

Having Your Say



At Your Review Young Person's Report

Name *Marshall Ann Douglas*

Age *16*

Date of Birth *16.01.84*

Date of Review

A Review is where changes can be made to your Care Plan. It's important that you give your views. Use this form to help you decide what you want to say. Ask an adult to help you fill it in if you want. Try and tick a box for each question and write any comments you wish to make.

How do you like living where you are now? Like it It's OK

Don't like it Do you want to say why you ticked this box?

because sometimes we argue and sometimes we don't.

1

This form is confidential but will normally be seen by the people who come to your Review.

If there's anyone you don't want to see the form, speak to your social worker or the Review chairperson.

How do you get on with the people you live with?

Very well OK Not very well

Do you want to say why you ticked this box?

Because we do tend to argue alot.

2

Is there anything else you would like to say about where you live - for instance about the food, pocket money, or the rules and what happens if you break them?

Yes: I think these rules and the consequences are pathetic, especially for a 16 year old. but I know why they are there.

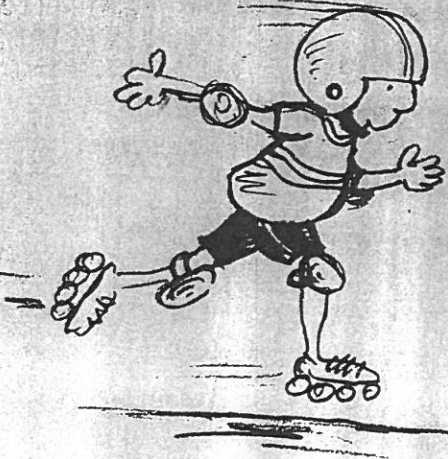
3

Are there times when you don't feel safe or are bullied either where you live or somewhere else?

Yes No

If yes, what happens and where?

4



If you are moving soon, are you getting the help and preparation you need?

Yes No

Do you want to say why you ticked this box?

I Don't know if I am. It appears to be me who is doing all the work, and nobody else. (getting everything sorted out).

5

I see my social worker:-

Too much About right

Not enough

Do you want to say why you ticked this box?

I Don't really know her. because I have just got a new one.

6

7

Are you happy with the contact you have with your family and friends?

Yes No

Do you want to say why you ticked this box?
I Don't see them enough. especially my little sister who stays with my Dad.

Is there anyone you'd like to see more or less often? Yes No

If yes, who and how often?
I would like to see everyone a bit more.?

8

Are you at: School College
Work Training Other

What's it like? Is there anything you need help with?

It's oky finishing 5th year then going to collage; after the summer.

9

What interests and sports do you take part in?

Ice Skating, Hockey, Singing, and in general just meeting new people. also performing.

Are there any others you'd like to try?

I Don't know Acting.



10

Do you know why you are being looked after away from home?

Yes No

Has anyone talked to you about what was decided at your last review?

Yes No I Don't know

This is my first review

11

Do you know how to contact your Who Cares? worker or your Children's Rights Officer?

Yes No

I Don't know.

12

What decisions would you like made at your Review?

for the rules to be changed, and for people to do something to help me get ready for when I move.

13

If you could change anything about your care, what would it be?

There attitudes and these strict rules. but I would also have to change because it's not always them, it's actually me who wind them up.

14

Please use this space to say anything else you want the Review to know. You might want to ask some questions or draw a picture. Add another piece of paper if you haven't got enough room.

In the mean time I am reasonably happy where I am.

Tick here if you've added another piece of paper.

Signature:

Marshall Douglas

Date:

30.3.00.

Remember your **Who Cares?** worker or **Children's Rights Officer**, or someone else you trust can come with you to your Review to help you Have Your Say.



SCOTTISH
CHILDREN'S REPORTER
ADMINISTRATION

- 6 APR 2000

KL

HC/CK

4 April, 2000

Ms Kirsteen Laidlaw
Social Worker
Social Services Department
2 Bank Street
ANNAN

Authority Reporter
Dumfries & Galloway
Miller H Caldwell

If calling please ask for:
Mrs Clark

Dear Ms Laidlaw

NOTIFICATION OF CHILDREN'S HEARING

I am arranging a Children's Hearing to take place:

on: Thursday 20th April 2000

at: 11 a.m.

at: Children's Hearing Centre, Ednam Street, Annan

I would be grateful if you could arrange to attend the Hearing in respect of the child noted below.

Yours sincerely

HILARY CLARK
Reporter

NOTE:

Name and Address of Child: **MARSHALLANNE DOUGLAS (born 16.1.84)**
c/o Bottomley,

Reason for Hearing: ANNUAL REVIEW



Your Ref:

Our Ref: KL\DN

If telephoning or calling please ask for:

Kirsteen Laidlaw

10 April, 2000

Please delete as appropriate

Annual Review Hearing for Marshall Ann Douglas

Name:	Marshall Ann Douglas	Date of Birth:	16.01.84
Current Address:	ie	Name and Address of Relevant Person(s):	Mr & Mrs J Bottomly
Father: (if different from above):	John Douglas	Mother: (if different from above):	Marshall Douglas
Legal Status:		Section 70 (3) Children (Scotland) Act 1995	

Family Composition

Name	DoB	Relationship	Address	Status
John Douglas		Father		or
Marshall Douglas		mother		
Marshall Ann Douglas	16.01.84	subject		Dalbeattie High School
Shelly Douglas		sister		
Abbie Douglas		sister		
Jade Douglas		sister		
Shaun Douglas		brother		3

Reason for Report/or Grounds of Referral and Date and Place of Children's Hearing:

Annual Review arranged for Wednesday 20th April 2000 at 11am Children's Hearing Centre, Ednam Street, Annan

Basis of Report:

Discussion with Marshall Ann, Mrs Douglas, Mr and Mrs Bottomley. Review of proof files Child Care Reviews etc.

Author of Report: Kirsteen Laidlaw

Date: 30th March 2000

1. **Family History & Home Circumstances**

Social Services first became involved with Marshall Ann in January 1997 when Mrs Douglas contacted the Duty System. It would appear that they felt Marshall Ann was being disruptive and outwith their control. The family at that time lives in a four bedroom property in Langholm, burnished to a high standard. At that point the family had lived there for approximately 12 years.

2. **Information from other Agencies**

Marshall Ann has settled well in Dalbeattie High and has made a lot of friends there. Marshall Ann is focusing on the future and is looking forward to starting College in August 2000 in Dumfries. Marshall Ann is not involved with any other Agency at this point.

3. **Pen Picture of Child/Young Person**

Marshall Ann is a healthy young woman who is the oldest of 5 children. Since moving to Dalbeattie, apparently Marshall Ann has become more confident and secure in herself. In the past it has been acknowledged that Marshall Ann has low self esteem and sometimes is quick to 'put herself down'. Marshall Ann also finds it very difficult to accept praise and to acknowledge the times when she has achieved something worthy of note. Marshall Ann is feeling very protective towards her mother at the moment and very negative towards her father.

4. **Expressed views by child about enquiries/investigation/grounds for referral**

Marshall Ann has stated that she wishes to remain in her current placement for the time being and focus on going to College. While she is keen to increase family contact, she also recognises that there are difficulties surrounding this.

