

[redacted]

Subject: FW: Doran - National Commissioning Group - 15 February 2017

From: [redacted]
Sent: 09 February 2017 14:10
To: [redacted]@scis.org.uk [**Other recipients redacted**]
Cc: [Redacted]
Subject: FW: Doran - National Commissioning Group - 15 February 2017

Dear All,



Doran - National Commissioning... Doran - National Commissioning... Doran - National Commissioning...

Please find attached papers for the next meeting of the Doran National Commissioning Group which takes place on Wednesday, 15 February, 10.00-13.00 (incl. lunch) in Saughton House, Edinburgh .

- Paper 1: agenda
- Paper 2: minute of the meeting of 16 November
- Paper 3: improvement driver diagram

You will remember that at the last meeting, we began work on the improvement driver diagram with a focus on training and research. We plan to expand and move the discussion forward at the meeting and as such, we have asked [redacted] one of our Improvement Advisers in Scottish Government to come along to facilitate a session around this. To support this, the language in the attached driver diagram has been amended to reflect a more outcomes based approach. Although the outputs from the last meeting have been removed, we have not lost sight of these and will consider them in addition to the outputs from the improvement session following the meeting next week.

Thank you for all those who have confirmed you are able to attend. If you are unable to attend this meeting, I would be grateful if you could let me know if you will be able to send a sub to represent your organisation.

Looking forward to seeing you on the 15th.

Many thanks

[redacted]

[redacted] | Policy Officer | Learning and Justice Directorate | Support and Wellbeing Unit | Area 2C South, Victoria Quay, Edinburgh, EH6 6QQ | Tel: 0131 244 [redacted] | Email: [redacted]@gov.scot

Doran Review Website: <http://www.scotland.gov.uk/Topics/Education/DoranReview>

[redacted]

From: [redacted]
Sent: 02 March 2017 11:31
To: [redacted]
Cc: [redacted]; [redacted]; [redacted]
Subject: RE: Meeting notes

Thank you very much, [redacted].
[redacted]

[redacted] GIRFEC Implementation Adviser | Better Life Chances Unit, Creating Positive Futures | Directorate for Children and Families | Area 2C North, Victoria Quay | email: [redacted]@gov.scot | Telephone: 0131 244 [redacted] | Mobile: [redacted]

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-----Original Message-----

From: [redacted] [mailto:[redacted]@scis.org.uk]
Sent: 02 March 2017 11:27
To: [redacted]
Cc: [redacted]; [redacted]
Subject: RE: Meeting notes

Dear [redacted]
Thank you for these and the time to discuss. I can't speak for the Early Years' Meeting, but as regards the other two, certainly a measured, and accurate reflection of the issues raised/discussed.
Best wishes
[redacted]

[redacted]
Deputy Director, Professional Learning & Development

0131 556 [redacted]

www.scis.org.uk

@ SCIScpd

-----Original Message-----

From: [redacted]@gov.scot [mailto:[redacted]@gov.scot]
Sent: 28 February 2017 12:57
To: [redacted]
Cc: [redacted]@gov.scot; [redacted]@gov.scot
Subject: Meeting notes

Hello [redacted],

I'm attaching the three notes of our meetings with SCIS members for you to have a look over, as the Scottish Government is intending to publish the notes of all the engagement meeting on its website. The website and the notes themselves will state that these meeting notes are Scottish Government summaries of the discussions we heard at these meetings, not formal minutes agreed by those attending. The note will also explain that there may have been a variety of views expressed at each meeting. No names of individual members of staff, parents or young people are included in the notes.

Would be let me know if you are content with what is there. I'll be here until 5.30 pm today and on Thursday until the end of the day of you want to have a chat.

Many thanks,
[redacted]

[redacted] | GIRFEC Implementation Adviser | Better Life Chances Unit, Creating Positive Futures | Directorate for Children and Families | Area 2C North, Victoria Quay | email: [redacted]@gov.scot | Telephone: 0131 244 [redacted] | Mobile: [redacted]

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Tha am post-d seo (agus faidhle neo ceanglan còmhla ris) dhan neach neo luchd-ainmichte a-mhàin. Chan eil e ceadachd a chleachdadh ann an dòigh sam bith, a' toirt a-steach còraichean, foillseachadh neo sgaoileadh, gun chead. Ma 's e is gun d'fhuair sibh seo le gun fhiosd', bu choir cur às dhan phost-d agus lethbhreac sam bith air an t-siostam agaibh, leig fios chun neach a sgaoil am post-d gun dàil.

