Committee – 11 December 2014 – Report (ESW/146/14/FM)

<https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/LU-AllDocsID/2335281A6E96C5AE80257DA400552388?OpenDocument>

i) What substantive changes, if any, were made to the policies and/or procedures over time?

1930-75

Not known, records not available.

1975-96

As h) above

1996-2014

Update to the Fostering Procedures and Operational Guidance in 2014 quotes in the forward 'This Fostering Procedures and Operational Guidance was established in 2011 and this is the 2014 updated version following review and consultation. It would be our intention to review this Fostering Procedures and Operational Guidance as necessary to ensure it is updated in line with any further legislative or policy changes, as well as with learning from best practice and research. **A further update was undertaken in 2020 and the next planned update is scheduled for 2025, unless anything occurs before then that would indicate a need for earlier review such as changing legislation, learning from incidents etc.**

j) Why were changes made?

1930-75

Not known, records not available.

1975-96

As h) above.

1996-2014

To reflect new legislation, regulations, policy or guidance, or in response to local learning. For example, when the Council's Fostering procedures were updated in 2014, the Social Work Committee were advised in a report that:

"In the process of review consideration was also given to any required practice changes

<p>(required by law or policy, or through wider learning on practice issues). Examples of changes made in this regard are:</p> <ul style="list-style-type: none"> • Better distinctions on the record keeping by Foster Carers (i.e. records kept related to the foster care task and records kept by / on behalf of children placed); and • Improved guidance around foster carer reviews of approval to reflect practice focus on foster carer competencies.” <p>East Dunbartonshire Council Social Work Committee – 11 December 2014 – Report (ESW/146/14/FM) – Section 4.4 https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/LU-AllDocsID/2335281A6E96C5AE80257DA400552388?OpenDocument</p>
<p>k) Were changes documented?</p>
<p>1930-75 Not known, records not available.</p> <p>1975-96 As h) above</p> <p>1996-2014 See 4.3.j</p>
<p>l) Was there an audit trail?</p>
<p>1930-75 Not known, records not available.</p> <p>1975-96 as a) above</p> <p>1996-2014 See 4.3.j</p>
<p>Present</p>
<p>m) With reference to the present position, are the answers to any of the above questions different?</p> <p>Yes</p>
<p>n) If so, please give details.</p> <p>The Fostering Procedures and Operational Guidance 2014 have just been reviewed and updated in September 2020 and final copy is with HSCP Management Board. The purpose being to ‘The update is required as a result of the implementation of the Children and Young People (Scotland) Act 2014 and the new provision of continuing care and the introduction of new National Care Standards ‘My Support, My Life ‘ in (2018)</p> <p>The Foster Carers Handbook has also been updated and circulated to Foster Carers in May 2020.</p> <p>Continuing Care Service registered with Care Inspectorate in 2019.</p>
<p>(ii) Practice</p> <p>Past</p>

<p>a) Did the local authority adhere in practice to its policy/procedures relating to the care of children in foster care?</p>
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96 Case files limited to 5 held by EDC for this period so evidence is limited.</p> <p>1996-2014</p> <p>Care inspection reports of the Fostering Service since 2006 identify examples of where policy and procedures have been implemented and identify areas for improvement which would be expected for a service graded less than a 6.</p> <p>Children's Case File audits evidence use of policy and procedures.in relation to looked after children's reviews and care planning and of child protection procedures,</p>
<p>b) Did the local authority adhere in practice to its policy/procedures in terms of the following?</p> <p>i. Safeguarding</p>
<p>See 4.8</p> <p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96 Case files limited to 5 held by EDC for this period so evidence is limited.</p> <p>1996-2014</p> <p>Children's file audit can evidence that child protection procedures were followed and that children were seen in the placement by their placing social worker.</p>
<p>ii. Child Protection</p>
<p>See 4.8</p> <p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96 Case files limited to 5 held by EDC for this period so evidence is limited.</p> <p>1996-2014</p> <p>Children's file audit provides evidence that child protection procedures were followed.</p>
<p>iii. Medical care</p>
<p>1930-75</p>

<p>Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96</p> <p>Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1996-2014</p> <p>File audit did not record admission or comprehensive medical information. However, notifications to the care inspectorate can demonstrate that notifications were completed where emergency medical care was sought in most cases and Foster Carers record in their daily log any medical care issues.</p>
<p>iv. Children's physical wellbeing</p>
<p>1930-75</p> <p>Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96</p> <p>Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1996-2014</p> <p>Children's file audit identifies 9 allegations of physical assault, two which were admitted and one of physical neglect. Audit identifies that Social Work services took action on all of these allegations to ensure the safety of children and that policy and procedures were implemented.</p>
<p>v. Children's emotional and mental wellbeing</p>
<p>1930-75</p> <p>Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96</p> <p>Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1996-2014</p> <p>Children's file audit records that emotional wellbeing was reviewed in most cases.</p> <p>14 allegations have been identified within the children and foster carers file audits which would all have an impact on children's emotional and mental wellbeing. Audit identifies that Social Work services took action on all of these allegations to ensure the safety of children and that policy and procedures were implemented.</p>
<p>vi. Schooling/education</p>
<p>1930-75</p> <p>Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96</p>

<p>Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1996-2014</p> <p>Children's file audits identify that the children sampled had educational provisions in place.</p>
<p>vii. Discipline</p>
<p>1930-75</p> <p>Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96</p> <p>Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1996-2014</p> <p>As (iv) above, physical assault was featured in the file audit. One of these allegations pertained to inappropriate chastisement. Clearly, policy and procedures on discipline as outlined the Foster Carer Handbook and Agreement (2011) were not followed in these cases.</p>
<p>viii. Activities and holidays for children</p>
<p>1930-75</p> <p>Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96</p> <p>Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1996-2014</p> <p>Children's file audit did not record specifically but Inspection sampling of children's records and annual review of Foster Carers at the Fostering Panel have not identified any gaps in service provision.</p>
<p>ix. Sharing a bedroom</p>
<p>1930-75</p> <p>Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96</p> <p>Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1996-2014</p> <p>Procedures have required since 2011 that Foster Carers must have a spare bedroom for a child.</p> <p>Children's file audit recorded whether there was information to say the child shared a bedroom with any other person.</p>

<p>Foster carers file audit identified one where one foster carer allowed a fostered child to share a bedroom with a birth family member and also with another fostered child of same gender, when known to SWD was immediately rectified. No allegations were made from these examples. There is no further evidence from the file audit that this was problematic.</p>
<p>x. Contact with family members</p>
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1996-2014 Children's File Audit identifies who the child had contact with: parents, family and siblings and is recorded in all cases.</p>
<p>xi. Contact with siblings</p>
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1996-2014 Children's File Audit identifies who the child had contact with: parents, family and siblings and is recorded in all cases.</p>
<p>xii. Celebration of birthdays and other special occasions</p>
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1996-2014 Foster Carers as per the Foster Care Agreement (2011) received an additional weeks allowance each year for birthday and Christmas/religious or other festivals.</p>
<p>xiii. Information sharing by the foster carer with family members</p>
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96</p>

<p>Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1996-2014 File audit raised no issues.</p>
<p>c) How was adherence demonstrated?</p>
<p>1930-75 Not known. No evidence in available records 1975-96</p> <p>See below 1996-2014</p> <p>File Audit: East Dunbartonshire Council has audited all available Foster Carers files and undertaken sampling of files of children looked after in foster care placements within East Dunbartonshire Council.</p> <p>Sample included:</p> <p>Pre 1995: all 5 files available</p> <p>1995-2000: 11 Files</p> <p>2001-2006: 10 Files</p> <p>2006-2010: 10 Files</p> <p>2011-2014: 10 Files</p> <p>Where the audit of Foster Carer files evidenced an allegation of abuse, the child's file was then also audited.</p>
<p>d) How can such adherence be demonstrated to the Inquiry?</p>
<p>As (c) above</p> <p>1930-75. 1975-96 1996-2014</p> <p>.</p>
<p>e) Were relevant records kept demonstrating adherence?</p>
<p>1930-75 Not known. No evidence in available records. 1975-96 Record limited to those held by EDC which was 5 from this period. 1996-2014</p> <p>as (c) above</p>

Inspection Reports and Action Plans submitted in response to any requirements or recommendations made.
f) Have such records been retained?
<p>1930-75 Not known. No evidence in available records.</p> <p>1975-96 As (e)</p> <p>1996-2014 Yes.</p>
g) If policy/procedure was not adhered to in practice, why not?
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96 As (e) evidence limited,</p> <p>1996-2014</p> <p>The file audits evidence in most cases policy and procedures were followed. Where allegations were made these were investigated and actions taken to ensure going forward that policy and procedures would be implemented.</p>
h) If policy/procedure was not adhered to in practice, what was the practice?
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>.</p> <p>1975-96 As (e) above</p> <p>1996-2014</p> <p>There was no accepted deviance from policy and procedures in practice.</p>
Present
i) With reference to the present position, are the answers to any of the above questions different?
No.
j) If so, please give details.

<p>4.4 <u>Foster carers</u></p> <p>(i) Policy</p> <p>Past</p> <p>a) What policies and/or procedures did the local authority have in relation to foster carers?</p>
<p>1930-75 Not known, policy/procedures not available.</p> <p>1975-96 Strathclyde Regional Council had the following in place: Foster Care Policy: Report by Director of Social Work to Social Work Committee (Nov 1975) - GCA reference: SR1/2/Box3 Foster Parents' Handbook (1976) – GCA reference: SR27/5/2/60 Fostering Handbook (1986) - GCA reference:SR1/2/101 Fostering Services: Report by Director of Social Work to Social Work Committee , 26 Jan 1995 GCA reference: RM Cons: 3081</p> <p>1996-2014 East Dunbartonshire Council Fostering Procedures and operational guidance 2011. East Dunbartonshire Council Foster Carer Handbook, 2011 East Dunbartonshire Council Foster Carer Agreement 2011</p>
<p>(b) Was there a particular policy and/or procedural aim/intention?</p>
<p>1930-75 Not known, policy/procedures not available.</p> <p>1975-96 Not known, policy/procedures not available.</p> <p>1996-2014 East Dunbartonshire Council fostering procedures and operational guidance, 2011 aims:</p> <p>Safeguard children and young people</p> <p><input type="checkbox"/> Promote the welfare of children and young people and improve their outcomes</p> <p><input type="checkbox"/> Ensure that the welfare of children and young people is paramount in all decisions that affect them</p> <p><input type="checkbox"/> Seek and have regard to the views of children and young people and their families in decisions that affect them</p>

- Treat each child, young person and their family with dignity and respect and in a manner that reflects a non-discriminatory approach
- Protect the privacy of each service user and create a safe environment through the promotion and development of appropriate physical arrangements, routines, attitudes and general atmosphere
- Assess and respond to the changing needs of children, young people and their families timeously and appropriately
- Provide for the physical, social and emotional needs of individual children and young people.

(c) Where were such policies and/or procedures recorded?

