

# NICE Collaborating Centre for Social Care

## Child abuse and neglect Guideline Development Group meeting 1

Wednesday 22<sup>nd</sup> October 2014, 10.30am - 4.00pm  
SCIE Offices, Shared Meeting Space, 206 Marylebone Rd, London NW1 6AQ

### *Minutes*

<b>Guideline Development Group Members</b>	
<b>Name</b>	<b>Role</b>
Annie Soffe (AS)	Service user/carer
Corinne May-Chahal (CM-C)	GDG Chair
Danya Glaser (DG)	Researcher
Debbie Eaton (DE)	Service manager
Gillian Finch (GF)	Service user/carer
Jade Blake (JBI)	Service user/carer
Joanne Davies (JDa)	Residential care worker
John Devaney (JDe)	Social worker
June Leat (JL)	Service user/carer
Katherine McKay (KM)	Paediatrician
Lillian Dimas (LD)	Service user/carer
Linda Jenkins (LJ)	Named Nurse Safeguarding Children

The NCCSCSC is a collaboration led by SCIE



Mark Anslow (MA)	Service manager
Vimal Tiwari (VT)	General Practitioner

<b>Other invitees</b>		
<b>Name</b>	<b>Role</b>	<b>Organisation</b>
Amanda Edwards (AE)	NCCSCSC Director	NCCSC (SCIE)
Beth Anderson (BA)	Senior Lead	NCCSC (SCIE)
Palida Teelucknavan (PT)	Project Manager	NCCSC (SCIE)
Hannah Roscoe (HR)	Lead Systematic Reviewer	NCCSC (SCIE)
Naila Dracup (ND)	Information Specialist	NCCSC (SCIE)
Ted Barker (TB)	Research Assistant	NCCSC (SCIE)
David Gough (DG)	Topic Adviser	NCCSC (EPPI)
Jenni Beecham (JBe)	Economist	NCCSC (PSSRU)
Marija Trachtenberg (MTr)	Economist	NCCSC (PSSRU)
Kim Rutter (KR)	Dissemination and Adoption Lead	NCCSC (SCIE)
John McLean (JM)	Programme Manager	NICE

<b>Apologies</b>	
<b>Name</b>	<b>Organisation</b>
Irene Kwan (IK)	Systematic Reviewer (NCCSC)
Stephen Briggs (SB)	GDG member (Researcher)
Matthew Turner (MTu)	GDG member (Social worker)

<b>No</b>	<b>Agenda Item</b>	<b>NICE website</b>	<b>Action/Owner</b>
1.	<b>Welcome, introductions and declarations of interest</b>	<p>The Chair welcomed the GDG to the first meeting and informed the group of the aims of the first two meetings and also emphasised the importance of sharing views transparently in meetings and that everyone's views would be treated equally.</p> <p>The Chair also reassured the GDG that discussions during meetings were</p>	