Dh'fhaodadh gum bi teachdaireachd sam bith bho Riaghaltas na h-Alba air a chlàradh neo air a sgrùdadh airson dearbhadh gu bheil an siostam ag obair gu h-èifeachdach neo airson adhbhar laghail eile. Dh'fhaodadh nach eil beachdan anns a' phost-d seo co-ionann ri beachdan Riaghaltas na h-Alba.

Please note: These meeting notes are Scottish Government summaries of the discussions Scottish Government officials and Ministers heard at these meetings, not formal minutes agreed by those attending. The meetings ranged in audience from frontline practitioners to heads of organisations, and parents and young people, and because of this, the meeting length and delivery format on the day, as well as the structure and length of each meeting note varies. There was a variety of views expressed at each meeting.

**GIRFEC Engagement on Information Sharing
Meeting with Junior Head Teachers
Scottish Council of Independent Schools - Junior School Headteachers'
Conference
18 November 2016
Scottish Government Note of Meeting**

Key points made at the meeting included:

Safeguards

It would be useful to have:

- A clearly defined flowchart (what to do) to frame information sharing, including hyperlinks and pertinent phone numbers.
- Information sharing exemplars/scenarios would be useful.
- Links to people you can speak to for advice.
- Matrix by category of problem; setting out why we would share information for specific cases, and information sharing decisions should also be recorded.
- A standardised form to use across all sectors. There were opposite views on having a standardised form. Some wanted one, others thought waiting for the "perfect" form would lead to unnecessary delay.
- If GPs are looking to share with consent they will need to know where pupils attend school.
- Guidance would be helpful on where, why, what to store and share.
- 4 W's – who, where, what, which... (related to information sharing) child should be at the centre
- Share only on a need to know basis.

General:

- Calendered availability of Named Person during holidays.
- No access to SEEMIS.
- More linked events with inter-agencies.
- Parents of nursery aged children should be given information on who their Named Person is.
- Check-list of clarification of what you do/do not know.
- Supporting practitioners to build partnerships and maintain good relationships with parents.
- In most cases, schools seek consent from both the child/young person and their parent(s) if there is a need to share information in order to provide support
- Clear and staged intervention – from wellbeing concerns to level of significant wellbeing concerns/child protection.
- It is the level below child protection that concerns us most.

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- Communication is key as is trust, but how do we build trust?
- Hypothetical conversation with child services/other agencies to assist in determining what support might be appropriate and available
- Proportionate sharing of information within school
- Named Persons are concerned with being left to cope with supporting extremely vulnerable children and young people as key services have waiting lists
- More guidance on assessing wellbeing against the wellbeing indicators would be useful
- Codes of conduct for all partners – how do we ensure shared level of understanding of Data Protection Act?
- Greater clarity and simplification of defined roles and responsibilities is clearly required
- Sharing of only relevant and proportionate information:
 - process and tools – common forms across whole of Scotland
 - how/when to seek permission
- What information provided re: potential disclosure of information

Consent

- Question is pertinent now – currently should be sharing information through provisions and permissions of the Data Protection Act.
- Information provided requires a judgement on each individual case
- Parent's vs. child's views
- Current good practice to support a smooth transition to another school and for continuity of learning is to speak to the receiving school. School file is passed onto new school
- Issue around getting balance right
- Some sort of national/legal helpline to offer advice on information sharing would be useful to build confidence in decision making, especially when quality assured
- Use of information commissioner's office as point of contact for advice
- Resources for serious wellbeing concerns when sought aren't available when requested
- Practitioner raised anxieties about the potential to pass too much (too little information). The question was asked of who is liable in such circumstances, where there is a complaint? It was established that the Board of Governors are liable, although this did not ease concerns. Having clear, competent policies and procedures are part of the operating environment and will support schools, practitioners and Board Trustees to operate in accordance with law.
- Scenarios as advice
- Cultural change in sharing – right people around table
- Role of chronology
- Professional judgement (need to know basis)
- Depends on age and capacity of child/young person

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Communication with parents

- Build trust with parents and with other agencies.
- There is a perspective, promoted in the media, that the Named Person will affect parental rights.
- Anxiety around how things are being picked up by parents. Messaging needs improved for consistency and to ensure parents, children, young people and practitioners have accurate information about the support the Named Person service can provide and Getting it Right for Every Child.
- Promote the rationale for why this is being put in statute.
- A clear statement on the legal position and implications.
- Need to reverse negativity – ensure Named Person promoted as a positive opportunity.

