A shorter, simpler version of the Comprehensive Assessment form has been produced. It is hoped this will encourage practitioners to use this new, streamlined form. This new form has been produced with versions for Health, School, and other staff. It is 5 times shorter than the original. The prompts have been removed.

A Guidance Leaflet, accompanies the new forms. This contains some helping hints, as well as all the prompts. Designed to be an “Aide-Memoire”, it can be printed as an A4 document, or as a handy booklet. Some of the printing options will vary with the type of printer available to you.

Go to the website and have a look at the new forms and Guidance leaflet. These can be downloaded and printed directly from the web site.

We are looking for a logo for GIRFEC in Shetland. At present we use a generic (national) logo (see above).

A great idea would be to involve young people in creating our own.

If you have any ideas, please get in touch.

New Service Available

It is recognised that some GIRFEC meetings are difficult and complex. Such meetings for Looked after children, or children on the Child Protection Register, already have an independent chair. The new service offers an independent chair for GIRFEC meetings thought to be particularly challenging and complicated. While we will endeavour to respond to any request in a positive way, this cannot be guaranteed.
for every instance, as the level of demand is unknown.

If you wish to request an independent chair for a GIRFEC meeting, please contact Rob Lamey (see contacts on page 4, for details)

Your feedback is crucial for the future development of GIRFEC in Shetland.

If you have any thoughts or comments please contact the Project Manager directly.

If you prefer, there is a feedback form on the website, which you download, and when completed email or post to the project manager.

**Trouble Free Comprehensive Assessment?**

Amended Comprehensive Form Available!
The Comprehensive Assessment Form has been completely retyped in order to iron out some problems being reported by users. Different versions of "Word" were throwing up issues that had not been detected with the initial trials, so it was decided the best plan would be to redo the whole thing. The new version has been substantially tested, but perfection cannot be guaranteed. It has been tested on different versions of Microsoft Word, and appears to work well.

If you give it a try and find any problems, please contact the Project Manager.

The revised form is available on the website.

**When to Start a GIRFEC?**

When to start a GIRFEC plan?
Feedback suggests that some practitioners are not confident in deciding when to start the GIRFEC process. If you are not sure - Look at the 5 Questions. Does this lead you to think this Child/Young Person needs a GIRFEC plan?

- Is there more than 1 agency involved?
- Are there problems or issues which are becoming more serious, and unlikely to get better without some kind of intervention? If your answers are YES, then it may be this is appropriate for a GIRFEC plan.

If you are still unsure, consider discussing this with a colleague, your line manager, or with Rob Lamey, Project Manager.
When to Start a GIRFEC?

**Example 1**

Q  Colin (age 8) has poor attendance at school which has now become a cause for concern. Nothing else seems to be wrong, but I don’t know much about the home situation

A  There is nothing here to suggest that an immediate GIRFEC would be appropriate. But what do you normally do? Speaking to Colin, and his parent(s) may give you more information. This could confirm that no GIRFEC is necessary, or it may reveal previously unknown concerns that require a GIRFEC PLAN

**Example 2**

Q  Gemma (age 3) is not developing as expected. She is not speaking properly and is not toilet trained. Her parents are caring and concerned, but beginning to get anxious about her

A  Further assessment of Gemma’s needs may help to understand what the problems are. Given her age, it is quite possible that she is going to need additional input from both health and educational services. Starting a GIRFEC plan at this point may prove helpful for Gemma’s development, and may also help support the parents through an anxious time

**Example 3**

Q  Peter (age 7) often arrives at school hungry, unwashed, and inappropriately clothed. He has 2 younger sisters. Peter seems very tired at school. He is socially isolated, and is making no academic progress at present. Today he has told a classroom assistant that he is scared of his step dad, who shouts at him all the time, and locks him in his room. He does not want to go home.

A  There are serious concerns for Peter (and possibly his sisters). A Child Protection referral should be made immediately.
between using the process. This is why there is help and guidance available on the website.

Also, any practitioner is welcome to contact the Project Manager if they feel in need of more specific advice or if they just want to think things through.

Another thing to remember is that the Assessment forms are places to record relevant information. It is not a requirement to fill all the spaces.

If you would be interested in joining a Focus group please contact the Project Manager.

It is hoped that the Focus Groups can meet on a regular basis to act as a reference point, where any new developments or newly discovered problems can be explored.

If you have any thoughts or comments, the Project Manager will be very happy to hear from you.