



Centre for excellence
for Children's Care and Protection

Minimum Dataset for Child Protection Committees

Guidance Manual

CEL CIS Protecting Children Team

July 2019



www.celcis.org

building brighter futures

Table of Contents

A. The Minimum Dataset Package	1
B. Minimum Dataset Indicators	2
C. Minimum Dataset Workbook	5
D. Minimum Dataset Report Template.....	6
E. Guidance on Data Collation, Analysis and Reporting Process	8
F. Guidance in Analysing Charts	11
G. Guidance in Analysing Tables.....	14
H. Guidance on Using the Scrutiny Questions.....	16
I. Frequently Asked Questions	19

A. The Minimum Dataset Package

The Minimum Dataset for Child Protection Committees is a 'package' of resources that collectively support Scotland's 30 Child Protection Committees to collate, analyse and report on an agreed set of indicators in a consistent and meaningful manner.

The package consists of:

- 17 indicators (three of which have two measures).
- A Microsoft Excel Workbook to support the collation and presentation of the data.
- A report template to support the analysis and reporting of the data.
- Guidance on how to:
 - Organise the data collation, analysis and reporting process.
 - Analyse the Minimum Dataset charts and tables.
 - Use the Scrutiny Questions.

B. Minimum Dataset Indicators

The minimum dataset indicators have been developed and agreed following extensive consultation with Child Protection Committees and national partners that include the Scottish Government, Care Inspectorate, Scottish Children’s Reporter Administration (SCRA), Police Scotland and NHS/ISD Scotland.

There are 17 indicators (three of which have two measures) and these are set out in Figure B.1.

Figure B.1: Minimum Dataset Indicators

Involved in child protection processes	
1a	Number of children subject to initial and pre-birth child protection case conferences
1b	Number of initial and pre-birth child protection case conferences
2	Conversion rate (%) of children subject to initial and pre-birth child protection case conferences registered on child protection register
3	Number of new child protection registrations
4	Number of child protection re-registrations (within 3, 6, 12 and 24 months of deregistration)
5	Number of children on the child protection register
6	Number of children de-registered from the child protection register
Characteristics of our vulnerable children and young people population	
7	Age of children placed on the child protection register
8	Concerns recorded for children placed on the child protection register at a pre-birth or initial conference
Known to other services and processes	
9a	Number of children and young people referred to the Children's Reporter on offence grounds
9b	Number of children and young people referred to the Children's Reporter on non-offence grounds
10	Number of children and young people referred to the Children's Reporter from a child protection case conference
11	Number of children and young people with a child protection order granted
Assessing local response and child protection processes	
12	Percentage of initial child protection case conferences held no later than 21 calendar days from notification of concern

13	Percentage of pre-birth child protection case conferences taking place no later than at 28 weeks pregnancy or, in the case of late notification of pregnancy, as soon as possible after the notification of concern and in any case within 21 calendar days
14	Percentage of initial core group meetings held within 15 calendar days of the initial child protection case conference
15	Percentage of first review child protection case conferences held within 3 months of the initial child protection case conference
16a	Parental attendance at initial child protection case conferences
16b	Parental attendance at initial core group meetings
17	Percentage of Reporter's decisions made within 50 working days of referral receipt

Each indicator has been selected because they meet the agreed parameters for the Minimum Dataset, which are as follows:

- Minimum Dataset indicators are to be collected, analysed and reported to Child (or Public) Protection Committees on a **quarterly** basis.
- Indicators are included on the basis that:
 - They **tell us something of value** about vulnerable children and young people and/or the child protection system.
 - They are updated on at least a quarterly basis and are **meaningful to analyse on a quarterly basis**.
 - There is **national understanding and consistency** on how indicators are defined and being collected.
- Alongside the indicators within the Minimum Dataset, **additional indicators** can be collected and analysed that relate to local processes or priorities.

Key points to note about the 17 minimum dataset indicators are:

- All are available on a quarterly basis – and it is recommended that:
 - Academic quarters (i.e. February-April; May-July; August-October; November-January) are used to align with the national Child Protection statistical return to Scottish Government.
 - Data is collated for the previous two years' quarters to show trends over time.
- Many are indicators that are already reported locally and/or are collated as part of the national Child Protection statistical return to Scottish Government.
- Many are indicators that reflect multi-agency processes, albeit the indicators may be collated from Social Work IT systems.