Wellbeing

What more can be done to support understanding of the wellbeing indicators?

- The group noted that there was a role for both the Scottish Government and individual schools to promote knowledge and understanding.

Other

- How to ensure Named Person's, who in delivering the new duties, share only proportionate and relevant information with other agencies – more potential advice, training required with case studies.
- What are the expectations for roles in schools in connection with business continuity, weekends and holidays, etc.
- Guidance on information sharing between independent sector and Local Authorities when children leave an independent school before aged 18 or leave to attend a Local Authority school. Guidance must cover both personal and sensitive personal information sharing.

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GIRFEC Engagement on Information Sharing
Meeting with Representatives from Early Years and Nurseries (members of
Scottish Council of Independent Schools) -
14 November 2016
Scottish Government Note of Meeting

Key points made at the meeting included:

Consent

- Child or young person and parent involvement is essential.
- Importance of relationships with parents and children.
- Sharing with consent unless child protection.
- GIRFEC would be difficult to do without consent.
- Having to revisit seeking consent time and time again means that early intervention may be delayed.
- There is good practice already. Parents are clear about what information is shared and when.

Thresholds

- Clear on child protection – early signs of concern about wellbeing less clear and prevention is not at the Data Protection Act level. Can't share information at this level without consent.
- Having consistent understanding of how to consider wellbeing.
- Concern that a rigid code of practice would be not easy to apply. Concern about setting a defined threshold for sharing when the 'level of wellbeing' is individual to each child or young person.
- Not easy to define a threshold to the grey area.

Other points

- Clear communication to children, young people and parents of who the Named Person is and what the service offers.
- Concern that the Named Person is seen as the only person to go to. Important to re-emphasise the provision of a clear point of contact does not do away with the role of existing services and their function of supporting children, young people and families.
- Felt that the communications about the Children and Young People (Scotland) Act 2014 and Named Person has had the Named Person at the centre not the child – a key driver in the Act was to share information in order to get support for the child, young person and their parents.
- Lead professional role is important in bringing together support when it is fragmented.
- Capacity in Health Visiting [Scottish Government funding for 500 additional Health Visitors has been made available to Health Boards]

Please note: These meeting notes are Scottish Government summaries of the discussions Scottish Government officials and Ministers heard at these meetings, not formal minutes agreed by those attending. The meetings ranged in audience from frontline practitioners to heads of organisations, and parents and young people, and because of this, the meeting length and delivery format on the day, as well as the structure and length of each meeting note varies. There was a variety of views expressed at each meeting.

GIRFEC Engagement on Information Sharing
Meeting with Representatives from Secondary Schools (members of Scottish
Council of Independent Schools)
2 December 2017
Scottish Government Note of Meeting

SECTION ONE – SAFEGUARDS

Issues raised:

- Keen for a national helpline advice centre – appreciate aspirational, but regarded as essential by those in the independent school sector.
- Reference made to data sharing guidelines in England.
- Keen for a national toolkit [guidance and support materials] including: flowcharts, case studies, checklists, good practice with exemplification. Plain English and not legalese. Need for professional judgement to be incorporated
- Desire for a consent based model.
- Consensus that making decisions on whether to share information about wellbeing concerns at the lower end of the spectrum can be difficult. Wellbeing concerns at the lower end should always be shared with consent.
- Ensure there is training and support for Named Persons so they are confident in delivering the role and work within the law.
- Electronic transfer must be safe and secure. Schools have purchased additional secure encryption software.
- Named Person service over the holidays requires a proactive, consistent approach.
- International dimension – issues with children/young people who live abroad, holidays – as the Named Person provisions in the Children and Young People (Scotland) Act 2014 apply in Scotland only – no jurisdiction over other countries.
- Would welcome common documentation.
- Issues with schools working with multiple councils and hence the need for information sharing protocols to ensure equity.
- Identification of thresholds – what is a significant wellbeing concern that can be shared?
- Need to re-visit data sharing agreements.
- If they have wellbeing concerns GPs need to know which school children/young people are enrolled in.