1930-75

No known

1975-96

1996-2014

Strathclyde Regional Council policies and/or procedures were recorded in Committee minutes and reports, and currently listed in Glasgow City Archives' document [Inventory - S21 Fostering](#)

[East Dunbartonshire Council Social Work Committee – 31 March 2011 - Report \(CTY/051/11/FMcS\)](#)

[https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/e7a31b75bbed2dcc8025785d005643e5/\\$FILE/SocialWorkPapers.pdf](https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/e7a31b75bbed2dcc8025785d005643e5/$FILE/SocialWorkPapers.pdf)

(d) What did the policies and/or procedures set out in terms of the following?

(i) Recruitment.

1930-75

Not known, policy/procedures not available.

1975-96

As 4.1 (c) (ix)

1996-2014

1997 Committee paper on necessity of recruitment campaign commencing 12.02.1997 as following disaggregation of Strathclyde Regional Council, East Dunbartonshire Council had few resources.

East Dunbartonshire Council Fostering procedures and operational guidance 2011 Section 5 states:

5.1.1 As noted in Section 3 above, the Fostering Service should be planned and managed in ways that best meet the needs of, and improve the outcomes for, the children and young people who require Foster Care placements. The recruitment of Foster Carers, and the initial information available to prospective Foster Carers, and indeed to the public at large, is key elements of developing the Fostering Service.

5.1.2 EDC Social Work Services will develop the Fostering Service in order that:

There is a sufficient pool of approved, well-prepared Foster Carers to meet the diverse needs of the children and young people who are, or may be, looked after

away from home by the Council; this to include meeting their religious, cultural and ethnic needs

□ Whenever possible, for children and young people separated from their birth families and who have care plans to achieve their return home, there will be Foster Carers to provide placements as close as possible to their home localities

□ The Council fulfils its responsibilities to the children and young people who require a range of placements; that is of temporary, permanent, respite and shared care placements.

(ii) Standard and size of accommodation

1930-75

Not known, policy/procedures not available.

1975-96

1978 Strathclyde Regional Council checklist of assessment asked for information on 'description of home- sleeping accommodation and space for foster child'.

1996-2014

There are no specific policy statements, however, the BAAF health and safety checklist has been used since 2007 to achieve shared standards of health and safety within the accommodation.

East Dunbartonshire Council Fostering procedures and operational guidance, 2011 6.2.7 advised on collecting information on number of bedrooms, living space. and health and safety matters.6.4.10 information will also be gathered about applicants accommodation (e.g, space, condition, hygiene) and access to local facilities (such as schools and health centres.)

(iii) Number, age and gender of children accommodated/in the household

1930-75

Not known, policy/procedures not available.

1975-96

1978 Strathclyde Regional Council checklist of assessment asked for information on numbers of and age of children, and colour.

1996-2014

East Dunbartonshire Council Fostering procedures and operational guidance, 2011 advised on the need for a spare room and in keeping with the National Care Standards.(section 6) 6.2.7 factual matters about the enquirers and others in the household. And 6.4.10 range of information on the applicants, their children and any other members of the household. E.g. names and dates of birth, ethnicity, religion, employment, lifestyle.

(iv) pre-approval/ registration checks.

1930-75

No records available.

<p>1975-96 Strathclyde regional council, 1978, assessment checklist included: Interdepartmental enquiry and out with authority checks Police check Health Board and medical 2 personal references GP, police and health board for other residents in the house.</p> <p>1996-2014</p> <p>East Dunbartonshire Council Fostering procedures and operational guidance, 2011 stated the following pre approval/registration checks: 6.4.4 'any decision to approve a person as a Foster Carer must be made in accordance with regulation 22 and schedule 3 of the looked after children (Scotland) regulations, 2009. This includes in 6.4.10b: Health; disclosure Scotland; local authorities; proof of identity; proof of marriage, civil partnership, divorce' health and safety check (accommodation) where applicable; reports from schools and health visitors (re any children of the applicants depending on their ages); references from employers; reference from previous spouses and/or partners (if applicable and appropriate) and 3 personal references.</p>
(v) references
<p>1930-75 Not known, policy/procedures not available.</p> <p>1975-96 As 4.4 (i) d) (iv)</p> <p>1996-2014 As 4.4 (i) d) (iv)</p>
(vi) Foster Care Agreements
<p>1930-75 Not known, policy/procedures not available.</p> <p>1975-96 Boarding out and fostering of children (Scotland) regulations 1985 required a foster carer agreement to be drawn up in section 8. We do not have a copy of Strathclyde's agreement.</p> <p>1996-2014</p> <p>East Dunbartonshire Council Foster Carer Agreement, April 2006 in keeping with The Fostering of Children (Scotland) Regulations 1996 Schedule 2</p> <p>Updated in 2011 in line with schedule 4 of the Looked after children (Scotland) regulations 2009</p>
(vii) induction
<p>1930-75 Not known, policy/procedures not available.</p>

<p>1975-96 Not known, policy/procedures not available.</p> <p>1996-2014 See 4.4 (ii)(b)</p>
<p>(vii) Transfer of foster carers to or from other organisations or local authorities</p> <p>1930-75 Not known, policy/procedures not available.</p> <p>1975-96 Not known, policy/procedures not available.</p> <p>1996-2014 No reference to foster carer transfer found in policy or procedures.</p>
<p>(ix) Review/supervision</p> <p>1930-75 Not known, policy/procedures not available.</p> <p>1975-96 As 4.1 (d) (xii)</p> <p>1996-2014 Foster Carer Agreement, 2006 provides information in appendix one in regard to Foster Carer Reviews The Fostering of Children (Scotland) Regulations 1996 (Regulation 10), Departmental policies and procedures, and good practice requires the review the approval of foster carers at minimum intervals and in response to other events. And in 2.1.2 a) To provide professional support, consultation and guidance by: regular visits by a supervising social worker specifically allocated to the carer/s, and for carers: 3.9.2 To participate in arrangements made to review the care provided by them.</p> <p>and in 2011 agreement: 3.1.1 b) Provide the Foster Carer/s with professional support, supervision, consultation and guidance through:</p> <ul style="list-style-type: none"> • Allocation of a Supervising Social Worker • Regular visits by the Supervising Social Worker for the purposes of support and supervision <p>And in 3.1.1 d) Review the care provided by the Foster Carer/s at intervals of no more than one year in accordance with the Service's Fostering Procedures.</p>
<p>(x) Training</p> <p>1930-75 Not known, policy/procedures not available.</p> <p>1975-96 Not known, policy/procedures not available.</p>

<p>1996-2014 East Dunbartonshire Council Foster Carer Agreement 2006 states that the LA will provide carer support and training groups and that it is the carers responsibility to</p> <p>3.9.1 To participate in foster care training and support opportunities and events</p> <p>Updated in the 2011 Agreement states:</p> <p>3.1.1 The Service is responsible for ensuring that foster carers are competent and equipped to care for children and young people placed with them. In order to do this the Service will:</p> <p>b) Provide the Foster Carer/s with initial preparation and training for their foster care task and an ongoing programme of training and support, including training for special tasks or circumstances where needed.</p> <p>And the Foster Carers responsibility to:</p> <p>4.10.1 With regard to training, support and the Foster Carer Reviews the Foster Carer/s will –</p> <p>a) Participate in Foster Care training and support opportunities and events; this includes attending three days, or the equivalent fifteen hours, of training each year</p>
<p>(xi) Personal Development</p>
<p>1930-75 Not known, policy/procedures not available.</p> <p>1975-96 Not known, policy/procedures not available.</p> <p>1996-2014 There are no references to personal development within policy or procedures within the dates required.</p>
<p>(xii) Disciplinary actions.</p>
<p>1930-75 Not known, policy/procedures not available.</p> <p>1975-96 Not known, policy/procedures not available.</p> <p>1996-2014 There are no references to disciplinary actions against Foster Carers within policy or procedures.</p>
<p>(xiii) removal of approval/ registration</p>
<p>1930-75 No documents held</p> <p>1975-96</p>

<p>The 1985 Fostering guidelines outlines the process for Social Workers to deregister foster parents. Reasons may include:</p> <ul style="list-style-type: none"> • 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 <p>Strathclyde Regional Council Fostering Handbook (1986) - GCA reference:SR1/2/101</p> <p>1996-2014</p> <p>East Dunbartonshire Council Foster Carer Agreement 2006 appendix one provides guidance on review and withdrawal of approval. Review and Termination of approval are covered in section 8 of the East Dunbartonshire Council Fostering procedures and operational guidance (2011)</p>
<p>(e) who compiled the policy and/or procedures?</p> <p>1930-75 Officers of the Council see 4.1 (a)</p> <p>1975-96 Officers of the Council see 4.1 (a)</p> <p>1996-2014 Officers of the Council. See 4.1 (a)</p> <p>East Dunbartonshire Council Social Work Committee – 31 March 2011 - Report (CTY/051/11/FMcS) https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/e7a31b75bbbed2dcc8025785d005643e5/\$FILE/SocialWorkPapers.pdf</p>
<p>(f) when were the policy and /or procedures put in place?</p> <p>1930-75 1975-96 1996-2014</p> <p>See 4.1 (a) for all years</p>
<p>(g) were such policies and procedures reviewed?</p> <p>1930-75 1975-96 1996-2014</p> <p>yes</p>
<p>(h) if so, what was the reason for review?</p> <p>1930-75 Not known, policy/procedures not available.</p> <p>1975-96 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>

The societal view of corporal punishment which led to policy changes within the organisation and to legislative changes.

See 4.2 (i) a and

Strathclyde Regional Council Social Work Committee "Home or Away: Residential Child Care for the Eighties" - **GCA reference:SR10/9/85**

1996-2014

The review of the Council's Fostering procedures in 2014 was undertaken to ensure they remained fit for purpose.

Yes, for example:

East Dunbartonshire Council Social Work Committee – 11 December 2014 – Report (ESW/146/14/FM)

<https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/LU-AllDocsID/2335281A6E96C5AE80257DA400552388?OpenDocument>

(i) what substantive changes, if any, were made to the policies and or procedures over time?

1930-75

Not known, policy/procedures not available.

1975-95

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.

Strathclyde Regional Council Fostering Handbook (1986) - **GCA reference:SR1/2/101**

1996-2014

The 2011 fostering procedures and operational guidance used the looked after children (Scotland) regulations and the National Care Standards as a basis for these new procedures

(i) why were changes made?

1930-75

Not known, policy/procedures not available.

1975-96

In 1975/6 and 1986 Strathclyde Regional Council 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.