Marshall Ann feels slightly ambivalent about the supervision requirement continuing, however understands my reasons for recommending this in terms of being able to offer her more support during this difficult time, and in addition being able to support her fully as a Looked After Child while pursuing her further education

5. Assessment of Need

1. Marshall Ann to focus on her future in terms of her education and living accommodation
2. Appropriate contact to be maintained between Marshall Ann and her family.
3. For Social Services to act as a buffer for Marshall Ann

6. Options

1. Social Services to continue to support Marshall Ann
2. Marshall Ann to remain in placement meantime
3. The statutory Supervision Requirement for Marshall to cease
4. The statutory Supervision Requirement to continue

7. A) Expressed views by parent about options and recommended action plan

B) Expressed views by Parents about options and recommended action plan

C) Safeguarders

I do not feel that a Safeguarder is needed in this case

8. Recommended Action Plan

1. For Marshall Ann to remain on Statutory Supervision
2. For Marshall Ann to work with Social Services in preparing a package for her to continue with her further education.
3. Social Services to continue to act as a buffer for Marshall Ann in order to shield her from unpleasantness and inappropriateness from her family
4. For Social Services also to act as a facilitator for appropriate contact and interaction between Marshall Ann and her family.
5. For myself to remain as Marshall Ann's Social Worker

Social Worker:



Team Manager:

Your Ref:

Our Ref: KL\DN

If telephoning or calling please ask for:

Kirsteen Laidlaw

11th April 2000

Dear Mr Charnock,

Review - Marshall Ann Douglas

You are formally invited to Marshall Ann's Review as a 'Looked After' young person within Dumfries and Galloway Council. This Review will take Place on Wednesday 19th April 2000 at 4pm at Marshall Ann's house, [REDACTED]

Please contact me if you are unable to attend.

Yours sincerely,



Kirsteen Laidlaw
Social Worker

**** Marshall Ann Douglas; Mr & Mrs Bottomley; Mrs D Charnock
Dalbeattie High School; Mrs M Douglas**

c.c.: Tony Connor; Hew Smith

Social Services - Keith Makin - Director

2 Bank Street, Annan DG12 6AA

Tel. 01461 203411. Fax 01461 205964

Looking After Children in Scotland: Good Parenting, Good Outcomes

REVIEW OF THE CARE PLAN

PART 2

Carers'/Key Worker's Report

Name of child/young person

MARSHALLAWN DOUGLAS

Current Placement Address

Date of Review

Day 19

Month 04

Year 2000

1. Please describe what has happened in the child/young person's placement since the last Review. (If this is the first Review, describe what has happened since the child or young person started to be looked after away from home.) Make sure you describe positive developments as well as any problems. Always record something under each heading.

i) Has there been a change of placement? If yes, describe the circumstances and the effects on the child/young person?

NO

ii) Have there been any significant changes within the current placement which have affected the child/young person, e.g. someone arriving or leaving?

NO

ADD ADDITIONAL PAGES IF REQUIRED

This form contains confidential information which should only be shared in accordance with the Data Protection Act 1998.

iii) What are the child/young person's relationships like with adults and other children/young people in the placement?

Occasionally confrontational with adults, taking arguments to the limit and sometimes over.

with other young people in house nothing major. Normal teenager behaviour, tho' M/Ann can sometimes be immature.

iv) Does the child/young person understand and accept the rules and guidance provided by staff/carers? Has s/he been subject to any sanctions? If so, what, how often and with what result?

M/Ann accepts boundaries & rules but I feel doesn't understand the reasons why they are there. Often says what she thinks we want to hear regarding this. Curfew time during school nights cut to 9:00pm due to lack of trust on our part as M/Ann not accepting not going into boys cars. Tho' weekend curfew now increased to 10:00 as trust building.

v) How does the child/young person spend his/her leisure time? Are there activities s/he would like to be able to do which s/he is not doing?

mainly up the street with friends. On Sundays goes ice-skating with friends.

vi) Are there any concerns about the child/young person's safety either because of his/her own or other people's actions? If yes, describe what will be done to protect him or her? Yes.

M/Ann tends to be a follower. We have tried to explain and guide her regarding keeping safe or minimising the risks in certain situations, but we feel that she sees that as curtailing her enjoyment and preventing her doing things with her friends.

vii) Does the child/young person feel safe in the placement? If not describe why, and outline what is being done to help him or her feel safer.

Yes.

viii) Is the placement appropriate for the child/young person? Is the placement stable, fragile or approaching breakdown? Is a move needed for other reasons, e.g. a time limited placement? If the placement might need to end, what alternative(s) has been considered and what needs to be done to achieve it?

We have decided to give up fostering altogether. The placement will end here when alternative accommodation is found available. MIAnn has secured a place at college starting sept 2000 and hopes to move into Halls of Residence at Dumfries.

2. Please describe the child/young person's development since the last Review. (If this is the first Review, describe what has happened since the child/young person started to be looked after away from home.) Make sure you describe positive developments as well as any problems. Always record something under each heading.

i) How is the child/young person's health? Has the child/young person had or refused any health assessments or treatment? If the child/young person is disabled, are there any specific needs or issues arising for him/her or you as carer(s)?

MIAnn's general health is OK. No health assessments have been requested. MIAnn recently claims that she is Bulimic as her eating is getting out of hand. I do not think this is the case. MIAnn is eating more and even in secret and trying to hide what she has getting from us. We do have a concern. We feel that this is "comfort eating" due to the stress.

ii) How is the child/young person progressing in pre-school provision/school/training/college/work? Are there barriers to him/her achieving his/her potential? If so, describe them. Does the child/young person have an education plan? If so, has it been reviewed or does it need to be reviewed?

mIAnn sitting "5th yr" exams in the next few months and the starting college at Dumfries sept 2000.

iii) What sense does the child/young person have of his/her identity, e.g. concerning gender, disability, sexuality, religion, culture, ethnicity, language, self-worth, knowledge and understanding of own or family circumstances? What is being done to support the child/young person to achieve a positive sense of identity?

mIAnn has no self-worth of herself or self-esteem. She is constantly putting herself down. often says she is not capable of doing things before she even tries, was always told she was stupid. we have always talked positively to mIAnn about her capabilities - but she finds it hard to accept this - even praise.

iv) With whom is contact taking place? Is it taking place as often as planned? What effect is it having on the child/young person? What contribution do the parent(s) or people with parental responsibilities make to the child/young person's day-to-day care?

mIAnn sees Mum & 3 siblings when visiting Mum. One sister lives with Dad. mIAnn decides when she wants to go home, but this does not happen on a regular ~~occure~~ occurrence. Does not go home to Dad at Langholm.

- v) How does the child/young person relate with members of his/her family? Have there been any changes in these relationships or of family membership? How have these affected the child/young person?

[Empty box for handwritten response to question v)]

- vi) How does the child/young person present him/herself in social situations? What impression does s/he make on other people?

MAnn is very pleasant and polite and conducts herself well in family social occasions.

- vii) Describe the child/young person's behaviour. How is s/he developing emotionally? Have there been changes? If so, give details and possible reasons why you think this happened.

MAnn is not developing ~~to~~ very well emotionally ~~at~~ and seems to be taking all the weight of her parents divorce on her shoulders. I also think that she is scared about moving away from here.

viii) What self-care skills does the child/young person have? Are there any barriers to the child/young person achieving appropriate self-care skills? If so, describe them.

I think MIAnn knows self-care skills and what to do in situations - but as she so desperately wants to be liked and follows her peers on some occasions these can be forgotten, - as she sees them as interference.

3. Please describe the child/young person's and his/her family's relationship with the social worker since the last Review. (If this is the first Review, describe what happened since the child/young person started to be looked after away from home). If there has been a change of social worker, what affect has this had on the child/young person, his/her family and you as carer(s)? Make sure you record positive developments as well as any problems.

MIAnn has had a change of social worker since last review and tho' she hasn't said much I get the feeling that she doesn't like Kirsteen as much as Teresa and may be holding back.

I have checked this report for accuracy and completeness. [If applicable] The following questions have not been fully completed because:-

Signed Kim Bottomley Name KIM BOTTOMLEY
(BLOCK CAPITALS)
Date 16.04.00 Designation CARER

3007	ANNA
- 2 MAY 2000	KL

CHILD HEALTH DIRECTORATE

Nithbank, Dumfries DG1 2SD

Telephone: (01387) 2444000 Ext 4568 Direct Dial: (01387) 244568 Fax: (01387) 244564 E-mail:

19th April 2000

Our Ref: MAI/LR

Mrs. Kim Bottomley

Dear Mrs. Bottomley,

Marshallanne Douglas.