Please note: These meeting notes are Scottish Government summaries of the discussions Scottish Government officials and Ministers heard at these meetings, not formal minutes agreed by those attending. The meetings ranged in audience from frontline practitioners to heads of organisations, and parents and young people, and because of this, the meeting length and delivery format on the day, as well as the structure and length of each meeting note varies. There was a variety of views expressed at each meeting.

SECTION TWO – CONSENT

Issues raised:

- Schools operate under Data Protection Act (DPA). Schools are mindful if a concern is not Child Protection, or at the level of significant harm or risk of significant harm and if parent instructs school not to share anything, then information isn't shared.
- If a concern is at a child protection/significant harm level and you are required to share under the Data Protection Act, why ask for consent if you know you are required to share anyway?
- Potential for schools to let parents know from the outset what the Named Person service offers.
- Schools work to build relationships based on trust, while at same time recognising their role in supporting children's wellbeing and make this clear to parents.
- School information sharing protocols should reflect a position of openness.
- Most parents work together with a school.
- Need for professional judgement.
- Making the Named Person service available to all avoids creating a division and promotes equality for all to benefit from good practice and access support.
- Named Person and pastoral care roles are entirely complementary.
- Situations where information is required to be shared do currently exist and schools already have a duty to comply with DPA.

Other comments

- Important to keep commitment to implementing GIRFEC and fix the legislation.
- Wellbeing concerns recognising there is a huge difference between physical issues and psychological issues.
- Desire for more information sharing at lower level of wellbeing so that early support can be offered.
- Government communication needs to 'address the misrepresentation' of Getting it Right for Every Child and the purpose of the Named Person.

[redacted]

Subject: FW: SG Public Consultation: Scotland's Ten Year Strategy for the Learning Provision for Children and Young People with Complex Additional Support Needs 2017-2026

From: [redacted]

Sent: 05 June 2017 11:36

To: John Edward [Other Recipients Redacted]

Cc: [Redacted]

Subject: SG Public Consultation: Scotland's Ten Year Strategy for the Learning Provision for Children and Young People with Complex Additional Support Needs 2017-2026

<https://consult.scotland.gov.uk/support-and-wellbeing/complex-additional-support-needs-2017-2026/>

Please find attached the link to the public consultation on 'Scotland's Ten Year Strategy for the Learning Provision for Children and Young People with Complex Additional Support Needs 2017-2026'.

The public consultation was opened this morning and will run until 28 August 2017.

I would be grateful if you could bring to the notice of the stakeholder/organisation groups you represent.

Thank you.

Kind Regards,
[redacted]

[redacted] | Policy Officer | Learning and Justice Directorate | Support and Wellbeing Unit | Area 2C South, Victoria Quay, Edinburgh, EH6 6QQ | Tel: 0131 244 [redacted] | Email: [redacted]@gov.scot

Doran Review Website: <http://www.scotland.gov.uk/Topics/Education/DoranReview>

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[Redacted]

From:
Sent: 27 November 2017 11:02
To:
Subject: FW: SCIS Governing Board

From: [Redacted]

Sent: 09 June 2017 11:36
To: John Edward; [redacted]
Cc: [Redacted]

Subject: RE: SCIS Governing Board
Happy with that

John

From: John Edward [mailto:john.edward@scis.org.uk]
Sent: 09 June 2017 10:24

To: [Redacted]; [redacted]
Cc: [Redacted]
Subject: RE: SCIS Governing Board

I'm going to put [redacted] in touch directly. Better you speak with a large school who knows exactly what they're looking for, and if the dates suits, we can come along.

We get a full data set from the SQA for NQs, but nothing collective below that, so if there was to be something else it would be for schools to consider.

Does that sound okay?

Kind regards

John

John Edward
Director



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From: [redacted] [mailto:[redacted]]
Sent: 09 June 2017 08:18
To: John Edward; [redacted]
Cc: [redacted]
Subject: RE: SCIS Governing Board

John

Any progress following our last exchange?

Best

[redacted]

From: [redacted]
Sent: 01 June 2017 08:31
To: 'John Edward'; Margaret Lannon
Cc: [redacted]
Subject: RE: SCIS Governing Board

John

If your sense is that this would be an appropriate first step then happy to proceed as you suggest. We can then look to follow up on that initial discussion if it is deemed appropriate to do so.