Strathclyde Regional Council Foster Parents' Handbook (1976) – **GCA reference: SR27/5/2/60**

Strathclyde Regional Council Fostering Handbook (1986) - **GCA reference:SR1/2/101**

Strathclyde Regional Council Social Work Committee "Home or Away: Residential Child Care for the Eighties" - **GCA reference:SR10/9/85**

1996-2014

Update to East Dunbartonshire Council's Fostering Procedures and Operational Guidance in 2014 quotes in the forward 'This Fostering Procedures and Operational Guidance was established in 2011 and this is the 2014 updated version following review and consultation. It would be our intention to review this Fostering Procedures and Operational Guidance as necessary to ensure it is updated in line with any further legislative or policy changes, as well as with learning from best practice and research.
(k) were changes documented?
<p>1930-75 Not known, policy/procedures not available.</p> <p>1975-96 Yes</p> <p>1996-2014 Yes</p>
(l) was there an audit trail?
<p>1930-75 1975-96 1996-2014</p> <p>Yes. See 4.1 (a) for all years.</p>
Present
(m) With reference to the present position, are the answers to any of the above questions different?
<u>No.</u>
(n) If so, please give details.
(ii) Practice
Past
a) Did the local authority adhere in practice to its policy/procedures in relation to foster care?
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96 Not known. Policy/procedures not available. No evidence in available case records from the time</p> <p>1996-2014 Care Inspection reports evidence positively when policy and procedures have been followed but also identified gaps. From 2006 to 2010 there were recommendations that 'The service should progress the production and publication of updated policies and procedures to underpin the work of the service, as soon as possible. National Care Standards for Foster Care and Family Placement Services, In 2012 it is reported that policy and procedure recommendations had been met.</p>

<p>In January 2014 a requirement was made 'The provider's procedures must be followed and reviewed in line with current good practice. There must be a clear quality assurance system that identifies and actions where there are gaps in the service. This must include an accurate self-assessment that reflects the service being delivered and the involvement of service users and relevant others in the services ongoing development.</p> <p>The next inspection In July 2014 found this requirement had been met within timescales.</p>
<p>b) Did the local authority adhere in practice to its policy/procedures in terms of the following?</p> <p>i. Recruitment</p>
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96 yes</p> <p>1996-2014 yes</p>
<p>ii. Standard and size of accommodation</p>
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time</p> <p>1975-96 Not Known. No evidence in available case records from the time.</p> <p>1996-2014 Case File audit would confirm that standards and size were met and where concerns were raised these were resolved.</p>
<p>iii. Number, age and gender of children accommodated/in the household</p>
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time</p> <p>1975-96 Not Known. No evidence in available case records from the time.</p> <p>1996-2014 Assessment Proformas over this period record number, age and gender of all children accommodated in the household.</p>
<p>iv. Pre-approval/registration checks</p>
<p>1930-75</p>

<p>Not known. Policy/procedures not available. No evidence in available case records from the time</p> <p>1975-96 Not Known. No evidence in available case records from the time.</p> <p>1996-2014</p> <p>Foster Carer file audit records that pre approval checks were recorded in line with the procedure at that time.</p>
v. References
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96 Not known. No evidence in available case records from the time.</p> <p>1996-2014</p> <p>Kent report response – need for referee interviews to be mandatory 5 March 1998 DSSW/024/98/CB https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/9331557abea316c480256df30045de0b/\$FILE/sw%20050398.pdf https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/LU-AllDocsID/9331557ABEA316C480256DF30045DE0B?OpenDocument</p> <p>Foster Carer file audit records that references were recorded in line with the procedure at that time.</p>
vi. Foster care agreements
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96 Not Known. No evidence in available case records from the time</p> <p>1996-2014 Foster carer case file audit evidences that all Foster Carers registered from 2006 onwards when the first formal Foster Carer Agreement were created by East Dunbartonshire Council all had signed Agreements in place.</p>
vii. Induction
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96 Not Known. No evidence in available case records from the time</p>

<p>1996-2014 Foster carer case file audit evidences that of the 30 of 33 Carers registered from 2002 onwards had completed a preparation to foster course.</p>
<p>viii. Transfer of foster carers to or from other organisations or local authorities</p>
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time. 1975-96 Not Known. No evidence in available case records from the time 1996-2014 Not Known. No evidence in available case records from the time</p>
<p>ix. Review/supervision</p>
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time. 1975-96 Not Known. No evidence in available case records from the time 1996-2014 Foster carer case file audit evidences that 31 of 33 Foster Carers were reviewed regularly and 30 received regular visits by their supervising social worker. Where visits were not to standard this was discussed and recorded at reviews.</p>
<p>x. Training</p>
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time. 1975-96 Not Known. No evidence in available case records from the time 1996-2014 Foster Carer case file audit evidences that 27 Foster Carers undertook regular training activities and that for the 6 who did not this was addressed and recorded within reviews or they were registered for a short time and therefore, did not engage in training.</p>
<p>xi. Personal development</p>
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time. 1975-96 Not Known. No evidence in available case records from the time. 1996-2014</p>

Foster Carer case file audit evidences personal development within review reports and recorded within panel minutes. It was not an areas specifically recorded during this period.
xii. Disciplinary actions
<p>1930-75 Not known, policy/procedures not available.</p> <p>1975-96 Not known, policy/procedures not available.</p> <p>1996-2014</p> <p>There are no references to disciplinary actions against Foster Carers within policy or procedures and none noted within the Foster Carer File Audit.</p>
xiii. Removal of approval/registration
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96 Not Known. No evidence in available case records from the time.</p> <p>1996-2014 Foster Carer Case File Audit demonstrates when carers were de-registered as they were no longer suitable to be approved. This occurred in 3 of 33 cases, one of which related to abuse (abandonment) by the Foster Carer.</p>
c) How was adherence demonstrated?
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96 Not Known. No evidence in available case records from the time.</p> <p>1996-2014 Assessment Reports, Foster Carer Review Reports and minutes from the Fostering Panel, Foster Carer Agreements, Case File records.</p>
d) How can such adherence be demonstrated to the Inquiry?
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96 Not Known. No evidence in available case records from the time.</p> <p>1996-2014</p>

From the Foster Carer Case File Audit. All 33 Foster Carers files registered with East Dunbartonshire Council during this period have been audited.
e) Were relevant records kept demonstrating adherence?
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96 Not Known. No evidence in available case records from the time.</p> <p>1996-2014 Yes.</p>
f) Have such records been retained?
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96 Not Known. No evidence in available case records from the time.</p> <p>1996-2014 Yes.</p>
g) If policy/procedure was not adhered to in practice, why not?
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96 Not Known. No evidence in available case records from the time.</p> <p>1996-2014 Foster Carer Case File Audit demonstrates that where policy or procedures were not adhered to in practice reasons are recorded. Evidence from Foster Carer Reviews around training and any gaps in regular supervision.</p>
Present
h) With reference to the present position, are the answers to any of the above questions different?
Yes
i) If so, please give details.
<p>Best Practice Transfer Protocol (2015) is now used in cases where Foster Carers wish to transfer between agencies.</p> <p>All Foster Carers now have a learning and development portfolio which is completed and presented to annual review and shows learning rather than training which included all training, reading, learning and personal development.</p>

Preapproval/registration checks include references from all current or previous health or social care employers.

<p>4.5 Other Members of the Foster Carers household, (i) Policy</p> <p>Past</p> <p>A) What policies/ procedures did the Local Authority have in place in relation to other members of the foster carer's household?</p> <p>1930-1975 Not known. Policy/procedures not available.</p> <p>1976-1996</p> <p>Strathclyde Regional Council Fostering Assessment Checklist 1978 ' description of children(behaviours, attitudes, how prepared are they for foster children)</p> <p>1996-2014 East Dunbartonshire Council Fostering procedures and operational guidance 2011, 6.4.4 states any decision to approve a person as a foster carer must be made in accordance with Regulation 22 and Schedule 3 of the Looked after Children (Scotland) Regulations, 2009 ' Particulars of the other adult members of the household and their relationship to the prospective foster carer.</p> <p>3. Particulars of the children in the family, whether or not members of the household, and any other children in his household. (schedule 3)'</p>
<p>b) Was there a particular policy or procedural aim/intention?</p> <p>1930-1975 No records available.</p> <p>1976-1996 Only checklist for assessment found, so aim not available.</p> <p>1996-2014</p> <p>East Dunbartonshire Council Fostering Procedures and operational guidance, 2011 6.4.4 begins 'clearly any assessment of a person to be a Foster Carer must be as rigorous as possible and be based on information and evidence from a range of sources.'</p>
<p>c) Where were such policies and /or procedures recorded?</p> <p>1930-1975 Not known, documents not available</p> <p>1976-1996 It is not clear where the Fostering Assessment Checklist, 1978 was recorded. Only copy obtained</p>

<p>1996-2014 East Dunbartonshire Council Social Work Committee – 11 December 2014 – Report (ESW/146/14/FM) https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/LU-AllDocsID/2335281A6E96C5AE80257DA400552388?OpenDocument</p>
<p>d) Who compiled the policies or procedures?</p> <p>1930-1975 Not known 1976-1996 Not known 1996-2014 Jac Beveridge, Senior Practitioner (deceased)</p>
<p>e) When were the policies or procedures put in place?</p> <p>1930-1975 Not known 1976-1996 Not known 1996-2014 2011.</p>
<p>f) Were such policies and /or practices reviewed?</p> <p>1930-1975 Not Known 1976-1996 Not known 1996-2014 Reviewed and updated in 2014, implemented 2015 by Jac Beveridge above.</p>
<p>g) If so, what was the reason for the review?</p> <p>1930-1975 Not known 1976-1996 Not known 1996-2014 This Fostering Procedures and Operational Guidance was established in 2011 and this is the 2014 updated version following review and consultation. It would be our intention to review this Fostering Procedures and Operational Guidance as necessary to ensure it is updated in line with any further legislative or policy changes, as well as with learning from best practice and research.</p>
<p>h) What substantive changes, if any, were made to the policies and/or procedures over time?</p> <p>1930-1975 Not known 1976-1996 Not known 1996-2014 To align with the requirements of the Looked after Children (Scotland) regulations (2009)</p>
<p>i) Why were changes made?</p> <p>1930-1975 Not Known 1976-1996 Not Known 1996-2014</p>

To align with the requirements of the Looked after Children (Scotland) regulations (2009)	
j) Were changes documented?	
1930-1975	Not Known
1976-1996	Not known
1996-2014	Yes
k) Was there an audit trail?	
1930-1975	Not Known
1976-1996	Not Known
1996-2014	Yes.
Present	
l) With reference to the present position, are the answers to any of the above questions different?	
Yes	
m) If so, please give details.	
In relation to other members of the foster carer's household, Enhanced disclosure checks re undertaken on all adults over 16 residing in the household and where they have been resident in a fostering capacity they are subject to enhanced disclosure from 18 years.	
ii- Practice.	
Past	
a) Did the LA adhere in practice to its policy/procedures in relation to other members of the foster carers household?	
1930-1975	Not Known
1976-1996	Not Known
1996-2014	Foster Carer File Audit evidences that police and disclosure checks were undertaken on adult member of the household and health visitor/ school checks for children in the family home.
b) How was adherence demonstrated?	
1930-1975	Not Known
1976-1996	Not Known
1996-2014	Foster Carer Case File Audit. 33 Files audited.
c) How can such adherence be demonstrated to the enquiry?	
1930-1975	Not Known
1976-1996	Not Known

1996-2014 Completed file audit templates.
d) Were relevant records kept demonstrating adherence?
1930-1975 Not Known
1976-1996 Not Known
1996-2014 Yes
e) Have such records been retained?
1930-1975 Not Known
1976-1996 Not Known
1996-2014 Yes
f) If policy/procedure was not adhered to in practice, why not?
1930-1975 Not Known
1976-1996 Not Known
1996-2014 Not applicable.
Present
g) With reference to the present position, are the answers to any of the above questions different?
No.
h) If so, please give details.