An appointment has now been arranged for Marshallanne, to attend at **Castle Douglas Health Centre (Interview Room) on Tuesday, 16th May 2000, at 3.30 pm** for a looked after medical.

Please bring the RIC 3 Booklet (Red and Yellow).

For children born from 1994 please bring their Personal Child Health Record (Red Books) with you.

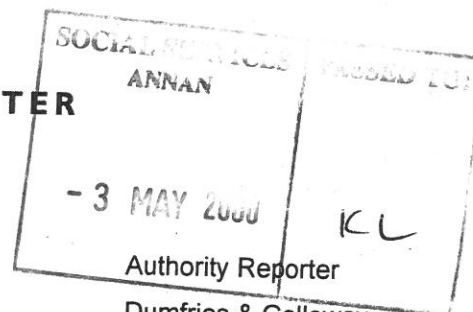
Yours sincerely,

Dr. Margaret A. Irving
Consultant Paediatrician

Cc Kirsteen Laidlaw, Social Worker



SCOTTISH
CHILDREN'S REPORTER
ADMINISTRATION



HC/CK

2 May, 2000

Ms Kirsteen Laidlaw
Social Worker
Social Services Department
2 Bank Street
ANNAN

Dumfries & Galloway
Miller H Caldwell

If calling please ask for:
Mrs Clark

Dear Ms Laidlaw

NOTIFICATION OF CHILDREN'S HEARING DECISION

Please note for your records that a Children's Hearing for Dumfries and Galloway has made the following decision:-

Name and Address of Child: **MARSHALLANNE DOUGLAS** (d.o.b. 16.1.84)
c/o Bottomley

Date of Decision: 20th April 2000

Decision: **SUPERVISION REQUIREMENT CONT.**

A copy of the formal instrument is attached where appropriate.

Yours sincerely

HILARY CLARK
Reporter

pp.

Enc.



SCOTTISH
CHILDREN'S REPORTER
ADMINISTRATION

1996 Rules
Rule 31

CHILDREN (SCOTLAND) ACT 1995

REPORT OF PROCEEDINGS OF CHILDREN'S HEARING

CHILDREN'S HEARING FOR DUMFRIES & GALLOWAY

LOCAL GOVERNMENT AREA

HELD AT ANNAN

ON 20-4-00

CHILD'S NAME MARSHALLANNE DOUGLAS

DATE OF BIRTH 16-1-84

REF. NO. _____

CHAIRMAN

MEMBER

MEMBER

REPORTER

E HUNTER

A MURRAY

G PATERSON

H CURR

A. PERSONS PRESENT AT HEARING AS PARTICIPANT

CHILD

MOTHER

FATHER

Other relevant person:

(name)

(name)

Representative (name)

Representative (name)

of child (address)

of (address)

Representative (name)

Safeguarder (name)

of (address)

(office address)

Social Worker K LAIDLAW

Other D CHIRNOCK

Other KIM BOTTOMLEY

PORTERING OFFICER

B. OTHERS ATTENDING HEARING (ESCORT, OBSERVERS ETC.)

(Name) LINDA CAMERON

(Name)

(Status) TRAINEE EDUCATIONAL PSYCHOLOGIST

(Status)

C. REASONS FOR THE CHILDREN'S HEARING

To renew a Supervision Requirement under s. 73(8)(a)(v)

D. GROUNDS FOR REFERRAL

Response to explanation of grounds for referral

Grounds on 4a dated	Child	Mother	Father	Relevant Person	Relevant Person
accepted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
accepted in part	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
not accepted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Grounds not understood through inability after explanation

Grounds on 4a dated	Child	Mother	Father	Relevant Person	Relevant Person
accepted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
accepted in part	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
not accepted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Grounds not understood through inability after explanation

E. DECISION/S OF THE CHILDREN'S HEARING

To continue the Supervision Requirement

F. REASON FOR DECISION

CHILD'S NAME MARSHALL ANN DOUGLAS

DATE OF BIRTH 16.1.84

The Children's Hearing made the decision(s) for the following reasons:

Over the last two years Marshall Ann has become more confident and secure in herself.

She told the panel that she wishes to remain in her current placement for the time being and focus on going to college, obtaining a place in Home of Residence and for the Supervision Requirements to continue.

The Supervision Requirements will allow SSD to implement their action plan of:-

- ① Preparing a package for Marshall Ann to continue with her education.
- ② To enable them to arrange appropriate contact between Marshall Ann and her family.
- ③ To support Marshall Ann through this period of change.

A Safeguarder was not considered necessary.

(Continue overleaf if necessary)

(Signed) Edna A Hunter
(Chairman)

(Date) 20.4.00



SCOTTISH
CHILDREN'S REPORTER
ADMINISTRATION

CONTINUATION UNDER SECTION 73(9)(e) OF THE ACT OF
SUPERVISION REQUIREMENT

Date: 20 APRIL 2000

Place: ANNAN

A children's hearing for Dumfries and Galloway, considering the case of
MARSHALLANNE DOUGLAS (DOB 16-1-84)

and the supervision requirement (a copy of which is attached), and in exercise of its
powers under section 73(9)(e) of the Act, continues the said requirement [in force]
~~[subject to the variations of that requirement noted below] [with the insertions in the
requirement noted below]~~

~~[The children's hearing in [varying] [imposing] a requirement order that the place
where the child is to reside shall not be disclosed to~~

[VARIATION[S] REFERRED TO]

[INSERTION[S] REFERRED TO]

Edna A Hunter
.....
Chairman of the Children's Hearing

Looking After Children in Scotland: Good Parenting, Good Outcomes

REVIEW OF THE CARE PLAN Part 6: Minute of the Review Meeting

Name of the child/young person

Marshalanne Douglas

Date of Review

Day

19

Month

04

Year

2000

1. Have reports been received from the following? (See Question 8 in the Social Workers report for those requested to submit a report).

	Yes	No	Not requested		Yes	No	Not requested
Child/young person	X			Education professional			
Mother				Other interested parties (please specify)			
Father		X					
Care(s)/ residential care worker	X						
Health professional		X					

2. Agenda for the Review

The agenda should be drawn up at the start of the Review. All those invited to the Review should have an opportunity to read the reports prior to the Review. The chairperson should ensure that actions on previous Review decisions and all issues of progress, change, difficulty or concern in the reports are put on the agenda for discussion.

Decision from last review
Contact (siblings, mum & dad)
Placement
Education
Health
Moving on & preparation for independence

3. Record of discussion of the Review**Decisions from last review**

Taking control of contact between Marshallann and her family in an attempt to offer her some protection from the relationship difficulties that her parents have with one another and that Marshallann gets drawn into.

Marshallann had said that she would like to have more contact with her siblings.

Marshallann stated that she did not want to have contact with her father either, but that she does want to see her sister Abbey. Mrs Douglas suggested that as Abbey can come to see her anytime she could arrange for Marshallann to be there as well and they could meet up.

Placement

Kim expressed her concern that Marshallann has increasingly withdrawn herself from the family, spending more time on her own and not participating in the shared "family" events. This has become increasingly apparent in the last 3 to 4 weeks. The most obvious impact has been at meal times, because Kim always likes everyone in the house to eat together at the table. Marshallann is no longer participating in these experiences, preferring to eat out of sight.

Marshallann had stated in her Young Person's Report that she found the rules at the Bottomley's to be "pathetic", but that she accepted that there were rules and she would stick to them.

There are the clear signs of a separation process between Marshallann and the Bottomley's starting to take place focussing on anger and hurt at the moment

This is often an unfortunate consequence of placements drawing to a close as both parties try to move away in different directions. The concern is that at this stage the arguments are already quite heated and there seems little effort in seeking resolutions. Marshallann has at least 2 more months in this placement while she revises and sits for her examinations.

Kirsteen stated that Marshallann will be helped to look at how to move on and how it is best to resolve issues before moving on rather than precipitating an emergency move in order to avoid the hurt of leaving and rejection.