Regards

[redacted]

From: John Edward [mailto:john.edward@scis.org.uk]
Sent: 31 May 2017 16:42
To: [redacted]
Cc: [redacted]
Subject: RE: SCIS Governing Board

[redacted]

It is hard, isn't it? I'm not sure who will be around in July, particularly from the schools.

I wonder if it is worth putting you in touch directly with George Watson's, whose Head and data specialist were the school specialists we were going to bring along? They have a better idea of what they might be able to provide, and to use. I can brief them on where we stand, given that we receive the SQA data set for the whole sector on the NQs, but nothing below that.


Kind regards


John



John Edward
Director
<https://tourdeforth-2017.everydayhero.com/uk/john-back-on-2-wheels>

[redacted]

 www.scis.org.uk

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From: [redacted] [mailto:[redacted]]
Sent: 31 May 2017 13:18
To: [redacted]; John Edward
Cc: [redacted]
Subject: RE: SCIS Governing Board

John

It seems it is proving really difficult to get all of the key people in the same room at the same time! Can this discussion hold until July [redacted] or should we look to reduce the number of attendees required to try and secure an earlier date, on the understanding that any issues raised during the discussion that either side are unable to answer can be picked up through correspondence?

Regards

From: [redacted] [mailto:[redacted]@scis.org.uk]
Sent: 31 May 2017 10:43
To: John Edward
Cc: [redacted]
Subject: Re: SCIS Governing Board

Sorry, GTCS recently confirmed this slot for the independent schools registration group.
[redacted]

Sent from my iPad

On 31 May 2017, at 10:25 am, John Edward <john.edward@scis.org.uk> wrote:

[redacted]

I may not be here myself but the time looks free for [redacted] and I will check with our colleagues at [redacted]'s who know the issue inside out.

Thanks

John

<image001.jpg>

John Edward
Director
<https://tourdeforth-2017.everydayhero.com/uk/john-back-on-2-wheels>
<image002.png> [redacted]
<image003.png> www.scis.org.uk

<Image004.png> @ SCISschools

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From: [redacted]
Sent: 31 May 2017 09:50
To: John Edward
Cc: [redacted] [redacted]
Subject: RE: SCIS Governing Board

John

Apologies, but my fear over a diary conflict on the 16th has been realised.

An alternative I can offer up would be 21 June: 10.30am – 11.30am. does that work for you?

Best

[redacted]

From: [redacted]
Sent: 23 May 2017 20:10
To: 'John Edward'
Cc: [redacted] Margaret Lannon
Subject: RE: SCIS Governing Board

John

Good to hear from you. Not trying to be difficult but we may have a diary conflict on the 16th. I won't know until next week so let's keep the 16th in diaries for now and I will confirm asap. Will probably be early next week before I know for definite.

Best

[redacted]

From: John Edward [<mailto:john.edward@scis.org.uk>]
Sent: 23 May 2017 18:52
To: [redacted]
Cc: [redacted] Margaret Lannon
Subject: Re: SCIS Governing Board

[redacted]

I will go ahead and say the 16th is fine. I will ask if one or two more learned folk from our schools are free.

Kind regards

John

John Edward
Director

www.scis.org.uk

From: [REDACTED]
Sent: 11 May 2017 17:01:03
To: John Edward
Cc: [REDACTED]
Subject: RE: SCIS Governing Board

John

16 June (9.30-10.30) looks possible for us

From: John Edward [mailto:john.edward@scis.org.uk]
Sent: 11 May 2017 13:53
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: SCIS Governing Board

Sadly I am at a briefing with Heads that afternoon.

Other availability from then on is:

7th (am)
Possibly 8th
13, 14, 15 (possibly), 16 (probably)

Had a school on just now asking about the choice of standardised assessment model, so that would be useful.

Thanks

John

John Edward
Director
<https://tourdeforth-2017.everydayhero.com/uk/john-back-on-2-wheels>

<Image001.jpg>

<Image002.png> [REDACTED]

<Image003.png> www.scis.org.uk

<Image004.png> @ SCISschools

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From: [REDACTED]
Sent: 11 May 2017 13:30
To: John Edward
Cc: [REDACTED]
Subject: RE: SCIS Governing Board