- Indicators from other agencies have been included where robust and meaningful data is available for all of Scotland's 32 local authority areas on a quarterly basis.
- Some indicators may be new to a local area. For these indicators, the options are to:
 - Retrospectively review case files to collate data for previous quarters.
 - Reconfigure case management/reporting systems to start collecting data from now on.
- There is scope for Child Protection Committees to collect and report **additional indicators** that reflect local priorities (e.g. earlier stages of the child protection process, health, and outcomes data). It is recommended that any additional indicators are collated and reported using the Minimum Dataset package format by adding further Worksheets to the Workbook and pages/sections to the Report Template.

The value to Child Protection Committees of collating, analysing and reporting the minimum dataset indicators are:

- The indicators provide clarity to Child Protection Committees on what indicators they should be collating, analysing and reporting on a quarterly basis.
- The indicators provide intelligence about the vulnerable children and young people and the workings of their local child protection system.
- The indicators support improvement activities as they help to:
 - Highlight local issues / priorities for local attention and action.
 - Monitor the impact of new approaches and/or improvement activities.
- The indicators increase the opportunities to benchmark and learn from other Child Protection Committees.

C. Minimum Dataset Workbook

The Workbook, developed in Microsoft Excel to support use across Scotland's Child Protection Committees, is the place where the data for each of the minimum dataset indicators is collated and then transposed into chart or table format.

The Workbook has a separate Worksheet for each indicator, and each Worksheet is organised with the same structure:

- **Definition of each indicator** – a clear definition for each indicator is provided to support the consistent collection of data across Scotland's 30 Child Protection Committees.
- **Source of each indicator** – agency which data is most likely to be sourced from.
- **Rationale for each indicator** – the rationale helps to explain why each indicator has been included as part of the Minimum Dataset, i.e. the rationale sets out why each indicator is valuable to collect, analyse and understand on a quarterly basis.
- **Connections to other indicators** – the connections between indicators highlight potential relationships and interactions that exist between individual indicators, so encouraging a holistic analysis of the local child protection system.
- **Analytical prompts** – each indicator has a bespoke set of optional analytical prompts that may be used by Child Protection Committees to guide any further data and/or audit work where there is interest locally to do so.
- **Benchmarking options** – guidance is given on how the local data collected for each indicator can be used and/or calculated to enable comparisons to be made with national and other Child Protection Committees' data.
- **Suggested visual presentation** – across the Minimum Dataset, 6 charts (plus 1 headline/summary chart) and 4 tables have been constructed that help to translate and communicate the data to a wider audience. Where appropriate, the charts or tables contain:
 - More than one indicator to reflect the relationships between indicators.
 - Longitudinal data for the previous two years to illustrate any trends and/or anomalies in the quarterly data.

It is recommended that the Workbook is managed by a lead local data analyst/coordinator. More detail on this role is provided in Section E.

D. Minimum Dataset Report Template

The main output of the Minimum Dataset package is the quarterly report that is prepared for and submitted to the Child Protection Committee.

The report is concise in format at 10 pages in length and:

- Begins with a front page that contains the headline messages for the Child Protection Committee to note.
- Concludes with a map/diagram of the local Child Protection Process (which local areas are encouraged to develop to reflect their own local processes); and a table that benchmarks the latest (annual), local data against the national Scotland data.

The report adopts a landscape format with each page divided into two columns:

- Left-hand column: where multi-agency partners are encouraged to discuss, agree and draft concise/bullet point text that highlight:
 - The key trends and findings from the data under the **'Analysis and Commentary'** sub-heading.
 - Key implications of the data under the **'Implications for the Child Protection Committee'** sub-heading.
- Right-hand column: where the charts and tables are presented, along with a box of optional **'Scrutiny Questions'** that guide the local analysis of the data.