It is evident that some work is also needed in helping everyone communicate and find resolutions to problems before the current difficulties escalate towards placement breakdown.

End of Placement

Kim and Jonathan are giving up foster care and have formerly given their notice to the Department. They have said that once Marshallann and another foster child move on they will take no more placements. Kim explicitly stated for the review that they did not want Marshallann to move on until there was somewhere appropriate for her to go to and that if this took until the Autumn she would remain with them until then.

Eating

This issue of withdrawing from the family has also raised further concerns for Kim about Marshallann's eating habits.

3. Record of discussion of the Review (continued):

Kim is worried that Marshallann is "binge eating" and at times unaware of having eaten. Mrs Douglas said that she found Marshallann would eat everything, when she is home for contact.

Agreed that the review forum was not the most appropriate place to try to have a discussion with Marshallann about her eating habits. The concerns the information raises need to be further explored outwith the review.

Education

Mr Brown explained that Marshallann does not find school easy, which in part has been a result of changes in schools, teachers and general disruption in her life. As a result her standard grades had not been as good as her potential suggested. This is also likely to have an effect on her grades this year, which are not likely to be as good as they could be. Marshallann is sitting 5 standard grades at intermediate and modular level and if she were to achieve 4 out of the 5 this would be a good result. Mr Brown feels that Marshallann is not always helped by her difficulties in organising herself and keeping focussed, at the moment there are a lot of deadlines for completed work and projects and this needs a lot of organising.

Marshallann was described as a very honest and open young person, who was liked in the school.

Marshallann also did a work experience placement at a local beauty salon and received glowing praise.

Kim had been concerned that an unconditional offer for College next year may have caused Marshallann to sit back and not work as hard as she could. Mr Brown stated that there was no evidence of that happening at school where all her teachers felt she was working as hard as usual.

College

Dumfries College has offered Marshallann an unconditional offer of a place on a Hair and Beauty Course. This was not the course Marshallann had originally wanted, but she hopes to be able to move over to the other course at the end of the academic year.

Health

Marshallann agreed to meet with Dr Irving to discuss how her health was and to raise any worries that she has. Marshallann wears glasses and has regular check ups at the optician and dentist.

Moving on – the plan

Marshallann has applied to Dumfries College for a place in the Halls of residence. Kirsteen believes that a place will become available for Marshallann in the Autumn, as they are usually reserved for younger students. Once at college Marshallann will spend the majority of time in the halls and any breaks will be spent living at her mother's home.

Financial support will be available from the Department, taking into account all available grants and bursaries, through the after care provision. Anna Dickie the after care worker is advising Kirsteen.

Consequently Marshallann will stay with the Bottomley's until the end of the Summer when she will move to Dumfries. During the summer Mrs Douglas is planning to be in Turkey and has invited Marshallann to come over for a month's holiday. Marshallann will come back from Turkey a couple of weeks before the start of the new term, stay with the Bottomley's and then move from there to the halls of residence.

4. Review chairperson's checklist

Have all the following areas been addressed? If the answer is no to any item, either discuss before moving on to making recommendations/decisions or confirm that it is not necessary/applicable at the Review.

	Yes	No	N/A
1. Recommendations/decisions of last Review and actions taken.	X		
2. Legal developments and any need for further legal change.			X
3. Need for/actions to be taken as a result of completion of an Assessment and Action record.			X
4. Changes/progress in placement.	X		
5. Use of sanctions.	X		
6. Child/young person's safety.	X		
7. Stability of placement.	X		
8. Health/disability.	X		
9. Learning/education/employment.	X		
10. Identity.	X		
11. Contact/family and social relationships.	X		
12. Social presentation.	X		
13. Emotional and behavioural development.	X		
14. Self-care skills.	X		
15. Relationship of child/young person and family with social worker.	X		
16. Whether the period of looking after should end and, if so, the actions needed to achieve this.		X	
17. If applicable, leaving care and after care arrangements.	X		
18. If applicable, pursuit of a claim for criminal injuries compensation.			X

5. Recommendations/decisions made at the review

Recommendations/Decisions and Actions to be taken	By Whom:-	By When:-
Placement to continue at least until Marshallann completes her studies in Dalbeattie.	all parties	minimum 2 months
Work with Marshallann to look at moving on positively, with issues resolved.	Kirsteen & Marshallann	ongoing
Work with Marshallann and the Bottomley's on how to communicate their differences in a constructive way.	Kirsteen & Marshallann	immediately
Make arrangements for Marshallann to have more contact with her sister, Abbey.	Mrs Douglas	immediately
National Insurance card to be replaced.	Marshallann with advice.	own timescale
Discuss concerns about eating habits and any potential disorders.	Kirsteen & Marshallann	immediately
Check immunisations are up to date.	Kirsteen	within a month
Arrange a meeting with Dr Irving for Marshallann.	Kirsteen	within a week
Review once Marshallann has moved on to make sure supports are in place.	Hew	by end of September 2000

Did anyone present at the Review not agree with any decision(s) or recommendation(s)? Yes No

If yes, please outline who, which decisions/recommendations disagreed with and any action to be taken to resolve the disagreement(s): -

6. Attendance at the Review

Please list all those who attended the Review and whether they should receive all/part of the record.
(cc Assessment & Planning Officer)

Name and Role/Relationship	parts of the record to be provided, e.g., all reports, some reports (specify), minute, decision/recommendation only
Marshallann Douglas - subject	all
Marshall Douglas - mother	all
Kim & Jonathon Bottomley - foster carers	all
Alasdair Brown - guidance teacher Dalbeattie High School	all
David Charnock - foster link worker	all
Kirsteen Laidlaw - social worker	all
Hew Smith - chair/minutes - assessment & panning	all

List anyone invited who was unable/did not attend and whether they should receive all/part of the record.

Name and Role/Relationship	parts of the record to be provided, e.g., all reports, some reports (specify), minute, decision/recommendation only
Mr Douglas - father	all
Tony Connor team manager - social worker	all

List anyone else who should receive all/part of the record.

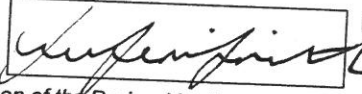
Name and Role/Relationship	parts of the record to be provided, e.g., all reports, some reports (specify), minute, decision/recommendation only
Mike Briggs - assessment & planning	all
Jackie Dean - family placements	all

7. Date and time of next Review Day Month Year

at

Venue of next Review

Part 6 above is an accurate and complete record of the Review meeting.

Signed  Name Date

Chairperson of the Review Meeting

Miss Marshallann Douglas

Your Ref:

Our Ref: KL\DN

If telephoning or calling please ask for:

Kirsteen Laidlaw

10th May 2000

Dear Marshallann,

I have attempted to call you a couple of times but I have either not got through or you have not been at home. Since I have not heard from you, I am presuming that everything is going well, and you don't need me, and that you have not received the bursary forms yet, because I would imagine they would be a 'hot line' if you had received them. Please get in touch with me to let me know how you are doing and so that we can arrange a time to get together. I am not going to come running after you because I believe that it is important that you also make an effort here, being the young adult that you are and moving on to your new life. I also understand that you will be very busy with all of the exams going on but I want to make sure that you are OK.

Take care!

Yours sincerely,



Kirsteen Laidlaw
Social Worker

Social Services - Keith Makin - Director

2 Bank Street, Annan DG12 6AA

Tel. 01461 203411. Fax 01461 205964

Dumfries & Galloway



PRIMARY CARE NHS TRUST
CHILD HEALTH DIRECTORATE

Nithbank, Dumfries DG1 2SD

Telephone: (01387) 2444000 Ext 4568 Direct Dial: (01387) 244568 Fax: (01387) 244564 E-mail:

SOCIAL WORKER	ANNAN	23 JUN 2000	KL
---------------	-------	-------------	----

21st June 2000

Our Ref: MAI/LR

Mrs. Kim Bottomley

Dear Mrs. Bottomley,

Re: Marshallanne Douglas

An appointment has been arranged for Marshallanne to attend at Castle Douglas Health Centre, on Tuesday, 27th June 2000, at 11.45 am for a looked after medical

Please bring the RIC 3 Booklet (Red and Yellow).