<u>4.6 Placement of children by the local authority with foster carers approved/registered by other local authorities or organisations</u>
(i) Policy Past
a) What policies and/or procedures did the local authority have in place in relation to placement of children with foster carers approved/registered by other local authorities or organisations?
1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.

1975-1996

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:

- the receiving authority should accept responsibility for the effective supervision of children received within their a
- 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.

SRC SW Committee (Operations) Supervision of Children in Foster Care in other regions, Dec1976 - GCA reference: SR1/2

1996-2014

1997 Committee paper on necessity of recruitment campaign commencing 12.02.1997 as following disaggregation of Strathclyde Regional Council, East Dunbartonshire Council had few resources.

3 June 1999 DSSW/055/99/CB emergency foster placement
<https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/LU-AllDocsID/5FE24FCEE391B5E680256CC9003BD3AA?OpenDocument>

East Dunbartonshire Council Fostering procedures and operational guidance 2011 Section 5 states:

5.1.1 As noted in Section 3 above, the Fostering Service should be planned and managed in ways that best meet the needs of, and improve the outcomes for, the children and young people who require Foster Care placements. The recruitment of Foster Carers, and the initial information available to prospective Foster Carers, and indeed to the public at large, is key elements of developing the Fostering Service.

5.1.2 EDC Social Work Services will develop the Fostering Service in order that:

There is a sufficient pool of approved, well-prepared Foster Carers to meet the diverse needs of the children and young people who are, or may be, looked after away from home by the Council; this to include meeting their religious, cultural and ethnic needs

Whenever possible, for children and young people separated from their birth families and who have care plans to achieve their return home, there will be Foster Carers to provide placements as close as possible to their home localities

The Council fulfils its responsibilities to the children and young people who require a range of placements; that is of temporary, permanent, respite and shared care placements.

<p>East Dunbartonshire Council procedures on the immediate care planning for children and young people (2012)</p> <p>East Dunbartonshire Council Fostering procedures and operational guidance (2011) section 9: Placement with Foster Carers.</p>
<p>b) Was there a particular policy and/or procedural aim/intention?</p>
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1996-2014 as (a) above</p>
<p>c) Where were such policies and/or procedures recorded?</p>
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1996-2014 As (a) above.</p>
<p>d) Who compiled the policies and/or procedures?</p>
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96 Not known</p> <p>1996-2014 As (a) above</p>
<p>e) When were the policies and/or procedures put in place?</p>
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96 Not known</p> <p>1996-2014 As (a) above</p>
<p>f) Were such policies and/or practices reviewed?</p>
<p>1930-75</p>

<p>Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96 Not known</p> <p>1996-2014 As East Dunbartonshire Council began to build its own foster care service from 1997 onwards the scoping of placements widened to include voluntary fostering providers and then from around 2002, independent fostering providers using as service level agreement to purchase via commissioning team. Since 2012, East Dunbartonshire Council has used the Scotland Excel (established 2008) Framework to source external placements.</p>
<p>g) If so, what was the reason for review?</p>
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96 Not known</p> <p>1996-2014 As (a) above, when East Dunbartonshire Council was established in 1996 there were few resources transferred and as Glasgow City Council withdrew access to emergency placements the LA had to develop its own resources and purchase from voluntary and independent providers.</p>
<p>h) What substantive changes, if any, were made to the policies and/or procedures over time?</p>
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96 Not known.</p> <p>1996-2014 As (a) and (g) above.</p>
<p>i) Why were changes made?</p>
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96 Not known</p> <p>1996-2014 As (a) and (g) above.</p>
<p>j) Were changes documented?</p>
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p>

<p>1975-96 Not known 1996-2014 as (a) and (g) above.</p>
<p>k) Was there an audit trail?</p>
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time. 1975-96 Not known 1996-2014 Yes.</p>
<p>Present</p>
<p>l) With reference to the present position, are the answers to any of the above questions different?</p>
<p>No</p>
<p>m) If so, please give details.</p>
<p>(ii) Practice</p> <p>Past</p> <p>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?</p>
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time. 1975-96 Not known. Policy/procedures not available. No evidence in available case records from the time. 1996-2014 Yes</p>
<p>b) How was adherence demonstrated?</p>
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time. 1975-96 Not known. Policy/procedures not available. No evidence in available case records from the time. 1996-2014</p>

<p>Children's File Audit templates illustrate adherence to procedures in relation to monitoring of external placements. Carefirst records document placement searches.</p>
<p>c) How can such adherence be demonstrated to the Inquiry?</p>
<p>1930-75 Not applicable. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1996-2014 Children's File Audit templates Carefirst records document placement searches.</p>
<p>d) Were relevant records kept demonstrating adherence?</p>
<p>1930-75 Not known. No evidence in available records.</p> <p>1975-96 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1996-2014 Yes</p>
<p>e) Have such records been retained?</p>
<p>1930-75 Not known. No evidence in available records.</p> <p>1975-96 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1996-2014 Yes.</p>
<p>f) If policy/procedure was not adhered to in practice, why not?</p>
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1996-2014 File Audits evidence that policy and procedures were followed.</p>

Present
g) With reference to the present position, are the answers to any of the above questions different?
No
h) If so, please give details.

4.7 Complaints and Reporting
(i) Policy Past
a) What policies and/or procedures did the local authority have in place in relation to complaints and reporting about foster care?
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96</p> <p>The Home and Away Strategy details Complaint Procedures and the Right of Appeal.</p> <p>The Children's Charter included a leaflet advising them of complaints procedures.</p> <p>In 1994 the Social Work Department established a complaints procedure.</p> <p>Strathclyde Regional Council Social Work Committee "Home or Away: Residential Child Care for the Eighties" - GCA reference:SR10/9/85</p> <p>Strathclyde Regional Council Charter of Rights for Children, Apr 1988. - GCA reference:SR1/2/Box 144</p> <p>1996-2014</p> <p>After East Dunbartonshire Council was established in 1996, it implemented a specific Social Work Complaints policy/procedure (Social Work Committee Report - DSSW/070/097/AM) and stated that this applied to complaints about foster care (for example, see Fostering Procedures 2011 Section 18). The policy document itself is not available.</p> <p>East Dunbartonshire Council Foster Care Agreement, (2006) appendix 2 states 'This complaints information should be read in conjunction with the general information for all Service Users on the subject of complaints processes. This procedure is required and</p>

<p>governed by the Social Work (Representations Procedure) (Scotland) Directions 1990 to the NHS and Community Care Act 1990.</p> <p>East Dunbartonshire Council Complaints Procedure, 2007, section 4.3 states</p> <p>4.3 Foster Carers</p> <p><i>The service provided by foster carers on behalf of the Local Authority is covered by the Complaints Procedure and children they look after should be informed about the procedure.</i></p> <p><i>Foster carers are also able to complain about services from Social Work. When arrangements are made with foster parents for their services, they should be informed of their right of access to the Complaints Procedure.</i></p>
<p>b) Was there a particular policy and/or procedural aim/intention?</p>
<p>1930-1975 Not known. Policy/procedures not available.</p> <p>1976-1996 As (a) above</p> <p>1996-2014 East Dunbartonshire Council Foster Care Agreement (2006) appendix 2 quoted <i>'The aims of the procedure are to:</i></p> <ul style="list-style-type: none"> • <i>address complaints thoroughly and sensitively;</i> • <i>handle complaints in the way most appropriate to the circumstances of the case, by ensuring that the nature of the complaint is fully understood by key parties before trying to resolve it, and by having available a number of options for investigation and resolution;</i> • <i>monitor complaints received.</i> <p>A report to the Social Work Committee in 2011 includes the number of children and family service complaints received in 2010, but is not specific about foster care related complaints.</p> <p>East Dunbartonshire Social Work Committee 31 March 2011 - CTY/048/11/TK</p>
<p>c) Where were such policies and/or procedures recorded?</p>
<p>1930-1975 Not known. Policy/procedures not available.</p> <p>1976-1996 Not known. Policy/procedures not available.</p> <p>1996-2014</p> <p>These were recorded in the Council minutes/meeting papers (e.g. Social Work Committee Report - DSSW/070/097/AM and CTY/117/07/GS)</p>
<p>d) What did the policies and/or procedures set out on the following:</p> <p>i. Complaints by children</p>
<p>1930-75</p>

<p>Not known. Policy/procedures not available.</p> <p>1975-96 Not Known</p> <p>1996-2014</p> <p>East Dunbartonshire Council Complaints procedure , 2007 section 4.3 <i>The service provided by foster carers on behalf of the Local Authority is covered by the Complaints Procedure and children they look after should be informed about the procedure.</i></p> <p>East Dunbartonshire Council Fostering Procedures and Operational Guidance (2011) section 18.2 provides procedures for children and young people looked after in foster care.</p> <p>East Dunbartonshire Council Complaints Handling Procedures2012 state (p4)</p> <p><i>Care complaints</i> <i>Local authorities that provide care services must be registered with the Care Inspectorate. Anyone receiving care services from us has the right to complain either direct to the Care Inspectorate or to us. Customers may also receive care or support from other agencies under a contract with us. They may direct complaints about these services either to us (just like complaints about any Council service) or directly to the Care Inspectorate.</i></p>
<p>ii. Complaints by foster carers</p>
<p>1930-75 Not known. Policy/procedures not available.</p> <p>1975-96 Not known</p> <p>1996-2014</p> <p>as 4.7 (1) (a)</p> <p>East Dunbartonshire Council Fostering Procedures and Operational Guidance (2011) section 18.3 provides procedure for complaints by Foster Carers.</p>
<p>iii. Complaints by family members of children</p>
<p>1930-75 Not known. Policy/procedures not available.</p> <p>1975-96 Not known</p> <p>1996-2014 as 4.7 (1) (a) above.</p>
<p>iv. Complaints by third persons</p> <p>1930-75</p>

<p>Not known. Policy/procedures not available.</p> <p>1975-96 Not known</p> <p>1996-2014 as 4.7 (1)(a) above</p>
<p>v. Whistleblowing</p>
<p>1930-75 Not known. Policy/procedures not available.</p> <p>1975-96 Not Known</p> <p>1996-2014 Not referenced in complaints procedure.</p>
<p>vi. Support, including external support, for those who made the complaint or those who were the subject of complaint</p>
<p>1930-75 Not known. Policy/procedures not available.</p> <p>1975-96 Not known</p> <p>1996-2014 As 4.7 (i) and (ii) above.</p> <p>East Dunbartonshire Council Complaints handling procedures 2012,states <i>Supporting the customer</i> All members of the community have the right to equal access to our complaints handling procedure. Customers who do not have English as a first language may need help with interpretation and translation services, and other customers may have specific needs that we will seek to address to ensure easy access to the complaints handling procedure. This is in line with the Council's Accessible Information Policy. We must always take into account our commitment and responsibilities to equality. This includes making reasonable adjustments to our service to help the customer where appropriate. As we are committed to providing high quality services for all, we work to ensure that equality and human rights principles are owned, valued and maintained by everyone within the organisation. To help tackle discrimination and advance equality, we will ask customers to include in the complaints form their equality monitoring information. This information will be treated sensitively in line with our statutory obligations including the Data Protection Act 1998. This information will help us to assess whether there are any other equality issues behind the complaints and concerns raised by our customers. Several support and advocacy groups are available to support customers in pursuing a complaint and customers should be signposted to these as appropriate.'</p>
<p>vii. Response to complaints (including response by the local authority)</p>