The commentary should focus on highlighting the key messages that the Child Protection Committee should be aware of and/or provide direction on. The commentary should therefore include:

- Having analysed each individual indicator within the chart and/or table, the commentary in each section of the report should be concise in nature (e.g. using bullet points) and focus on the **recent changes or trends, or lack of change where this was necessary or expected**, that the Child Protection Committee should be made aware of, understand and monitor.
- Where relevant, the **interaction or relationship between indicators** should be explored and concisely reported. Attention is needed when analysing the succession of the events (e.g. an increase in the number of initial child protection cases conferences might be linked to an increase in the number of referrals in the previous quarter).
- **Evidence-based explanations** of the current picture, changes or trends should be offered where available.

- The commentary/report should set out **where direction and decisions from the Child Protection Committee would be of value** – for example, whether to explore and answer one or more scrutiny questions; acknowledge and monitor for another quarter; reach out to other Child Protection Committees for data support benchmarking.

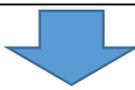
Guidance on how to analyse the Minimum Dataset's 6 charts (plus 1 headline/ summary chart) and 4 tables is provided in Sections F and G.

E. Guidance on Data Collation, Analysis and Reporting Process

The Minimum Dataset package has been designed as a low burden model of collating, analysing and reporting meaningful child protection data to Child Protection Committees. There are however a number of steps that should be followed – see Figure E.1 – and these should be appropriately timetabled in each local area.

Of the five steps described in Figure E.1, sufficient time and resources should be prioritised to the 'multi-agency analysis of the data' as it is the multiple perspectives brought by partners that enliven the data.

Figure E.1: Data Collation, Analysis and Reporting Process

Step	Activities Involved	Individuals Involved
Workbook Completion	<ul style="list-style-type: none"> Request minimum dataset indicators data from IT systems and/or partners Collate data into the Workbook Prepare / update charts and tables in the Workbook Option of adding annotations (e.g. lines and text boxes to illustrate when new process or training was implemented) to charts by using 'Insert Shapes' in Chart 'Format' tools 	<ul style="list-style-type: none"> Process managed by local data analyst/ coordinator Input from local data providers
		
Initial preparation of the Quarterly Report	<ul style="list-style-type: none"> Copy and paste charts (as '<u>pictures</u>') and tables from the Workbook into the Report Template – and re-size charts as necessary Carry out initial analysis of the key findings and messages to produce a first draft of the Quarterly Report Circulate the first draft in advance of the multi-agency data meeting (see <i>next step</i>) 	<ul style="list-style-type: none"> Initial preparation (and analysis) carried out by: <ul style="list-style-type: none"> Local data analyst/ coordinator (copy and paste charts and tables) Child Protection Lead Officer/Service Manager (initial analysis of key findings and messages)
		

Multi-agency analysis of data	<ul style="list-style-type: none"> • Convene a multi-agency data meeting to discuss and analyse the data, charts and tables • Discuss and agree the key findings, messages and implications for inclusion in the Quarterly Report. This should include: <ul style="list-style-type: none"> ○ Individuals / organisations providing their own interpretation of the data ○ Use of other data, evidence or developments to explain key findings ○ Use (where appropriate) of the Scrutiny Questions • Where a representative cannot attend, written/emailed commentary and analysis are sent to the local data analyst/ coordinator in advance of the meeting 	<ul style="list-style-type: none"> • CPC Performance Sub-Group (or equivalent multi-agency data meeting) • Group ideally comprises representatives from: <ul style="list-style-type: none"> ○ Child Protection (e.g. Lead Officer) ○ Social work (plus the local data analyst/ coordinator) ○ Health ○ Education ○ Police ○ SCRA • Group would contain: <ul style="list-style-type: none"> ○ Knowledge of the IT system used and how data is recorded ○ Operational knowledge of child protection systems and processes
		
Quarterly Report finalised and submitted to Child Protection Committee	<ul style="list-style-type: none"> • Use and integrate the key findings, messages and implications agreed in the multi-agency data meeting within a finalised version of the Quarterly Report • Submit the report to the Child Protection Committee 	<ul style="list-style-type: none"> • Final drafting undertaken by: <ul style="list-style-type: none"> ○ Child Protection Lead Officer ○ Local data analyst/ coordinator
		