For children born from 1994 please bring their Personal Child Health Record (Red Books) with you.

Yours sincerely,

PP
Linda Ross
Dr. Margaret A. Irving
Consultant Paediatrician

Cc: Kirsteen Laidlaw, Social Worker



Chief Executive's office: Crichton Hall, Dumfries, DG1 4TG.

Telephone: 01387 244000, Direct Dial: 01387 244001, Fax: 01387 247706, Email: dfraser@smtp.dg-primarycare.scot.nhs.uk

Marshallann Douglas
[REDACTED]

Your Ref:

Our Ref: KLADN

If telephoning or calling please ask for:

Kirsteen Laidlaw

27th June 2000

Dear Marshallann,

I hope that you are well. Anna has told me that she is going to call on you to help you fill in your Bursary form. I look forward to hearing about your time at College.

I will be away until Monday 3rd July 2000. If you need anything, you can contact Anna or the Duty Worker at Annan.

I hope that you are enjoying the summer so far and I look forward to seeing you when I return.

Yours sincerely,

Kirsteen Laidlaw
Social Worker

Social Services - Keith Makin - Director

2 Bank Street, Annan DG12 6AA

Tel. 01461 203411. Fax 01461 205964

Agency details

Name of agency

W.P. Dr Hamilton or Delbeattie

Address

Social worker *Christie Lindsay*

Postcode

Medical Adviser

Telephone

If any problems arise in completing this form please contact the Medical Adviser.

Part 1 Report and assessment by examining doctor

Forename(s) *Marshall-Anne*

Surname *Douglas*

Also known as *Marshall*

Sex *F*

Date of birth *16.1.84* Ref. no.

National Health registration number

Date of examination *27-6-00*
to Bolton day.

Age at examination

To be completed by the young person

Dr *Doug* has discussed the purpose of this examination with me and I agree to it, and to the medical report being sent to the agency named above

Signature

Marshall-Anne Douglas

Date *27-6-00*

IMPORTANT The following information should be available to the doctor making the examination. He/she is asked to tick all which are provided.

- | | | | |
|---------------------------------------|--------------------------|---|--------------------------|
| Any recent medical report | <input type="checkbox"/> | List of placements/caregivers | <input type="checkbox"/> |
| Medical history | <input type="checkbox"/> | List of schools | <input type="checkbox"/> |
| Psychologist's report (if any) | <input type="checkbox"/> | Recent school report | <input type="checkbox"/> |
| Any other relevant specialist reports | <input type="checkbox"/> | Social work report | <input type="checkbox"/> |
| Family history | <input type="checkbox"/> | Annex completed by carer and young person | <input type="checkbox"/> |

The young person should be accompanied by the current caregiver Please give name and indicate if absent

Immunisation history

- | | |
|---------|----------------|
| Measles | Diphtheria |
| BCG | Polio |
| Rubella | Whooping cough |
| MMR | Tetanus |

Has the young person an immunisation record?

Any recent contact with infection?

Any allergies or adverse reactions to drugs?

1

Summary by medical adviser or examining doctor or anything in the collected information which is likely to be relevant to the young person's present condition or future prospects (eg genetic conditions in family; obstetric or neonatal complications; disability; previous illness, accidents and operations; history of growth, development, speech and learning; traumatic events; frequent changes of caregiver etc.)

getting on c team (ado is very young). As advised note Dad 3 sisters + 1 brother all younger, not c 2nd oldest sister. Appetite good. Bowels reg. Bladder now satis. no longer incontinence. Restless sleeper - worries.

2

Treatment Is the young person attending hospital or receiving any medication or other treatment?

Inhaler. - sore chest & tight throat. Salbutamol. Has cough esp when has congestion. Injury to (L) ankle - chipped bone.

3

Physical examination

Date 27-6-00.

Age 16 $\frac{5}{12}$

Weight: 70 kgs

centile. Height: 159.3 cms

centile.

Ethnic origin			
General appearance/impression of young person (note any dysmorphic features)			
Skin/hair		Satis. Dry skin upper arms.	
Mouth/state of teeth		Carious tooth - HS dental appt for next month.	
Spine/limbs/feet			
ENT	Auriscopic examination	R	L
	Hearing (state assessment method)	25 dB →	25 dB →
	Nose and throat	Satis.	
EYES	Ophthalmoscopy: media		
	retina		
	Vision: acuity (state assessment method)	attended optician: 6/12 ago. wear glasses for close work	
	any defects? (inc. colour blindness)		
Respiratory system		BS Normal.	
Cardiovascular system (inc. BP and pulses)		155/55. Pulse 96. 98/68 Pulse 68, HS regular no murmurs.	
Abdomen (inc. hernias)		nil. (L) breast - infected seb glands	
Genitalia			
Sexual maturation/menarche		Periods started age 12 - not very regular - every 6/12.	

3

continued

NEUROLOGICAL SYSTEM	Cranial nerves		
	Motor:	posture	
		gait	
		tone	
		power	
		co-ordination	
		reflexes (state if absent) abnormal movements?	
	Sensory		
	Any other observations?		
TEST RESULTS	Urine, blood, etc as appropriate (list below and give result and date)	Result	Date
CONCLUSION	Summary of young person's physical status (please specify any problems and state whether further investigations and/or follow-up examinations are required)		

4

Functional assessment

- a) Gross motor
- b) Visual and fine motor
- c) Communication skills

} Satisf -

5

Tobacco, alcohol and drugs

Does the young person smoke? — 4/day. Started age 12.
 Does the young person drink alcohol? at w/e. Sat. → drunk.
 Does the young person use drugs or solvents? ~~no~~.

6

Overall impression, including behaviour and rapport during examination

Related well.
 Health promotion advice given. Asked appropriate questions

7

Conclusions and recommendations

At + weight.
 Reported seizure by IT @ break * D/w GP -
 satisfied.

Signature of examining doctor *Margaret A. Dunne*

Qualifications *[Signature]*

Name in capitals
 Address *Riverbank C.C.
 Nithbank Dfs.*

Postcode *D41.*

Telephone *01387-244579*
 Date *27.6.00*

WHILE YOU WERE OUT

Date 7-7-2000 Message for Kirsten

MR/MRS/MISS Anna Dickey

Address

Phone Number

Phoned

Please ring

Called to see you

Matter is Urgent

Wants to see you

Will call/phone later

Message

She is filling in forms with
Marshallanne

A £70 deposit is required for Halls of
Residence - Anna will send forms
onto you + could you raise a
cheque payable to The Board of Management
Dumfries + Galloway College
Heathhall, Dumfries
DG1 3QZ

+ forward cheque with forms
Message taken by Susan Time 1-25pm

If phoning please ask for: Mr Scott - Direct Dial [01387] 243840
Our Ref: JS\
Email: scottj@dumgal.ac.uk

Date as Postmark

Dear MARSHAM AUN

MOAT HALL OF RESIDENCE

When you applied for a place on a course at Dumfries and Galloway College, you indicated that you would like to be accommodated in the Hall of Residence.

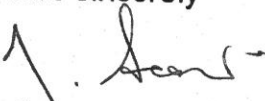
I am pleased to advise you that a place has been reserved for you, subject to the same conditions applied to your allocation of a course place.

To confirm your booking, please read carefully, complete and return the appropriate forms together with a cheque for £70.00 being a room deposit.

Your cheque, made payable to "Dumfries and Galloway College" or "DAGCOL" should reach us not later than30 JUL 2000..... If not received by the above date, it will be necessary to re-allocate your room to another student applicant.