		<p>confidential and would not be shared outside of the group. The GDG should therefore discuss issues and ideas openly.</p> <p>A set of working notes will be available to the GDG while a separate set of minutes will be published on the NICE website once they have been agreed and signed off by the GDG.</p> <p>The first point of contact for correspondence and communication is PT who is also responsible for cascading information to the wider group.</p> <p><u>Declarations of interests (DOI)</u></p> <p>JM from NICE explained what conflicts of interests were, how to declare them and how they affect the group. JM also informed the group that there will be a new NICE DOI policy shortly which will be implemented by the NCCSC.</p> <p>JM clarified that members do not represent the views of their employers and organisations but that they are on the group to share their own expertise, views and experiences</p> <p>Only new interests will be declared at each meeting and a summary of declared interests will be provided with each set of minutes as an appendix (see appendix A – DOI summary table).</p> <p>GDG members were then asked to declare any conflicts of interests that they had:</p> <p>VT declared that she is involved in training and updating the RCGP Safeguarding toolkit.</p> <p>GF declared that she is part of an advisory panel and also delivers training as part of her job.</p> <p>DG declared that she is part of a children’s commissioner group and is also a GDG member on the Children’s Attachment guideline.</p>	
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		<p>JL is also a GDG member on the Children's Attachment guideline.</p> <p>The Chair agreed that these were not conflicts.</p>	
2.	<b>Developing guidance - the NICE perspective</b>	<p>JM gave an introduction to developing NICE Social Care guidelines.</p>	
3.	<b>Introduction to the NCCSCSCC</b>	<p>AE provided an introduction to the work of the NCCSC and how it aims to support the development of the guideline.</p>	
4.	<b>Guideline development: Process &amp; milestones</b>	<p>PT presented an overview of the key milestones of the project and what each GDG meeting will involve.</p> <p>The anticipated publication date of the guideline is 2017.</p>	
5.	<b>The scope and rationale</b>	<p>HR presented the key stages of the scoping phase of the guideline:</p> <ul style="list-style-type: none"> <li>• Purpose of the scope</li> <li>• Process</li> <li>• Remit from DH</li> <li>• Defining abuse &amp; neglect</li> <li>• Care pathway</li> <li>• Comments from SHs on draft scope &amp; key themes</li> <li>• Final scope – published on NICE website</li> </ul> <p>The GDG then discussed each of these stages in more detail.</p>	
6.	<b>Introduction to economics as part of NCCSCSC guideline development</b>	<p>MTr gave an introduction to the economics work as part of the guideline development process.</p> <p>The main 3 elements discussed were:</p> <ol style="list-style-type: none"> <li>1. Economic plan</li> <li>2. Economic reviews</li> <li>3. Economic analysis</li> </ol> <p>The GDG will need to prioritise the economic areas.</p>	

		NICE will also organise economic training days for the GDG and dates will be circulated soon.	
7.	<b>Introduction to systematic review work</b>	<p>BA gave an introduction on how evidence is collected, how review questions are developed and how systematic reviews are planned.</p> <p>The evidence will also not necessarily be restricted to RCTs and therefore other study designs will be included.</p>	
8.	<b>Understanding outcomes</b>	The GDG reflected on the main outcomes in the scope (section 4.4) and discussed further.	
9.	<b>Draft review protocol</b>	<p>The GDG had a brief look at the draft review protocol ahead of GDG 2 as not everyone was able to attend the meeting.</p> <p>After the meeting, the draft review protocol will be updated and circulated to the GDG for further comments.</p>	
10.	<b>Introduction to Dissemination &amp; Adoption</b>	<p>KR provided an introduction to the work of the Dissemination and Adoption team at the NCCSC who are responsible for implementing and disseminating the guideline once it has been published. CD emphasised that it was important to start thinking about ideas early in the process.</p> <p>Colleagues from Research in Practice (RiP) and Research in Practice for Adults (RiPfA) will also lead on this work and will attend future meetings to engage with GDG members. A Dissemination and Adoption issues log will also be created to capture all the key ideas and themes.</p>	
11.	<b>AOB</b>	PT will circulate a GDG contacts list of email addresses and roles.	<b>Action 1: PT to request permission from GDG members on sharing contact information with one another. PT will then circulate a contact list of members' email addresses and roles.</b>

**Child abuse and neglect  
Guideline Development Group meeting 2**

**Thursday 23<sup>rd</sup> October 2014, 09.30am – 3.15pm  
SCIE Offices, Shared Meeting Space, 206 Marylebone Rd, London NW1 6AQ**

<b><i>Guideline Development Group Members</i></b>	
<b>Name</b>	<b>Role</b>
Annie Soffe	Service user/carer
Corinne May-Chahal	GDG Chair
Debbie Eaton	Service manager
Jade Blake	Service user/carer
Joanne Davies	Residential care worker
John Devaney	Social worker
June Leat	Service user/carer
Katherine McKay	Paediatrician
Lillian Dimas	Service user/carer
Linda Jenkins	Named Nurse Safeguarding Children
Mark Anslow	Service manager

<b><i>Other invitees</i></b>		
<b>Name</b>	<b>Role</b>	<b>Organisation</b>
Amanda Edwards (AE)	NCCSCSC Director	NCCSC (SCIE)
Beth Anderson (BA)	Senior Lead	NCCSC (SCIE)
Palida Teelucknavan (PT)	Project Manager	NCCSC (SCIE)
Hannah Roscoe (HR)	Lead Systematic Reviewer	NCCSC (SCIE)
Naila Dracup (ND)	Information Specialist	NCCSC (SCIE)
Ted Barker (TB)	Research Assistant	NCCSC (SCIE)
David Gough (DG)	Topic Adviser	NCCSC (EPPI)
Jenni Beecham (JB)	Economist	NCCSC (PSSRU)