Child Protection Committee analysis and direction	<ul style="list-style-type: none"> • Review and discuss the key findings, messages and implications set out in the Quarterly Report • Provide feedback and direction to (e.g.) CPC Performance Sub-Group on priorities for further data work and/or improvement activity • Decide whether to share the report and/or key findings with the Chief Officers' Group • Consider whether to circulate the report within local workforces to build awareness of local 	<ul style="list-style-type: none"> • Child Protection Committee

	environment in which they are working	
--	---------------------------------------	--

F. Guidance in Analysing Charts

The majority of the minimum dataset indicators are presented as line charts so that the data is accessible to a wide audience. As set out above, where appropriate, the charts contain:

- More than one indicator to reflect the relationships between indicators.
- Longitudinal data for the previous two years to illustrate any trends and/or anomalies in the quarterly data.

To support the analysis of the 6 charts (plus 1 headline/summary chart), Figures F.1 and F.2 below provide guidance on how to:

- Navigate each chart.
- Interpret each chart.

Figure F.1: Navigating Each Chart

	Things to Pay Attention To
What indicators are presented in the chart?	<ul style="list-style-type: none"> • How many indicators are presented in the same chart? • Are the indicators presented as lines or areas (see age by registrations)?
What axes are used in the chart?	<p>The horizontal x-axis presents quarterly data for the last two years, but:</p> <ul style="list-style-type: none"> • What is the vertical y-axis showing (e.g. numbers or percentages)? • Are two different y-axes used in the same chart (e.g. number of conferences and % conversion rate)? • What scale has been used for the y-axis (e.g. has a specific scale been used, and does this scale exaggerate the findings in any way)?

Figure F.2: Interpreting Each Chart

What is Each Line / Indicator Showing?	Illustration	Suggested Focus of Commentary
<p>Static / horizontal line (i.e. no notable trends or peaks and troughs)</p>		<ul style="list-style-type: none"> • For quarterly reports, in most cases, there is little need to provide commentary for these indicators. • There are, however, exceptions to this rule, such as when the static data are indicative of long-term, endemic issues that need to be addressed; or when a change might have been expected due to the impact of a previous event or intervention. In these scenarios, the commentary should acknowledge the static line and provide an indication as to the lack of change/improvement.
<p>Consistent trend of increase or decrease</p>		<ul style="list-style-type: none"> • For quarterly reports, these indicators merit a small amount of commentary as these trends are likely long-term and already known to the Child Protection Committee. • The small amount of commentary should acknowledge the (long-term) trend and offer an evidence-based explanation for the increase or decrease. • Greater commentary should, however, be given where the trend is known to be different to trends of other related indicators (e.g. number of conferences decreasing but number of registrations increasing) or to the trend of the same indicator in another geographical area (derived from benchmarking, where possible). • Explanation may derive from other indicators (e.g. timescales have slipped because numbers and workload demands have increased), previous events or interventions.
<p>Irregular pattern</p>		<ul style="list-style-type: none"> • For quarterly reports, these indicators merit a small amount of commentary as these irregular patterns are likely long-term and already known to the Child Protection Committee. • Where possible, the commentary should identify any 'hidden' trends or periodic changes (e.g. emergent peaks and troughs in particular quarters) and offer an evidence-based explanation for the irregular pattern.

<p>Distinctive change in pattern in the last 1-2 quarters</p>		<ul style="list-style-type: none"> • For quarterly reports, these indicators are most important to report and explain as these are recent changes that the Child Protection Committee should be made aware of, understand and monitor. • It is important to provide commentary that acknowledges this recent change and offer an evidence-based explanation for the change. • The commentary should highlight where the recent change is known to be different to trends of other related indicators (e.g. number of conferences recently decreasing but number of registrations recently increasing) or to the trajectory of the same indicator in another geographical area (derived from benchmarking, where possible). • The commentary should also provide an indication of whether the change might be expected to continue and, if so, why.
--	---	--

G. Guidance in Analysing Tables

A select number of the minimum dataset indicators are presented as tables – either because the large volume of data makes it challenging to present as a chart (e.g. % of concerns recorded at registration) or the numbers are small and could be lost when presented alongside other data (e.g. number of re-registrations or Child Protection Orders).

To support the analysis of the four tables, Figures G.1 and G.2 below provide guidance on how to:

- Navigate each table.
- Interpret each table.