In the event that you decide not to use the room reserved for you, your deposit will be refunded provided you give a minimum of two weeks written notice of your intentions **prior to the start date of your course.**

Yours sincerely


J Scott
Residence Manager

MOAT HALL OF RESIDENCE RESIDENCE FEES 1999/2000

Please complete and return the bottom part of this form with your deposit cheque

Hall fees are based on a **five** day week from Sunday evening to Friday morning. Fees for this year are £35 for this period. If you wish to stay over the weekend, this is normally available and an additional charge of £5.00 is made.

In order to keep costs down the College is actively encouraging outside groups to make use of available rooms within the residence at weekends and students are requested to book weekend occupancy monthly in advance – [last minute, unforeseen circumstances will be allowed for] and weekend storage areas are available.

Please co-operate by completing the attached forms showing the possible weekend usage, if known. **[Remember – this is in no way binding and is designed to give a guide to weekend demand].**

Students are expected to register at the Moat Hall on Sunday 3 September 2000 between 1730 – 2100 hours, unless by arrangement.



Please send [with your room deposit] to:

Residence Manager, Moat Hall
Dumfries and Galloway College
Heathhall
Dumfries DG1 3QZ

Name MARSHALL ANN Douglas

Male Female Smoker Non-Smoker
[Please tick as appropriate for room allocation]

Date of birth ..16:01:84..

Title and Year of Course [1st, 2nd, 3rd] ...HAIRDRESSING & BEAUTY..... 1ST YEAR.

I am likely to be in residence at weekends: always most weekends occasionally

Special Requirements [e.g. physical, dietary, etc]. Please continue on back if necessary.



DUMFRIES AND GALLOWAY COLLEGE

AN AGREEMENT DATED

BETWEEN

[1] The College: The Board of Management - Dumfries and Galloway College, Heathhall, Dumfries. DG1 3QZ

[2] The Resident: *MARSHALLANN Douglas.*

whereby the College allows the Resident to occupy the Room No .. situated at Moat Hall of Residence [hereinafter called 'the premises'] on the following terms and conditions.

- | | | |
|-----------------------------------|------|---|
| PERIOD | 1 | The premises shall be occupied from:
to: [Or the end of your course of study].
[For the College Year]. |
| TARIFF | 2 | The Resident agrees with the College during the continuance of this Agreement to pay to the College the sum of £35 per 5 day week or £40 per 6/7 day week in respect of the Resident's use of the premises and the fittings and furnishings. |
| | a] | Bursary funded students will have their board and lodgings paid directly to the Moat Hall. |
| | b] | per term by those receiving grants/loans from the S.A.A.S. [within two weeks of start of term]. |
| | c] | self funded student pay monthly. |
| ACCEPTANCE OF CONDITIONS | 3 | The Resident accepts the premises, fittings, and the furniture therein as being in good condition and repair and agrees to keep and leave the same in like good order at the termination of this Agreement with the exception of fair wear and tear and damage caused by risks covered by the College's insurance policy unless the insurance monies are irrecoverable in whole or in part by virtue of any act or default of the Resident or his/her invitees. |
| USE OF PREMISES & VACANCY ARISING | 4[a] | It is agreed that the premises shall not be occupied otherwise than by the Resident personally and that the premises will be used solely as a residence for persons pursuing or intending to pursue a course of study at Dumfries and Galloway College, or other resident approved by the Residence Manager. The Resident shall not assign or part with or sub-let or share occupation of a part or the whole of the premises demised by the Agreement. In the event of a Resident wishing to vacate the premises prior to the date of termination of this Agreement he or she shall remain liable for the rent and other charges in respect of the premises until the said date of termination unless the tenant has arranged for another tenant to take over the let of the room. |
| COLLEGE RIGHT OF LET | 4[b] | The College reserves the right to let the Moat Hall rooms that are unlet to Residents for any period of time including weekends. |
| DECORATION & CLEANING | 5 | It is agreed that no redecoration, structural alterations or other alterations or additions to the premises will be made by the Resident without the consent in writing of the College. No expense may be incurred on behalf of the College without the consent of the College in writing. |

Without prejudice to the College's responsibility for repairs set out in Clause 12 the Resident shall keep the interior of the premises regularly cleaned and in a neat and tidy condition and shall keep all internal glass in the windows clean and shall not do or permit anything to be done which would interfere with the College's arrangements to keep all common parts including the gardens, lawns, paths and roadway forming part of the premises well tended and neat and tidy and the Resident shall not permit rubbish to accumulate.

At the end of the term of this Agreement the Resident shall leave the premises clean and tidy in accordance with this Clause and any possessions left on the premises on the expiry of this Agreement and not collected within one month or such longer period agreed between the Resident and the College will be deemed to have been abandoned and may be disposed of at the discretion of the College except that any expenses incurred by the College in so doing may be passed on to the Resident.

- | | | |
|--|----|---|
| DISPLAY | 6 | The Resident shall not interfere with the College's signs or boards [if any] erected or to be erected on the premises nor shall the Resident display on from or upon the said premises any advertisement notice or sign nor hang or allow to be hung any clothes or other articles from the premises or in the common parts. |
| RECEIVING
AERIALS | 7 | The Resident shall not permit to be installed any wireless aerial or television aerial or make any attachment to the premises. |
| FITTINGS
FURNITURE &
FURNISHINGS | 8 | Prior to the commencement of this Agreement an inventory will be made by the College of the fittings and furnishings and other contents of the premises. A copy of such inventory will be attached to this Agreement and initialled by the parties or on their behalf at the Resident's ingoing and outgoing. Save as expressly noted on such inventory the Resident shall be deemed to accept all such items as being in good repair and condition at the commencement of the tenancy. The Resident agrees to pay the cost of replacing or making good any losses breakages or damage occurring during the period of occupancy other than damage caused by fair wear and tear or by risks covered by the College's insurance policy unless the insurance monies are irrecoverable in whole or in part by virtue of any act or default of the Resident or his/her invitees. The Resident further agrees to leave the furniture furnishings and other contents of the premises in the same rooms and in the same positions as shown in the inventory. It is the responsibility of the Resident to insure his/her own property. |
| ACCESS | 9 | The Resident agrees to allow access to the College or their agents in order to allow them to carry out an inspection of the premises and the College's fittings, furnishings and other contents. It is also agreed that the Resident shall have the right to be present at the checking of the inventory of the contents referred to above. |
| NOISE | 10 | The Resident shall not play or allow to be played any musical instruments or equipment between the hours of 1100 pm and 0730 am or so as to cause annoyance to neighbours or other Residents. |
| DAMAGE | 11 | It is agreed that if the premises or any part thereof shall be rendered unfit for use by fire or any other risk covered by the College's insurance policy or by reason of any defect or want of repair during the period of this Agreement by arrangement with the College no sums shall be payable for so long as the premises or any part thereof shall remain unfit for use. This clause shall not apply if the damage or defect is caused by the act or default of the Resident or his/her invitees. In the event of the premises being rendered unfit for use the College shall have the right to terminate this Agreement forthwith by written notice served at the premises at any time thereafter. |