Marija Trachtenberg (MT)	Economist	NCCSC (PSSRU)
Peter O'Neill (PO)	Technical Adviser	NICE

<b>Apologies</b>	
<b>Name</b>	<b>Organisation</b>
Alix Johnson (AJ)	NICE (Public Involvement Programme Lead)
Irene Kwan (IK)	Systematic Reviewer (NCCSC)
Stephen Briggs	GDG member (Researcher)
Matthew Turner	GDG member (Social worker)
Danya Glaser	GDG member (Researcher)
Gillian Finch	GDG member (Service user/carer)
Vimal Tiwari	GDG member (General Practitioner)

<b>No</b>	<b>Agenda Item</b>	<b>NICE website</b>	<b>Action/Owner</b>
1.	<b>Welcome and apologies</b>	<p>The Chair welcomed everyone to the second meeting and informed the group that Alix Johnson from the Public Involvement Programme (PIP) at NICE was unable to attend the meeting. She will however attend GDG 3 to give her presentation.</p> <p>In her place, BA provided an update regarding the involvement of children and young people in this guideline. The NCCSC proposed to convene an external reference group of children and young people and the group will run alongside the GDG meetings. The NICE PIP team also proposed various options to help support this work and recommended some organisations that could lead this work. The NCCSC will draft a specification which will also be shared with GDG members for further comments.</p>	<b>Action 1: NCCSC to draft a specification for work involving children and young people in the guideline. Draft spec to then be circulated to GDG members for further comments.</b>
2.	<b>Review questions and draft review protocols</b>	<p>The GDG were informed of the reviewing and screening process and were also reminded that the review questions were important in that they guide the systematic reviewing of the evidence.</p> <p>The GDG looked at the review questions and suggested some</p>	<b>Action 2: NCCSC to revise the review questions and circulate to GDG for further comments.</b>

		<p>changes.</p> <p>The NCCSC will revise the review questions and circulate to the GDG. Final review questions will then be finalised and signed off by the third GDG meeting.</p>	
4.	<b>Economic plan and potential priority areas</b>	<p>MT presented the work around economic analysis. The aim of the presentation was to assess which review questions were relevant to the economics and to decide on the priority areas for further analysis.</p>	
5.	<b>Reflections and AOB</b>	<p>The GDG Chair summarised the key points of the day's meeting and highlighted the next steps which are for the NCCSC to gather the evidence and present an overview at the next meeting.</p>	



## Appendix A – DOI Summary Table

Name	Personal pecuniary interest	Personal family interest	Non-personal pecuniary interest	Personal non-pecuniary interest
Annie Soffe	None	None	None	None
Corinne May-Chahal	None	None	None	None
Danya Glaser	None	None	None	None
Debbie Eaton	None	None	None	Registered social worker with the HCPC and therefore could be considered to have a direct interest in the matter under consideration.
Gillian Finch	None	None	None	Personal experience with this subject matter.
Jade Bake	None	None	None	Works in a therapeutic children's home with young people who have all suffered abuse & neglect; working with them to minimise the impact of their maltreatment so that they can successfully transition to independence. Also has personal experience of this subject matter.
Joanne Davies	None	None	None	None
John Devaney	None	None	I am employed by Queen's University Belfast and the Safeguarding Board for Northern Ireland	Chair of the British Association for the Study and Prevention of Child Abuse & Neglect.
June Leat	None	None	None	None
Lillian Dimas	None	None	None	None
Mark Anslow	None	None	None	None

Matthew Turner	None	None	None	None
Stephen Briggs	Paid consultancy, training courses and workshops with health and social care organisations, promoting good practice. In the past 12 months organisations worked for include Leicester Partnership NHS Trust, Kids Company, and Mothertongue multi-ethnic counselling service.	None	None	None
Vimal Tiwari	None	None	None	None
Katherine McKay	None	None	None	None
Linda Jenkins	None	None	None	None