Figure G.1: Navigating Each Table

	Things to Pay Attention To
What indicators are presented in the table?	<ul style="list-style-type: none"> • How many indicators are presented in the same table? • Are the indicators absolute numbers (e.g. number of re-registrations) or percentages (e.g. % of concerns recorded at registration)? • Acknowledge the reason for using a table rather a chart to present the data. For example, the numbers are important to analyse but are typically small in volume (e.g. number of re-registrations or Child Protection Orders), and so can be lost/hidden in multi-indicator charts; or there is too much data to present in a chart (e.g. % of concerns recorded at registration).
What time periods are used in the table?	<ul style="list-style-type: none"> • Is quarterly and/or annual data presented? • Is it aggregate data over the quarter or snapshot data (e.g. number of children on the Child Protection register at end of the quarter)?

Figure G.2: Interpreting Each Table

What is Each Line/Indicator Showing?	Suggested Focus of Commentary
Static data (i.e. no notable trends or peaks and troughs)	<ul style="list-style-type: none"> • For quarterly reports, in most cases, there is little need to provide commentary for these indicators. • There are, however, exceptions to this rule, such as when the static data are indicative of long-term, endemic issues that need to be addressed; or when a change might have been expected due to the impact of a previous event or intervention. In these

	<p>scenarios, the commentary should acknowledge the static data and provide an indication as to the lack of change/improvement.</p>
<p>Consistent trend of increase or decrease</p>	<ul style="list-style-type: none"> • For quarterly reports, these indicators merit a small amount of commentary as these trends are likely long-term and already known to the Child Protection Committee. • The small amount of commentary should acknowledge the (long-term) trend and offer an evidence-based explanation for the increase or decrease. • Greater commentary should, however, be given where the trend is known to be different to trends of other related indicators (e.g. number of conferences decreasing but number of registrations increasing) or to the trend of the same indicator in another geographical area (derived from benchmarking, where possible). • Explanation may derive from other indicators (e.g. timescales have slipped because numbers and workload demands have increased), previous events or interventions.
<p>Irregular pattern</p>	<ul style="list-style-type: none"> • For quarterly reports, these indicators merit a small amount of commentary as these irregular patterns are likely long-term and already known to the Child Protection Committee. • Where possible, the commentary should identify any 'hidden' trends (e.g. emergent peaks and troughs in particular quarters) and offer an evidence-based explanation for the irregular pattern.
<p>Distinctive change in pattern in the last 1-2 quarters</p>	<ul style="list-style-type: none"> • For quarterly reports, these indicators are most important to report and explain as these are recent changes that the Child Protection Committee should be made aware of, understand and monitor. • It is important to provide commentary that acknowledges this recent change and offer an evidence-based explanation for the change. • The commentary should highlight where the recent change is known to be different to trends of other related indicators (e.g. number of conferences recently decreasing but number of registrations recently increasing) or to the trajectory of the same indicator in another geographical area (derived from benchmarking, where possible). • The commentary should also provide an indication of whether the change might be expected to continue and, if so, why.

H. Guidance on Using the Scrutiny Questions

The Minimum Dataset Report Template includes 26 scrutiny questions (see Figure H.1). These are **supplementary and optional** to the core task of analysing the minimum dataset indicators on a quarterly basis.

The purpose of the scrutiny questions is to:

- Encourage analytical curiosity and discussion among Child Protection Committee (or performance sub-group) members, so enabling greater consideration of what the data is telling them (and what the data does not).
- Guide Child Protection Committee (or performance sub-group) members on how and where to direct any in-depth or exploratory data work.
- Help explain any notable trends or anomalies that are identified in the analysis of the minimum dataset indicators.

Figure H.1: Minimum Dataset Scrutiny Questions

REPORT SECTION	SCRUTINY QUESTIONS
Initial and pre-birth child protection case conferences	<ul style="list-style-type: none"> • How do the number of children subject to conference compare to the number of children subject to earlier stages of the Child Protection process (e.g. number of children subject to concerns received by Social Work, number of children subject to investigations)? • What is the conversion rate from Conference to Registration telling us – e.g. about thresholds? • What are the reasons when children subject to conference are not registered; and are the needs of these children being met?
Child protection register, registrations, de-registrations and re-registrations	<ul style="list-style-type: none"> • What are the characteristics of the children newly, re- and de-registered – and are they changing over time? • For re-registrations, what has changed in their lives since de-registration, and what support(s) did they receive following de-registration? • For children currently on the Child Protection Register, how long have they been on the Register?