<p>1930-75 Not known. Policy/procedures not available.</p> <p>1975-96 Not Known</p> <p>1996-2014 Within policy and procedures as (a) above.</p>
<p>viii. External reporting of complaints</p>
<p>1930-75 Not known. Policy/procedures not available.</p> <p>1975-96 Not known. Policy/procedures not available.</p> <p>1996-2014 9 March 2000 Regulating care DSSW/014/00/MAP https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffb3/fa6ec1192cc9f42580256efc0038cf24/\$FILE/ss090300fullpub.pdf</p> <p>East Dunbartonshire Council Complaints Handling Procedure 2012 outlines the process of Complaints resolution including which external organisations can be approached and when specific to complaints about care it states ‘</p> <p>Care complaints Local authorities that provide care services must be registered with the Care Inspectorate. Anyone receiving care services from us has the right to complain either direct to the Care Inspectorate or to us. Customers may also receive care or support from other agencies under a contract with us. They may direct complaints about these services either to us (just like complaints about any Council service) or directly to the Care Inspectorate.</p>
<p>e) Who compiled the policies and/or procedures?</p>
<p>1930-75 Not known. No evidence in available records.</p> <p>1975-96 Not known</p> <p>1996-2014 Officers of East Dunbartonshire Council</p>
<p>f) When the policies and/or procedures put in place?</p>
<p>1930-75 Not known. No evidence in available records.</p> <p>1975-96 Not known</p>

<p>1996-2014 1997, no copy available. 2007 2012</p>
<p>g) Were such policies and/or practices reviewed?</p>
<p>1930-75 Not known. No evidence in available records.</p> <p>1975-96 Not known</p> <p>1996-2014 Yes</p>
<p>h) If so, what was the reason for review?</p>
<p>1930-75 Not known. No evidence in available records.</p> <p>1975-96 Not known. No evidence in available records.</p> <p>1996-2014</p> <p>8. COMPLAINTS TO SOCIAL WORK DEPARTMENT - 1996/97</p> <p>Consideration was given to Report DSSW/070/97/AM by the Director of Social Services, copies of which had previously been circulated, which advised members of the operation of the Social Work Department's complaints procedure, including formal complaints made in 1996/97. Full details of the complaints procedure and formal complaints made (Appendix I), were contained within the Report.</p> <p>The Quality Assurance Manager advised members of Social Work Services' desire to use complaints positively and to deal with all issues raised. He also intimated that these complaints would be considered in detail by the Complaints Review Panel and a further report submitted to a future meeting of the Committee.</p> <p>Following further discussion, and having heard Councillor Kennedy express support for the work done by Social Work Services staff, the Committee agreed to note the contents of the Report and to convene a meeting of the Complaints Review Panel to consider the operation of the complaints procedure in 1996/97 Report - Social Work Committee, 18/09/1997 (<i>Martin Cunningham</i>)</p> <p>In the Foreword to the Complaints Handling procedures (2012), Gerry Cornes, Chief Executive notes 'we have tried to produce a standard approach to handling complaints across local government which complies with the SPSO Guidance on a model complaints handling procedure.</p>
<p>i) What substantive changes, if any, were made to the policies and/or procedures over time?</p>
<p>1930-75 Not known. Policy/procedures not available.</p>

1975-96

Not known

1996-2014

5/11/1998

9. SOCIAL WORK COMPLAINTS PROCEDURE

Consideration was given to Report DSSW/124/98/BA by the Director of Social Services, copies of which had previously been circulated, which sought approval for a revised Complaints Procedure for the Social Work Department. Full details were contained within the Report and a copy of the revised procedure was appended.

Following consideration, the Committee agreed to approve the revised Complaints Procedure.

<https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/LU-AllDocsID/8147CD0D973D903C80256CC9004039C6?OpenDocument>

j) Why were changes made?

1930-75

Not known. No evidence in available records.

1975-96

Not Known.

1996-2014

Minute of meeting of the Social Services Committee of East Dunbartonshire Council held within the Council Chambers, Tom Johnston House, Civic Way, Kirkintilloch on **Thursday, 15 August 2002.**

9. CHANGES TO THE SOCIAL WORK AND JOINT VENTURES COMPLAINTS PROCEDURE

Reference having been made to the Minutes of the Social Work Committee of 5 November 1998 (Volume III, Paragraph 9, refers), there was submitted Report CTY/163/02/GS by the Strategic Director (Community), copies of which had previously been circulated, advising of changes to the Social Work and Joint Ventures Complaints Procedure, full details of which were contained within the Report. A copy of the Complaints Procedure was available either in the Members' Lounge or from the Head of Performance and Development.

Following consideration, the Committee:-

a) approved the interim document for immediate implementation; and

b) requested that the Head of Performance and Development bring forward a fully updated Complaints Procedure to Committee after revised guidance was received from the Scottish Executive.

When the procedures were updated in 2007, it was stated that 'East Dunbartonshire Council is committed to achieving high standards of customer care in the Social Work

<p>Service. This involves making procedures and professional decision making open to public scrutiny, and valuing the comments and concerns that are raised by customers.</p> <p>The Service's Complaints Procedure is a statutory requirement. It is also an essential element of the commitment to customer care.</p> <p>The Complaints Handling Procedure was updated in 2012 as (h) above to standardise procedures across local government.</p>
<p>k) Were changes documented?</p>
<p>1930-75 Not known. No evidence in available records.</p> <p>1975-96 Yes</p> <p>1996-2014 Yes</p>
<p>l) Was there an audit trail?</p>
<p>1930-75 Not known. No evidence in available records.</p> <p>1975-96 Not Known</p> <p>1996-2014 Yes, as (j) above.</p>
<p>Present</p>
<p>m) With reference to the present position, are the answers to any of the above questions different?</p>
<p>No</p>
<p>n) If so, please give details.</p>
<p>(ii) Practice</p> <p>Past</p>
<p>a) Did the local authority adhere in practice to its policy/procedures in relation to complaints and reporting about foster care?</p>
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p>

<p>1975-96 Not known</p> <p>1996-2014 https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/LU-AllDocsID/11574731A5FCED9680256CB0003AC22F?OpenDocument</p> <p>15 August 2002 – report not available online - ACE/127/02/MJC</p> <p>16. SOCIAL WORK COMPLAINTS REVIEW PANEL HEARING</p> <p>There was submitted Report ACE/127/02/MJC by the Assistant Chief Executive, copies of which had previously been circulated, advising that in accordance with the procedures agreed at the Social Work Committee on 4 June 1999 (Minutes Volume 1, Page 132, Paragraph 2), a Complaints Review Panel was constituted and held to consider the complaint by an individual whose application for adoption/fostering was refused.</p> <p>Members noted that the Committee were required to consider the recommendation made by the Panel based on the Hearing, as recorded in Appendix 1 of the Report. Full details were contained within the Report.</p> <p>At the suggestion of Councillor Baillie, the Committee agreed that a paragraph could be incorporated into the document suggesting referrals to local Members.</p> <p>Following consideration, the Committee agreed as follows to approve the recommendation provided by the Panel, as detailed in Appendix 1 of the Report</p>
<p>b) Did the local authority adhere in practice to its policy/procedures on the following:</p> <p>i. Complaints by children</p>
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96 Not Known</p> <p>1996-2014 Any complaints raised by children within the Children's File Audit have been resolved before becoming a formal complaint and actions taken are documented within the audit records.</p>
<p>ii. Complaints by staff</p>
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1996-2014</p>

Not known. Policy/procedures not available. No evidence in available case records from the time.
iii. Complaints by family members of children
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96 Not known</p> <p>1996-2014 Children and Foster Carer file audit templates show that complaints by family members were made and followed the informal complaints procedure before becoming a formal complaint.</p>
iv. Complaints by third persons
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96 Not known</p> <p>1996-2014 As (iii) above</p>
v. Whistleblowing
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96 Not known</p> <p>1996-2014 Not Known</p>
vi. Support, including external support, for those who made the complaint or those who were the subject of complaint
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96 Not Known</p> <p>1996-2014</p>

<p>Children's Rights Officers and Who Cares Scotland, Advocacy workers would have been available to children and young people making a complaint. East Dunbartonshire Council purchases membership of The Fostering Network for all Foster Carers which provides advice and support during complaints or allegation processes, However, the file audit of children and foster carers files did not evidence these services were used.</p>
<p>vii. Response to complaints (including response by the local authority)</p>
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96 Not Known</p> <p>1996-2014 File Audit demonstrates response to complaints made in each case audited.</p>
<p>viii. External reporting of complaints</p>
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96 Not known</p> <p>1996-2014 No evidence found in file audit of external reporting of complaints.</p>
<p>c) How was adherence demonstrated?</p>
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96 Not Known</p> <p>1996-2014 Foster Carer and Children's file audit templates demonstrate adherence.</p>
<p>d) How can such adherence be demonstrated to the Inquiry?</p>
<p>1930-75 Not applicable.</p> <p>1975-96 Not Known</p> <p>1996-2014 As (c) above.</p>

e) Were relevant records kept demonstrating adherence?
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96 Not Known</p> <p>1996-2014 Yes</p>
f) Have such records been retained?
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1996-2014 Yes</p>
g) If policy/procedure was not adhered to in practice, why not?
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1996-2014 File audit evidences where adherence was achieved to point of decision on complaint outcome. Case records lacked evidence on how or what form the response took to the complainant.</p>
Present
a) With reference to the present position, are the answers to any of the above questions different?
Yes
b) If so, please give details.
East Dunbartonshire Council implemented a Complaints Management records system from April 2017 to log all complaints centrally. The Fostering Service implemented a Complaints tracking log from April 2018.