- REPAIRS** 12 The College hereby agrees to use its best endeavours to ensure the proper working order of equipment contained in the premises. The College shall not be liable to repair any damage caused by any act or default of the Resident or his/her invitees.
- REPORTING OF REPAIRS** 13 The Resident agrees to report in writing as soon as possible any repairs required to the premises or the fittings, furnishings and other contents thereof to the Residence Manager or Housekeeper.
- RE-ENTRY** 14 If at any time the sums due to the College in terms of this Agreement shall remain unpaid for 14 days after becoming payable or if there shall be any breach or non observance by the Resident of any of the conditions herein before contained or referred to then in any of these events this Agreement shall terminate forthwith and the Resident and his/her invitees will vacate the premises forthwith and be liable to forfeit in total the sum lodged as a "deposit".
- It is specifically accepted as a condition of this Agreement that in the case of a breach of any condition of this agreement the College may give notice in writing which shall be sufficiently served if delivered by hand to the room to terminate the arrangements with effect from such date as may be specified therein and without further warning re-enter and take possession of the premises together with the College's, furniture furnishings and contents but without prejudice to the College's right to recover any rent or sums of money that may be due.
- REMOVAL** 15 It is specifically accepted as a condition of this Agreement that the Resident shall leave and vacate the premises and yield up vacant possession of each and every part thereof to the College forthwith on the termination of this Agreement without any legal warning of process of removal or on any earlier date on which the tenancy determines in accordance with either Clause 14 or Clause 19 of this Agreement and will meet any and all expenses incurred by the College in the event of non-compliance by the Resident.
- DEPOSIT** 16 [a] The Resident hereby agrees to pay a deposit of £70 on entry to the College as security for the due performance or observance by the Resident of his/her obligations hereunder with the right for the College to apply the whole or any part of such deposit in or towards the satisfaction or partial satisfaction of any liabilities of the Resident to the College in consequence of any breach or default by the Resident in the performance or observance of the Resident's obligations hereunder. It is agreed that this deposit may be applied by the College towards any sums due or towards the cost of making good damage or other expenses payable by the Resident and subject thereto will be repayable to the Resident by the College after the expiration of the agreement. The Resident shall also on or before the first day of each College term pay to the College any part of the deposit which may have been applied by the College as provided for above during the previous term. No refund of deposit will be made unless an application for refund has been received in writing 14 days prior to the commencement of the Resident's course.
- JOINT LIABILITY** 16 [b] The Resident is jointly and severally liable for laundry equipment, telephones, electrical equipment and fire alarms and equipment and where deliberate damage or misuse occurs and those responsible cannot or will not be identified then the cost of making good or defraying expenses will be equally divided between the Residents and such sums will be deducted from the deposit.
- DEBT** 17 Residents are reminded that an outstanding debt to the College may result in the withholding of results and any other sanctions permitted by College Regulations.
- GENERAL REQUIREMENTS** 18 The Resident shall
- a] Not use the premises except as a private living accommodation and shall not

carry on any trade or business from the premises.

- b] Keep the premises in a clean and proper condition and be responsible for the removal of refuse to the place specified by the College.
- c] Not keep pets or livestock of any description on the premises.
- d] Not do or permit to be done on the premises any act or thing whereby the College's insurance policy may become void or voidable or whereby the premium thereon may be increased.
- e] Comply with any regulations from time to time issued by the College in relation to the premises and which are notified to the Resident in writing.
- f] Notify the Residence Manager if the premises are to be unoccupied for a continuous period of ten days or more and to take such precautions for the security of the premises its fixtures and fittings as are required by the College during any period when the premises are unoccupied.
- g] Comply with any regulations from time to time issued by the College including requirements of insurers and the fire prevention office in relation to the premises and which are notified to the Resident in writing.
- h] Acquaint him/herself by instruction or training with the fire alarm and evacuation procedures as conveyed by the College in writing by instruction or by training.

RESIDENCY 19 The Resident agrees that the premises are occupied by him/her in consequence of his/her attendance at Dumfries and Galloway College and it is agreed that he/she will be bound up to give up the occupation if he/she ceases to be a registered full-time Resident of the College. The College hereby notifies the Resident that in the event of the Resident ceasing to be a registered full-time Resident of Dumfries and Galloway College possession of the premises will be sought by the College and notice will be served forthwith for immediate vacating other than by specific arrangement.

NUISANCE 20 The Resident agrees that the premises shall be occupied in such a way that no disturbance or inconvenience is caused to the occupants of neighbouring premises or to the College or any other Residents.

RESIDENCE MANAGER 21 It is agreed that the Resident and his/her invitees while on the premises of Moat Hall will be subject to the authority of the Residence Manager of the Moat Hall or his representative and the instructions or regulations published from time to time by the Residence Manager form part of this Agreement.

MOAT HALL RULES Listed below are the rules for Residents in residence at Moat Hall. The College wishes to keep rules to a minimum, but it is expected that consideration for others, safety and security will be remembered by all Residents in residence at all times.

FIRST ARRIVAL 22 Residents coming into residence should report to the Residence Manager between 1730 and 2100 hours on the first evening of residence, unless otherwise arranged with the Residence Manager.

SECURITY 23 Residents are responsible for the security of their own property. Rooms should always be locked on leaving. Residents are advised that large sums of money and very valuable items should not be kept in Moat Hall.

- LOCKING UP TIMES 24 The Hall will normally be locked on week nights and access is via swipe cards issued to all residents over 18 [under 18's by arrangement].
- LEAVE AND VISITORS 25 Any Resident leaving the Hall [for however short a period of time] must sign the appropriate book stating time of departure and return. All visitors must sign the visitor's book on arrival, no visitors before 1730 hours, and must leave the Hall by 2245. These requirements are necessary in view of possible emergencies [eg Fire]. Visitors wishing to stay overnight are required to be booked in and allocated a room for which a charge is payable.
- DUTY ROTA 26 Residents are required to undertake, on a rota basis, duties related to the safety and security of the Hall. A copy of the duties involved will be provided for each Resident.
- ALCOHOL 27 No Resident may bring alcoholic drink or non-prescribed controlled drugs into the premises, or enter the Hall in an intoxicated state.
- OPPOSITE SEX 28 Residents may only have visitors of the opposite sex in their rooms, during the evening.
- FIRE 29 It is the responsibility of every resident to familiarise themselves with fire regulations which are displayed throughout the Hall and to make themselves aware of the location of fire exits and assembly points.
- EXCLUSION 30 The College reserves the right of immediate exclusion for unruly behaviour or misconduct in terms of these rules or other clauses of this agreement with forfeit of deposit.
- REFUND 31 It is not College policy to refund any fee or part fee in respect of services provided by the College. Specifically, no refund of Hall fees will be made:- in respect of periods of absence [eg sickness] of less than three weeks, - during term time holidays [eg mid term or May Day holidays when the Hall is closed] - if a Resident is suspended from the Moat Hall.

MARGINAL NOTES

The marginal notes herein are for reference only and shall not affect the construction or effect of this Agreement

For the avoidance of doubt this agreement does not constitute an assured tenancy as it relates to the provision of accommodation by a College of education for a Resident pursuing a course of study there.

SIGNED BY

**for and on behalf of
DUMFRIES AND GALLOWAY COLLEGE**

In the presence of: **Witness [Staff Member]**

I have read the foregoing and in particular Clause 19 thereof and I accept the terms and conditions contained therein.

* Adopted as holograph *MacCallan U Douglas* [Resident's Signature]

MacCallan U Douglas [PRINT NAME]

In the presence of: **Witness [Non Staff]**

Dumfries & Galloway

UP

C O U N C I L
Serving South West Scotland

Department for Finance, Carruthers House, English Street, Dumfries DG1 2HP
 Telephone 01387 260000
 Fax 01387 260368

SOCIAL SERVICES ANNAN	PASSED TO: WS
14 JUL 2000	Julian M. Cowie Director

DUMFRIES & GALLOWAY COLLEGE
 FINANCE DEPT
 HEATHHALL
 DUMFRIES

DG1 3QZ

REMITTANCE ADVICE

PAGE	SUPPLIERS REF. No.	DATE
1	DANGC200	12 JUL 00

Please quote above reference in any communication

SUPPLIERS REFERENCE OR DATE OF INVOICE	YOUR INVOICE No.	OUR REFERENCE	DOC. TYPE	AMOUNT
SECTION 25	12 JUL 00	FUP00472 08		75.00
				75.00

Laidlaw, Kirsteen

From: Dickie, Anna
Sent: 18 July 2000 14:58
To: Laidlaw, Kirsteen
Subject: RE: Marshallann Douglas

The paper work was only for the halls of residence. All other paper work has been forwarded to the college. Imagine loosing the forms we all do it.

We'll have a lovely holiday. I'm away week starting 24 July and do not return until 7 Aug.