Characteristics of our vulnerable children and young people	<p>Age of children and young people at registration:</p> <ul style="list-style-type: none"> • What factors explain any change(s) in the age profile? For example, improved awareness and identification of concerns among age-specific workforces; impact of a recent Significant Case Review; impact of wider social, economic or service-related factors; etc.? • Does local service provision reflect the age profile (and development stage needs) of newly registered children?
	<p>Concerns recorded for children and young people at registration:</p> <ul style="list-style-type: none"> • What factors explain any change(s) in the concerns profile? For example, genuine emergent concerns, training on specific concern(s) leading to increased identification, changes in how concerns are recorded, or impact of a recent Significant Case Review? • Does local service provision reflect the most prevalent concerns identified? • To what extent are the parental concerns (e.g. domestic abuse and parental drug or alcohol misuse) shared with other Public Protection groupings to inform wider service planning?
Scottish Children's Reporter Administration data	<ul style="list-style-type: none"> • What are the sources of the referrals to the Reporter (including whether from Child Protection Case Conference)? • What are the detailed grounds for the referrals? • How many and/or what proportion of Child Protection Orders were applied for but not granted? What were the reasons for them not being granted?
Child protection processes timescales in the National Guidance for Child Protection in Scotland	<ul style="list-style-type: none"> • Where timescales are being met and/or are improving, what factors are contributing to this? • Where timescales are not being met, what are the reasons for this? For example, are they due to delays that are in the child's interests, or due to the availability of resources? • When are subsequent Core Group meetings and Review Conferences scheduled, and are these being held as planned? • What is the quality, and impact, of the Child's Plans developed at these meetings?
Parental or carer attendance at initial child protection case conferences and initial core group meetings	<ul style="list-style-type: none"> • Where there was no parental attendance, what were the reasons for this? • Are the parents where the risk lies and/or who need to change their behaviour attending? • To what extent are parents active contributors to the meetings – i.e. what is the quality of their participation? • How are services engaging non-attending parents with child protection planning? • What was the level of professional attendance and participation at meetings?

**Reporter
decisions within
50 working days
of referral
receipt**

- Given the national target that 78% of decisions are made by the Reporter within 50 working days of referral receipt, how do timescales locally compare?
- Where the target is being met and/or is improving, what factors are contributing to this?
- Where the target is not being met, what are the reasons for this? For example, are they due to delays that are in the child's interests, or due to the availability of resources?

In summary, the focus should be on the quarterly collation, analysis and reporting of the minimum dataset indicators. However, one or more scrutiny question(s) can be used when the Child Protection Committee (or performance sub-group) deem it valuable to undertake more in-depth analysis into a specific data theme or pattern.

I. Frequently Asked Questions

What is the Minimum Dataset for Child Protection Committees?

The Minimum Dataset is a 'package' that supports data collection, analysis and reporting across Child Protection Committees. The package includes an agreed set of quarterly data indicators, a Microsoft Excel Workbook to support local data analysts to collect, input and present the data; and a Report Template for the data and analysis to be reported to Child Protection Committees.

What is the purpose of the Minimum Dataset for Child Protection Committees?

The Minimum Dataset for Child Protection Committees responds to both national and local priorities.

At the national level, the Minimum Dataset for Child Protection Committees responds to an action within the **Scottish Government's Child Protection Improvement Programme**. The action highlighted the need to deliver robust data sets to support child protection improvement; develop a national resource for advice on using child protection data for local planning and service development; and expand analytical capacity.

At the local level, there has been longstanding interest across Scotland's Child Protection Committees in enhancing their use and analysis of child protection statistics. The Minimum Dataset for Child Protection Committees facilitates this because it includes:

- Longitudinal line charts containing multiple indicators to enable trends and relationships between indicators to be identified.
- Scrutiny questions to support Child Protection Committees in their analysis and sense-making of their data.
- Guidance on how Child Protection Committees can compare their data with and use this to help learn from other Child Protection Committees.