<p>4.8 <u>Internal Investigations</u></p> <p>(i) Policy</p> <p>Past</p>
<p>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?</p>
<p>1930-1975 Not known. Although had been adopted by predecessor authorities in 1971, foster care-specific policy/procedures not available, No evidence in available case records from the time.</p> <p><u>GCA reference for Lanark and Dumbarton procedures: SR27/1/4</u></p> <p>1976-1996 Strathclyde Regional Council Child Protection Procedures (1989) <u>GCA reference - SR1/2/Box255</u></p> <p>1996-2014 East Dunbartonshire Council Social Work Committee on 4.4.1996 (DSW/017/96) agreed to accept and adopt Strathclyde Regional Council Child Protection Procedures (1989) and the Child Protection Supplementary Procedures of 1993. On 29.4.1997 a report was considered by SW Committee (DSSW/034/97/AM) to amend emergency child protection measures to 1989 procedures due to changes brought forth by the Children (Scotland) Act, 1995. Interim procedures were adopted with final implementation on 3 July 2000. East Dunbartonshire Child protection Procedures (2000) section 11: Investigation of allegations of abuse of children in foster care.'</p>
<p>b) Was there a particular policy and/or procedural aim/intention?</p>
<p>1930-1975 Not known. Policy/procedures not available. In 1971 predecessor authorities had produced the first guidance notes for Social Workers. No evidence in available case records from the time. Lanarkshire Social Work Manual, 1971 – GCA reference: SR27/1/4/3/1</p> <p>1976-1996 A number of manuals and procedures were produced to support the appropriate management of activities, including child protection. In 1971 predecessor authorities 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).</p>

<p>Non-Accidental Injury Procedures (1977) – GCA reference: SR27/1/4 Child Abuse Manual (1983) –GCA reference: SR10/9/89 Child Abuse: Procedures for the Staff of the Social Work Department (known as the “Blue Book”) – local copy available</p> <p>1996-2014</p> <p>East Dunbartonshire Child protection Procedures.,(2000)- Purpose of the Procedures <i>These procedures offer a framework for good professional practice and outline sensible actions that might be taken in child protection work. They aim to ensure that staff are clear about what is expected of them. They attempt to offer clarity with regard to who does what, in what order, when and to what standard. They clarify at what point we should collaborate with other agencies. They are meant to give strong support to staff operating in an area of work which demands a high level of skill and professional commitment, and which is characterised by stress. There can be no substitute for professional judgement and it is recognised that each case must be considered individually. However, it is recommended that deviations from these procedures should be justified and recorded.</i></p>
<p>c) Where were such policies and/or procedures recorded?</p>
<p>1930-1975 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1976-1996 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1996-2014</p> <p>East Dunbartonshire Council Social Work Committee on 4.4.1996 (DSW/017/96) agreed to accept and adopt Strathclyde Regional Council Child Protection Procedures (1989) and the Child Protection Supplementary Procedures of 1993. On 29.4.1997 a report was considered by SW Committee (DSSW/034/97/AM) to amend emergency child protection measures to 1989 procedures due to changes brought forth by the Children (Scotland) Act, 1995. East Dunbartonshire Child Protection Procedures (2000)</p>
<p>d) What did the policies and/or procedures set out on the following:</p>
<p>i. Approach to/process of internal investigations</p>
<p>1930-1975 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1976-1996 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1996-2014</p>

East Dunbartonshire Child protection Procedures (2000) section 11: Investigation of allegations of abuse of children in foster care.'
i. Identifying lessons/changes following internal investigations
<p>1930-1975 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1976-1996 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1996-2014 East Dunbartonshire Council Joint Child Protection Self Evaluation Report, 2009 identified that a CP Performance Information Sub Group was formed following HMle inspection of services to protect children in 2007. The 2009 report evidences wide ranging quality assurance of child protection processes and a business plan was developed to be achieved in 2009-10.</p> <p>HMle inspection report (2010) found ' <i>Children listened to and respected – very good</i> <i>Children helped to keep safe- very good</i> <i>Response to immediate concern- good</i> <i>Meeting needs and reducing long term harm- good</i> <i>One area for development in relation to protecting children was to involve police and health fully in CP Processes</i></p> <p>Both reports available in SCAI index of documents.</p>
ii. Implementation of lessons/changes following internal investigations
<p>1930-1975 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1976-1996 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1996-2014 See (i) above</p>
iii. Compliance
<p>1930-1975 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1976-1996 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1996-2014</p>

See (i) above
iv. Response (to child and abuser)
<p>1930-1975 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1976-1996 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1996-2014 East Dunbartonshire Child Protection Procedures,(2000) 11.9 Keeping relevant parties informed 11.9.1 Efforts must be made to keep all relevant parties informed of progress where possible throughout the course of the investigation. 11.9.1 Any actions decided upon as a result of the investigation must be communicated, at the earliest possible opportunity, to the child, his/her family and the foster carers.</p>
v. Response to complaints (including response by local authority)
<p>1930-1975 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1976-1996 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1996-2014 See 4.7</p>
vi. External reporting following internal investigations
<p>1930-1975 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1976-1996 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1996-2014 As (i) above.</p>
e) Who compiled the policies and/or procedures?
<p>1930-1975 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1976-1996</p>

<p>Strathclyde Regional Council.</p> <p>1996-2014 Strathclyde Regional Council/ West of Scotland Child Protection Committee. East Dunbartonshire Child Protection Committee</p>
<p>f) When were the policies and/or procedures put in place?</p>
<p>1930-1975 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1976-1996 Only records found pertained to Strathclyde Regional Council in 1989</p> <p>1996-2014 1996 1997 interim 2000 final</p>
<p>g) Were such policies and/or practices reviewed?</p>
<p>1930-1975 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1976-1996 As (i) above</p> <p>1996-2014 As (i) above</p>
<p>h) If so, what was the reason for review?</p>
<p>1930-1975 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1976-1996 4.8 (i) (a) (b)</p> <p>1996-2014 4.8 (i) (a) (b)</p>
<p>i) What substantive changes, if any, were made to the policies and/or procedures over time?</p>
<p>1930-1975 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1976-1996 As 4.8 (i) (a)(b)</p>

<p>1996-2014 As 4.8 (i) (a)(b)</p>
<p>j) Why were changes made?</p>
<p>1930-1975 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1976-1996 As 4.8 (i) (a) (b)</p> <p>1996-2014 As 4.8 (i) (a) (b)</p>
<p>k) Were changes documented?</p>
<p>1930-1975 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1976-1996 As 4.8 (i) (a) (b)</p> <p>1996-2014 As 4.8 (i) (a) (b) (d)</p>
<p>l) Was there an audit trail?</p>
<p>1930-1975 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1976-1996 Yes</p> <p>1996-2014 yes</p>
<p>Present</p>
<p>m) With reference to the present position, are the answers to any of the above questions different?</p>
<p>yes</p>
<p>n) If so, please give details.</p>
<p>East Dunbartonshire Council Child Protection Committee was established in 2016 with Terms of Reference stating its functions as:</p> <ul style="list-style-type: none"> • Policy, procedures and protocols

<ul style="list-style-type: none"> • Importance of self-evaluation • Promoting good practice • Learning and development • Communication, collaboration and co operation • Making and maintaining links with other planning groups • Raising public awareness • Involving children, young people and families. <p>These were reviewed in 2018.</p> <p>The CPC minutes include reference to all its functions noted above and have informed the production of EDC Child Protection Procedures updated in 2020.</p>
(ii) Practice
Past
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?
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1996-2014</p> <p>East Dunbartonshire Council Child Protection Procedures (2000) introduced a quality assurance systems.</p> <p>'10.6 Quality assurance and monitoring</p> <p>10.6.1 The team leader and the fieldwork manager should ensure that there is a system for progress chasing the frequency of case notes passed for counter signature and taking steps to remedy situations where this does not occur. 10.6.2 The team leader should also ensure that case notes of the staff he/she supervises are of an acceptably high standard. 10.6.3 The fieldwork manager should have mechanisms for ensuring that case notes overall are of an acceptably high standard.</p> <p>See 4.8 (i) (d)</p>
b) Did the local authority adhere in practice to its policy/procedures on the following:
i. Approach to/process of internal investigations
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96</p>

<p>Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1996-2014</p> <p>See 4.8 (i) (d)</p> <p>Children and Foster Carers File Audits demonstrate adherence in practice to CP policy and procedures.</p>
<p>ii. Identifying lessons/changes following internal investigations</p>
<p>1930-75</p> <p>Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96</p> <p>Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1996-2014</p> <p>see 4.8 (i) (d)</p>
<p>iii. Implementation of lessons/changes following internal investigations</p>
<p>1930-75</p> <p>Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96</p> <p>Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1996-2014</p> <p>see 4.8 (i) (d)</p>
<p>iv. Compliance</p>
<p>1930-75</p> <p>Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96</p> <p>Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1996-2014</p> <p>See 4.8 (i) (d)</p> <p>Foster Carers and Children's file audits demonstrate compliance with CP policy and procedures.</p>

v. Response (to child and abuser)
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1996-2014 Children's File Audit evidenced that this was an area not consistently recorded in children's case records in relation to response to the child or family member and an area of development for EDC.</p> <p>Within the Foster Carer file audit there was evidence of response being completed.</p>
vi. Response to complaints (including response by local authority)
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1996-2014 Children's File Audit evidenced that this was an area not consistently recorded in children's case records in relation to feedback to the complainant. There was no central register for complaints in EDC at this time.</p> <p>Within the Foster Carer file audit there was evidence of response being completed.</p>
vii. External reporting following internal investigations
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1996-2014 Foster Carer file audit showed evidence in one case of employer being contacted as Carers both worked in education.</p>
c) How was adherence demonstrated?
<p>1930-75 Not known. No evidence in available records.</p>

<p>1975-96 Not known. No evidence in available records.</p> <p>1996-2014 See 4.1 (i)(d) Foster Carers and Children's File Audits.</p>
d) How can such adherence be demonstrated to the Inquiry?
<p>1930-75 Not applicable.</p> <p>1975-96 Not Applicable.</p> <p>1996-2014 See 4.1 (i)(d) Foster Carers and Children's File Audits.</p>
e) Were relevant records kept demonstrating adherence?
<p>1930-75 Not known. No evidence in available records.</p> <p>1975-96 Not known. No evidence in available records.</p> <p>1996-2014 yes</p>
f) Have such records been retained?
<p>1930-75 Not known. No evidence in available records.</p> <p>1975-96 Not known. No evidence in available records.</p> <p>1996-2014 yes</p>
g) If policy/procedure was not adhered to in practice, why not?
<p>1930-75 Not known. No evidence in available records.</p> <p>1975-96</p>

Not known. No evidence in available records.
1996-2014 QA and File Audits demonstrate that policy and procedures were adhered to in practice.
Present
h) With reference to the present position, are the answers to any of the above questions different?
Yes
i) If so, please give details. East Dunbartonshire Council Child Protection Committee was established in 2016 with Terms of Reference stating its functions as: <ul style="list-style-type: none"> • Policy, procedures and protocols • Importance of self-evaluation • Promoting good practice • Learning and development • Communication, collaboration and co operation • Making and maintaining links with other planning groups • Raising public awareness • Involving children, young people and families. These were reviewed in 2018. The CPC minutes include reference to all its functions noted above and have informed the production of EDC Child Protection Procedures updated in 2020. Child Protection Co-ordinator responsible for QA of CP process from 2018 and provided reports and feedback to Fieldwork Managers and the CPC.