Spanning both the national and local, the Minimum Dataset for Child Protection Committees also helps them respond to a key area within the **Joint Inspections of Services for Children and Young People** led by the Care Inspectorate. In particular the Minimum Dataset supports Quality Indicator 1.1 (Improvements in the safety, wellbeing and life chances of vulnerable children and young people) of the **Quality Framework for Children and Young People in Need of Care and Protection**.

How does the Minimum Dataset for Child Protection Committees differ from the Shared Dataset for Vulnerable Children and Young People?

In April-May 2018, there was a national consultation on a draft Shared Dataset for Vulnerable Children and Young People. This larger dataset contained both Child Protection and Corporate Parenting / Looked After and Accommodated Children indicators designed to respond to the movement across Community Planning Partnerships towards integrated children's services, and that Joint Inspections of Services for Children and Young People inspect both child protection and corporate parenting.

Following the consultation response, the Scottish Government, Care Inspectorate and CELCIS decided that the corporate parenting statistical work be paused, partly due to the relatively recent establishment of Corporate Parenting Boards (or equivalent) across Community Planning Partnerships, but that the Minimum Dataset for Child Protection Committees work be advanced.

The long-term aspiration remains that a Shared Dataset for Vulnerable Children and Young People spanning both themes will be developed.

How has the Minimum Dataset for Child Protection Committees been developed?

The development of the Minimum Dataset for Child Protection Committees has been led by CELCIS' Protecting Children Team, working in partnership with Scotland's Child Protection Committees, the Scottish Government, the Care Inspectorate, Police Scotland and the Scottish Children's Reporter Administration (SCRA).

Three Child (or Public) Protection Committees – Dumfries & Galloway, East and Midlothian, and Falkirk – have played a particularly significant role as test partners in its development.

Is it mandatory for Scotland's Child Protection Committees?

It is not mandatory for Scotland's Child Protection Committees to use the Minimum Dataset. However, the effective use of data is a key area within the **Joint Inspections of Services for Children and Young People** and use of the Minimum Dataset for Child Protection Committees can support this.

Should local areas only collect, analyse and report on the indicators contained within the Minimum Dataset for Child Protection Committees?

Local areas are encouraged to collect, analyse and report additional indicators to their Child Protection Committees that relate to local processes or priorities.

In particular, it should be noted that the Minimum Dataset for Child Protection Committees indicators currently centre on later stages of the Child Protection process due to local variations in the processes and terminologies used at earlier (Notification

of Concern; Investigation and Initial/Inter-Agency Referral Discussion) stages. Local areas are therefore encouraged to collect, analyse and report data that relate to these earlier stages.

Is there a difference between the 'Analytical Prompts' and 'Scrutiny Questions'?

The 'analytical prompts' are set out in the Excel Workbook and are bespoke to each Minimum Dataset indicator to facilitate further analysis into each indicator. The indicator-by-indicator 'analytical prompts' have then been used to develop the 26 'scrutiny questions' that are contained in the Report Template, with the 'scrutiny questions' reflecting the multiple indicators presented in the charts and tables. Both the 'analytical prompts' and 'scrutiny questions' are supplementary and optional to the core task of analysing the minimum indicators on a quarterly basis.

How does the Minimum Dataset for Child Protection Committees align with the annual Children's Social Work Statistics return to the Scottish Government?

There is close alignment between the two as many of the indicators collected annually for the Scottish Government Children's Social Work Statistics are included in the Minimum Dataset for Child Protection Committees, noting that these indicators are collected on a more frequent (quarterly) basis in the Minimum Dataset to provide more timely data.

The Minimum Dataset also encourages local areas to use the same August to July academic quarters/reporting year as the annual Scottish Government Children's Social Work Statistics return.

About CELCIS

CELCIS is a leading improvement and innovation centre in Scotland. We improve children's lives by supporting people and organisations to drive long-lasting change in the services they need, and the practices used by people responsible for their care.

For more information

Visit: www.celcis.org **Email:** celcis@strath.ac.uk **Tel:** 0141 444 8500