Care commission inspection

<https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/LU-AllDocsID/D92D3243197C784F80257473003A32FE?OpenDocument>
<https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/LU-AllDocsID/A187A58E852230CE8025747A005987FC?OpenDocument>
<https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/LU-AllDocsID/84F9BD99D062C5288025765B00407C39?OpenDocument>
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<https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/LU-AllDocsID/80290933113A430880257892003B05A1?OpenDocument>
(also contains complaints report)

4.9 Record keeping

(i) Policy

Past
a) What policies and/or procedures did the local authority have on record keeping in relation to foster care?
<p>1930-1975</p> <p>It is not known if the local authority had record-keeping policies and procedures specific to foster care. General report-writing and recording guidance for social work staff is contained within Lanark County Council's Social Work Manual (1971) (GCA reference - SR27/14/3/1)</p> <p>1975-1996</p> <p>Strathclyde Regional Council's Manual of Procedures for staff of the Social Work Department (1983) (GCA reference - SR8/4/4).</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. Strathclyde Regional Council developed a Social Work-specific case record management scheme in 1985 and departmental record management programme in 1987. <u>Strathclyde Regional Council Record Management documents (1984-96)</u> GCA records, local copy available</p> <p>1996-2014</p> <p>East Dunbartonshire Council implemented general Data Protection and Records Management policies and procedures in relation to its obligations under the Data Protection Act (1998) and Freedom of Information Act (2002), which were subject to further revision in response to the Public Records (Scotland) Act 2011.</p> <p><u>East Dunbartonshire Council Policy & Resources Committee – 6 May 2004 – Report (ACE/062/04/KM):</u> https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/6550d445997b58bc80256efd005697fe/\$FILE/p&r060504pub.pdf</p> <p><u>East Dunbartonshire Council Policy & Resources Committee – 19 August 2004 Report (ACE/120/04/DC):</u> https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/0c169ac793791d868025709e0034d139/\$FILE/p&r190804pub.pdf</p> <p><u>East Dunbartonshire Council – 16 January 2014 – Report (FSS/003/14/IH)</u> https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/193f42e83f0d3db680257c5c0062f0d2/\$FILE/Booklet%20%20-%20Reports%20140116.pdf</p> <p>East Dunbartonshire Council Fostering Procedures and operational guidance, 2011 outline in section 14 the reasons for keeping records on foster carers, how records will be kept, retention and confidentiality in line with East Dunbartonshire Council Social Work Procedure and Guidance on Case Recording (2006) and the Looked after Children (Scotland) regulations , 2009 Regulation 32.</p>
b) What policies and/or procedures did the local authority have on record keeping by foster carers?
1930-1975

Not known, policy and procedures not available

1975-96

Not known, policies and procedures not available.

1996-2014

The Council's policy and procedures on record-keeping by foster carers are detailed at Section 14 of the Fostering procedures and East Dunbartonshire Council Foster Carer Agreement.

East Dunbartonshire Council Social Work Committee – 31 March 2011 - Report (CTY/051/11/FMcS)

[https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffb3/e7a31b75bbed2dcc8025785d005643e5/\\$FILE/SocialWorkPapers.pdf](https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffb3/e7a31b75bbed2dcc8025785d005643e5/$FILE/SocialWorkPapers.pdf)

East Dunbartonshire Council Social Work Committee – 11 December 2014 – Report (ESW/146/14/FM)

<https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/LU-AllDocsID/2335281A6E96C5AE80257DA400552388?OpenDocument>

East Dunbartonshire Council Foster Carer Agreement (2006) in 4.2.2 Foster Carers will: Maintain records of events involving or affecting the child or young person.

East Dunbartonshire Council Fostering Procedures and operational guidance, 2011 outline in section 14 the reasons for keeping records by Foster Carers. Further guidance is given in the Foster Carers Handbook, 2011 and Foster Carer Agreement 2011 which states in 4.3 ' *Foster carers will: Maintain records of events involving or affecting the child/young person placed and make these available to members of the service as appropriate..*

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?

1930-1975

As (a) and (b) above.

1975-1996

As (a) and (b) above.

1996-2014

As (a) and (b) above.

The Council's policy and procedures on record-keeping by foster carers are detailed at Section 14 of the Fostering procedures.

East Dunbartonshire Council Social Work Committee – 31 March 2011 - Report (CTY/051/11/FMcS)

[https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffb3/e7a31b75bbed2dcc8025785d005643e5/\\$FILE/SocialWorkPapers.pdf](https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffb3/e7a31b75bbed2dcc8025785d005643e5/$FILE/SocialWorkPapers.pdf)

East Dunbartonshire Council Social Work Committee – 11 December 2014 – Report (ESW/146/14/FM)

<https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/LU-AllDocsID/2335281A6E96C5AE80257DA400552388?OpenDocument>

d) What did the policies and/or procedures set out in relation to record keeping on the following:

i. Children in foster care

<p>1930-1975</p> <p>As (a) and (b) above.</p> <p>1975-1996</p> <p>As (a) and (b) above.</p> <p>1996-2014</p> <p>As (a) and (b) above.</p> <p><u>East Dunbartonshire Council Social Work Committee – 31 March 2011 - Report (CTY/051/11/FMcS)</u> https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/e7a31b75bbed2dcc8025785d005643e5/\$FILE/SocialWorkPapers.pdf <u>East Dunbartonshire Council Social Work Committee – 11 December 2014 – Report (ESW/146/14/FM)</u> https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/LU-AllDocsID/2335281A6E96C5AE80257DA400552388?OpenDocument</p>
<p>ii. Foster carers</p>
<p>1930- 1975</p> <p>Not known</p> <p>1975-1996</p> <p>As (a) above</p> <p>1996-2014</p> <p>As (a) above.</p> <p><u>East Dunbartonshire Council Social Work Committee – 31 March 2011 - Report (CTY/051/11/FMcS)</u> https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/e7a31b75bbed2dcc8025785d005643e5/\$FILE/SocialWorkPapers.pdf <u>East Dunbartonshire Council Social Work Committee – 11 December 2014 – Report (ESW/146/14/FM)</u> https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/LU-AllDocsID/2335281A6E96C5AE80257DA400552388?OpenDocument</p>
<p>iii. Visits to children and foster carers</p>
<p>1930- 1975</p> <p>Not known</p> <p>1976-1996</p> <p>As (a) above</p> <p>1996-2014</p> <p>As (a) above.</p>

<p>East Dunbartonshire Council Social Work Committee – 31 March 2011 - Report (CTY/051/11/FMcS) https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/e7a31b75bbed2dcc8025785d005643e5/\$FILE/SocialWorkPapers.pdf</p> <p>East Dunbartonshire Council Social Work Committee – 11 December 2014 – Report (ESW/146/14/FM) https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/LU-AllDocsID/2335281A6E96C5AE80257DA400552388?OpenDocument</p>
iv. Complaints
<p>1930- 1975 Not known</p> <p>1976-1996 As 4.7 (ii) and (a) above</p> <p>1996-2014 As 4.7 (ii) and (a) above</p> <p>East Dunbartonshire Council Social Work Committee – 31 March 2011 - Report (CTY/051/11/FMcS) https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/e7a31b75bbed2dcc8025785d005643e5/\$FILE/SocialWorkPapers.pdf</p>
v. Investigations (both internal and external)
<p>1930- 1975 Not Known</p> <p>1975- 1996 See 4.8 (i) (a)</p> <p>1996-2014 See 4.8 (i)(a)</p>
vi. Discipline
<p>1930-1975 Not Known, policy and procedures not available.</p> <p>1976-1996 Not Known, policy and procedures not available.</p> <p>1996-2014 Guidance within East Dunbartonshire Council Fostering procedures and operational guidance,2011 (14.4) details that Foster Carers should record</p> <ul style="list-style-type: none"> • <i>Details of problem behaviours, including what happened before and after</i> • <i>Detail of occasions when he child/young person has gone missing and where they were found</i> • <i>Important events or changes in circumstances for the child/young person.</i> • <i>Police involvement, damage to property.</i>

vii. Responding to requests from former children in foster care for information/records

1930-1975

Not Known, policy and procedures not available.

1975-1996

Not Known, policy and procedures not available.

1996-2014

On 3 September 2015, the Council's Social Work Committee approved a policy on Responding to Former Residents (including Adult Survivors) which introduced formal support measures for care experienced people (including people who had been in foster care) who made a Subject Access Request (SAR) in relation to their care records.

East Dunbartonshire Council Social Work Committee – 3 September 2015 - Report (ESW/099/15/AM)

[https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffb3/caa7912325d3debe80257eae0050a7ba/\\$FILE/20150903%20Complete%20Social%20Work.pdf](https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffb3/caa7912325d3debe80257eae0050a7ba/$FILE/20150903%20Complete%20Social%20Work.pdf)

Information about the support available was included in the Council's Subject Access Request webpage

<https://www.eastdunbarton.gov.uk/residents/council-democracy/subject-access-request>

Guidance was also produced for social workers on accessing care records. The guidance was updated in 2019.

East Dunbartonshire Council (2019) Accessing Care Records Toolkit V2 (within SCAI index)

viii. Other issues relevant to foster care

1930-1975

Not known. No evidence in available records

1975-1996

Not known. No evidence in available records

1996-2014

As 4.9 (i) (a)

e) Who compiled the policies and/or procedures?

1930-1975

as 4.9 (i) (a)

1975-1996

as 4.9 (i) (a)

1996-2014

as 4.9 (i) (a)

f) When were the policies and/or procedures put in place?

1930-1975

as 4.9 (i) (a)

<p>1975-1996 as 4.9 (i) (a)</p> <p>1996-2014 as 4.9 (i) (a)</p>
<p>g) Do such policies and/or procedures remain in place?</p> <p>1930-75 No. These became defunct on the termination of the County Councils in 1975</p> <p>1975-96 No, with one exception. The majority became defunct on the termination of Strathclyde Regional Council. Prior to the termination of the Regional Council, agreement was reached that case records previously lodged within the central archive at the Mitchell Library would continue to be held there on behalf of the new successor authorities. This agreement remains in place in relation to East Dunbartonshire Council's archived case records.</p> <p>GCA records, local copy available</p> <p>1996-2014 Yes</p>
<p>h) Were such policies and/or practices reviewed?</p> <p>1930-1975 Not Known, policy and procedures not available.</p> <p>1975-2014 There were on-going additions to the records retention schedules and departments were required to apply retention schedules when transferring material to the central archive (Strathclyde Regional Archives 1984 – 1996).</p> <p>GCA records, local copy available</p> <p>1996-2014 Yes</p>
<p>i) If so, what was the reason for review?</p> <p>1930-96 As h) above</p> <p>1996-2014</p> <p>In keeping with new legislation. For example, the Looked after Children (Scotland) Regulations, 2009</p> <p>East Dunbartonshire Council's Data Protection policy, for example, was reviewed annually to ensure it remained appropriate.</p> <p>East Dunbartonshire Council Policy & Resources Committee – 18 December 2014 – Report (FSS/036/14/IB) https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/fa3075d1701a26c380257daf003c4655/\$FILE/P&R%20Cttee%20Booklet%201%20181214.pdf</p>
<p>j) What substantive changes, if any, were made to the policies and/or procedures over time?</p>

1930-1975

Not Known, policy and procedures not available.

1975-1996

There were on-going additions to the records retention schedules and departments were required to apply retention schedules when transferring material to the central archive (Strathclyde Regional Archives 1975 – 1996).

GCA records, local copy available

1996-2014

As (a) to (d) above

The Council's Data Protection policy was amended in 2010 "to make additions to the policy stating the duties of Council employees and Elected Members to conduct checks on the accuracy of the data in the course of normal business, to ensure that personal data is disposed of securely when no longer required and informs of the potential for disciplinary action in the event of non-compliance with the policy".

East Dunbartonshire Council Policy & Resources Committee - 16 December 2010 – Report (CSD/237/10/SA)

[https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/6e098f3a8f543154802577f50050aedb/\\$FILE/P&RPublic.pdf](https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/6e098f3a8f543154802577f50050aedb/$FILE/P&RPublic.pdf)

k) Why were changes made?

1930-2014

As (a) to (i) above.

1996-2014

The Council updated its Data Protection policy in 2010 to reflect "recent changes in the Council's structure and developments in Data Protection practice guidelines".

East Dunbartonshire Council Policy & Resources Committee - 16 December 2010 – Report (CSD/237/10/SA)

[https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/6e098f3a8f543154802577f50050aedb/\\$FILE/P&RPublic.pdf](https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/6e098f3a8f543154802577f50050aedb/$FILE/P&RPublic.pdf)

l) Were changes documented?

1930-2014

As (a) to (i) above.

1996-2014

Changes were documented within the updated policy documents, e.g.

East Dunbartonshire Council Policy & Resources Committee - 16 December 2010 – Report (CSD/237/10/SA)

[https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/6e098f3a8f543154802577f50050aedb/\\$FILE/P&RPublic.pdf](https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/6e098f3a8f543154802577f50050aedb/$FILE/P&RPublic.pdf)

m) Was there an audit trail?

1930-2014

As (a) to (i) above.

1996-2014

Policy updates were logged by version control information within the policy documents, e.g.

Information and Records Management, Preservation of Archives Policy:

https://www.eastdunbarton.gov.uk/filedepot_download/17144/1172

East Dunbartonshire Council Data Protection Policy 2018:

https://www.eastdunbarton.gov.uk/filedepot_download/17140/1154

Present

n) With reference to the present position, are the answers to any of the above questions different?

Yes

o) If so, please give details.

4.9.d (vii)

On 3 September 2015, the Council's Social Work Committee approved a policy on Responding to Former Residents (including Adult Survivors) which introduced formal support measures for care experienced people (including people who had been in foster care) who made a Subject Access Request (SAR) in relation to their care records.

East Dunbartonshire Council Social Work Committee – 3 September 2015 - Report (ESW/099/15/AM)

[https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/caa7912325d3debe80257eae0050a7ba/\\$FILE/20150903%20Complete%20Social%20Work.pdf](https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/caa7912325d3debe80257eae0050a7ba/$FILE/20150903%20Complete%20Social%20Work.pdf)

Information about the support available was included in the Council's Subject Access Request webpage

<https://www.eastdunbarton.gov.uk/residents/council-democracy/subject-access-request>

Guidance was also produced for social workers on accessing care records. The guidance was updated in 2019.

East Dunbartonshire Council (2019) Accessing Care Records Toolkit V2

4.9.h to 4.9.m

The Council updated its Data Protection, Information & Records Management and Archives policies in 2015 in response to the Public Records (Scotland) Act (2011).

East Dunbartonshire Council Policy & Resources Committee – 18 December 2014 – Report (FSS/036/14/IB)

[https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/fa3075d1701a26c380257daf003c4655/\\$FILE/P&R%20Ctee%20Booklet%201%20181214.pdf](https://dbs1.eastdunbarton.gov.uk/INTRANET/ACE/EDCCMTT.NSF/7475f03a69d1d87d80256cfa003ffba3/fa3075d1701a26c380257daf003c4655/$FILE/P&R%20Ctee%20Booklet%201%20181214.pdf)

The Council revised its Data Protection policy in 2018 to ensure compliance with the provisions of the Data Protection Act (2018).

East Dunbartonshire Council Data Protection Policy 2018:

https://www.eastdunbarton.gov.uk/filedepot_download/17140/1154

(ii) Practice
Past
a) Did the local authority adhere in practice to its policy/procedures in relation to record keeping?
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96 Not known. No evidence in available case records from the time.</p> <p>1996-2014 Yes</p>
b) Did the local authority check adherence in practice to its policies and/or procedures in relation to record keeping by foster carers?
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96 Not known. No evidence in available case records from the time.</p> <p>1996-2014 Yes</p>
c) Did the local authority adhere in practice/check adherence in practice to its policy/procedures in relation to record keeping on the following:
<p>i. Children in foster care</p>
<p>1930-75 Not known. Policy/procedures not available. No evidence in available case records from the time.</p> <p>1975-96 Not known. No evidence in available case records from the time.</p> <p>1996-2014 Children's Case File Audit evidences that in most cases records were maintained as policy/procedure at that time.</p>
<p>ii. Foster carers</p>
<p>1930-75 Not known. No evidence in available case records from the time.</p>

<p>1975-96 Not known. No evidence in available case records from the time.</p> <p>1996-2014 Foster Carers Case File Audit evidences that case records were maintained to policy/procedures at that time and scrutiny provided by annual review of foster carers.</p>
iii. Visits to children and foster carers
<p>1930-75 Not known. Policy/procedures not available. Evidence of "Records of visits" form in casefile from this period</p> <p>1975-96 Not known. No evidence in available case records from the time.</p> <p>1996-2014 Children's Case File Audit evidences that children were visited regularly by Social Workers and Foster Carer File Audit that Supervising Social Workers visited regularly. Where gaps were identified at foster carer annual review these were rectified.</p>
iv. Complaints
<p>1930-75 Not known. No evidence in available records</p> <p>1975-96 Not known. No evidence in available record</p> <p>1996-2014 As 4.7 (2) (e)</p>
v. Investigations (both internal and external)
<p>See 4.8 above for all years</p> <p>1930-75 1975-96 1996-2014</p>
vi. Discipline
<p>1930-75 Not known. No evidence in available records</p> <p>1975-96 Not known. No evidence in available records</p> <p>1996-2014 Carers Daily Logs have not been retained by Social Work Department during this period. There are some records within Foster Carer Case Files during audit that daily logs were read by Supervising Social Workers and read as part of complaints process.</p>

vii. Responding to requests from former children in foster care for information/records
<p>1930-75 Not known. No evidence in available records</p> <p>1975-96 Not known. No evidence in available records</p> <p>1996-2014 Subject Access Request Database was not created until 2015 therefore, any records before this time are within case files. There is some evidence of care experienced adults accessing their care records within Departmental files but not within the case file audit undertaken.</p>
viii. Other issues relevant to foster care
<p>1930-75 Not known. No evidence in available records</p> <p>1975-96 Not known. No evidence in available records</p> <p>1996-2014 As indicated in 4.9 (i)(a) Recording practice was wider than i-vii above and included Foster Carers recording contact arrangements, educational and social progress, accidents, illnesses, medical and dental appointments.</p> <p>Foster Carer File Audit indicated that records contained information required by the East Dunbartonshire Council Fostering Procedures and operational guidance, 2011.</p>
d) How was adherence demonstrated?
<p>1930-75 Not known. No evidence in available records</p> <p>1975-96 Not known. No evidence in available records</p> <p>1996-2014 Children's and Foster Carer File Audits.</p>
e) Were relevant records kept demonstrating adherence?
<p>1930-75 Not known. No evidence in available records</p> <p>1975-96 Not known. No evidence in available records</p> <p>1996-2014 Yes by Social Work Staff relating to children and Foster Carers.</p>
f) Have such records been retained?

	<p>1930-75 Not known. No evidence in available records</p> <p>1975-96 Not known. No evidence in available records</p> <p>1996-2014 Yes</p>
g) If policy/procedure was not adhered to in practice, why not?	<p>1930-75 Not known. No evidence in available records</p> <p>1975-96 Not known. No evidence in available records</p> <p>1996-2014 Audit suggests policy and procedures were adhered to in practice.</p>
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?	<p>1930-75 Not known. No evidence in available records</p> <p>1975-96 Not known. No evidence in available records</p> <p>1996-2014 Ongoing quality assurance of CP cases from CP Performance Information Sub Group formation, 2009 report.</p>
i) If so, when did the reviews take place, what documentation is available, and what were the findings?	<p>1930-75 Not applicable</p> <p>1975-96 Not applicable</p> <p>1996-2014 Child Protection Business Plan, 2009 (see 4.8 (a) (b)).</p>
j) How have the outcomes of investigations been used to improve systems, learn lessons?	<p>1930-75 Not known. No evidence in available records</p>

<p>1975-96 Not known. No evidence in available records</p> <p>1996-2014 As above.(i)</p>
k) What changes have been made?
<p>1930-75 Not known. No evidence in available records</p> <p>1975-96 Not known. No evidence in available records</p> <p>1996-2014 Quality assurance systems introduced, 2007 and reporting to Delivering Children and young people's partnership which incorporated CPC.</p>
l) How are these monitored?
<p>1930-75 Not applicable</p> <p>1975-96 Not applicable</p> <p>1996-2014 As K) above</p>
m) Did the local authority afford former children in care access to records relating to their time in foster care?
<p>1930-75 Not known. No evidence in available records</p> <p>1975-96 Not known. No evidence in available records</p> <p>1996-2014 Yes</p>
n) If so, how was that facilitated?
<p>1930-75 Not Applicable</p> <p>1975-96 Not Applicable</p> <p>1996-2014 By Social Workers from the Care Planning and Placement Team and Fieldwork Social Workers.</p>

o) If not, why not?
1930-75 Not known. No evidence in available records
1975-96 Not known. No evidence in available records
1996-2014 Not applicable.

Present
p) With reference to the present position, are the answers to any of the above questions different?
yes
q) If so, please give details.
<p>Accessing Case Records Toolkit V2 2019 provides detailed guidance on this task for Social Workers,</p> <p>Foster Carer logs were replaced by Foster Carer Daily Case Recordings in 2020. These are now kept in paper form rather than a diary so they can be signed off by Supervising Social Workers and scanned into the child's file for retention and future file access.</p> <p>Fostering Procedures and Operational Guidance are in final draft form in 2020 and update in line with new legislation and best practice guidance. Foster Carers were trained in confidentiality and record keeping in January 2019 and the new Carer Handbook produced in 2020 contains comprehensive guidance on recording for foster carers.</p> <p>Complaints and allegations tracker logs are now kept by the Care Planning and Placement Team in line with National Care Standards and there is a Central complaints and subject access request log held by East Dunbartonshire Council.</p>
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
<p>Children's Case Records</p> <p>Foster Carer daily case records.</p>
ii. Staff with responsibilities for foster care
Foster Carers Case Records
iii. Foster carers
Foster Carer daily case records.
iv. Complaints
Care Planning and Placement Team complaints and allegations logs. East Dunbartonshire Council Central complaints register.
v. Investigations (both internal and external)

Children's Case Records and regular quality assurance of CP Cases and reports to CPC.
vi. Responding to requests from former children in foster care for information/records
All Subject Access Requests (SARs) received by East Dunbartonshire Council are logged on a SAR Tracking database maintained by the Freedom of Information/Data Protection Officer. https://www.eastdunbarton.gov.uk/filedepot_download/17141/2310