Anna

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

From: Laidlaw, Kirsteen
Sent: 18 July 2000 11:58
To: Dickie, Anna
Subject: Marshallann Douglas

Anna, I have the cheque raised for Marshallann's halls deposit. However, I have lost the paperwork. (Don't ask I have spent a long time trying to locate it) I called the Hall of residence and they are sending out the paperwork to me. My question is was the paperwork only for the Halls of Residence or was there any other pieces included re her college application? Let me know especially if the deadline is the end of July because I won't be around next week and would like to get this off this week.

Talk to you when I get back,
Kirsteen Laidlaw

Sent on 19/7/00 July 19th 2000

Dear Marshallann,

I hope this finds you well.

Enclosed are the forms that you need to sign for the ~~B~~ Halls of Residence + return to them with the enclosed cheque. I've marked the places where.

I will be away next week until Thurs. Call me if you want to meet. I've got a couple of things to tell you - just about dead, nothing scary. Talk to you soon. ✓

Krisheen

P.S. - Send these forms off the day you get them!!

Laidlaw, Kirsteen

From: Laidlaw, Kirsteen
Sent: 01 August 2000 11:57
To: Donaldson, Ian
Subject: RE: Youth Strategy

Thanks for the quick reply Ian.
My client's name is
Marshallann Douglas

Kirsteen Laidlaw

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

From: Donaldson, Ian
Sent: 01 August 2000 08:51
To: Laidlaw, Kirsteen
Subject: RE: Youth Strategy
Importance: High

Kirsteen

We operate an open approach to the Youth Strategy Executive Group and are always keen to involve young people on an ongoing basis. I send the details and we will get in touch or if it's easier we can arrange for you to bring her into the office. I would be interested in how she found out about the group. My internal phone number is 64041 if you want to give me a ring.

Ian

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

From: Laidlaw, Kirsteen
Sent: 31 July 2000 17:01
To: Donaldson, Ian
Subject: Youth Strategy

Ian, I have a young 16yr old client who is interested in participating in the Youth Strategy Forum. If this is a viable option, could you please let me know and I will send you her details.
Kirsteen Laidlaw

Laidlaw, Kirsteen

From: Laidlaw, Kirsteen
Sent: 01 August 2000 15:26
To: Donaldson, Ian
Subject: RE: Youth Strategy

Ian

I will be out of the office tomorrow and I am tied up all day Thursday. Marshallann is a young woman leaving foster care to move into Halls and attend college in Dumfries. My motivation for getting her involved with yourselves is to broaden her horizons from the looked after children system and life in general. Marshallann has a lot of very good social and communication skills, and an additional opportunity to broaden her social circle would also be beneficial to her. If you need any more info I will call you on Friday or you could call me on 01461-203411

Kirsteen Laidlaw

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

From: Donaldson, Ian
Sent: 01 August 2000 14:32
To: Laidlaw, Kirsteen
Subject: RE: Youth Strategy
Importance: High

Kirsteen

Can you give me a ring on 64201 for a brief chat before we contact Marshallann.

Thanks

Ian

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

From: Laidlaw, Kirsteen
Sent: 01 August 2000 11:57
To: Donaldson, Ian
Subject: RE: Youth Strategy

Thanks for the quick reply Ian.
My client's name is
Marshallann Douglas

Kirsteen Laidlaw

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

From: Donaldson, Ian
Sent: 01 August 2000 08:51
To: Laidlaw, Kirsteen
Subject: RE: Youth Strategy
Importance: High

Kirsteen

We operate an open approach to the Youth Strategy Executive Group and are always keen to involve young people on an ongoing basis. I send the details and we will get in touch or if it's easier we can arrange for you to bring her into the office. I would be interested in how she found out about the group. My internal phone number is 64041 if you want to give me a ring.



Dumfries
& Galloway
COUNCIL

Social Services Department, 2 Bank Street, Annan.

Internal Memorandum

Date: 1st August 2000

To: Marjory Morrison, BAAF, Grierson House

Your ref:

From: Kirsteen Laidlaw, Social Worker, Child Care

Our ref: KL/WS

I presently work with a 16 year old young woman, who is about to leave a foster placement. She has stated to me that she would like to discuss with someone her experiences in care as she would like to have an impact on what the future may be for others who may need a foster placement. If you are interested in talking to her please let me know and I will either by e-mail or by letter and I will send you her details.

.....
Kirsteen Laidlaw
Social Worker
Child Care Team

Laidlaw, Kirsteen

From: Laidlaw, Kirsteen
Sent: 28 August 2000 10:09
To: Kerr, Teresa
Subject: Marshallann

Hi, I hope that things are more settled for you and your family right now, give us a call if there is anything I can do.

Marshallann moves into Halls today her mobile number is 0798 0941661. Do you want to get together to plan what you can offer her as a befriender, or do you feel it would be better to meet up after you have explored this with her yourself?
Let me know, Take care

Kirsteen Laidlaw

DUMFRIES AND GALLOWAY COUNCIL
SOCIAL SERVICES DEPARTMENT

FORM C.18

- To be completed when a child or young person is received into care, transferred in care or discharged from care. Please use this Form also to notify change of Social Worker.

SEND TO

- Consultant Community Paediatrician, Child Health, Nithbank, Dumfries. DG1 2SD
- Director Of Education, Education Offices, 30 Edinburgh Road, Dumfries. DG1 1JQ
- Fostering and Adoption Team, Social Services Department, 43 Newall Terrace, Dumfries. DG1 1LN.
- Copy for file.

NAME OF CHILD:

Marshallan Douglas

DATE OF BIRTH:

16/1/84

DATE OF RECEPTION INTO CARE/TRANSFER/DISCHARGE:

3rd Sept 2000

ADDRESS BEFORE CHANGE:
(with name of parent/carer)

c/o Bottomleys

ADDRESS AFTER CHANGE:
(with name of parent/carer)

Halls of Residence
Dt G College.

SCHOOL TO BE ATTENDED:

Dt G College.

ALLOCATED SOCIAL WORKER:
(if known)

Kirsteen Laidlaw

NOTE:

If this notification is in respect of a child in foster care, have you completed appropriate C.21 or C.22 Form? Yes No

NAME (please print): Kirsteen Laidlaw

SIGNED: [Signature] DATE: 31/8/00
(Social Worker - on behalf of Director of Social Services)

DUMFRIES AND GALLOWAY COUNCIL
SOCIAL SERVICES DEPARTMENT

FORM C.22

- To be completed to STOP all Fostering/CATCH Allowances under the Boarding Out Regulations

SEND TO:

- Client Services Support Team, Social Services Headquarters, Grierson House, The Crichton, Bankend Road, Dumfries DG1 4ZH
- Copy for File

Please STOP the necessary payment in accordance with the following information:

NAME OF CARER:

Kim + Johnathan Bottomley

ADDRESS OF CARER:

[Empty box]

NAME OF CHILD(REN):

Marshallan Douglas

DATES OF BIRTH:

16/1/84

DATE OF PLACEMENT:

?

DATE ALLOWANCE TO STOP:

3/9/00

IF CATCH, DATE FROM WHICH PAYMENT OF FEES SHOULD CEASE IF DIFFERENT FROM ABOVE:

[Empty box]

(please complete all sections)

NOTE: Have you completed a C.18? yes no

NAME (please print): Kirsteen Laidlaw

SIGNED: *Kirsteen Laidlaw* DATE: 31/8/00
(Social Worker - on behalf of Director of Social Services)

Laidlaw, Kirsteen

From: Laidlaw, Kirsteen
Sent: 11 September 2000 10:58
To: Dickie, Anna
Subject: RE: Marshallann douglas

Anna, I also saw Marshallann on Tuesday afternoon and on Sunday afternoon. She got money from Social Services Gordon St on Friday, and I have re-directed her to the DSS office to sort that out before her classes start on Wednesday. As to e-mails, if you go into your properties section in the task bar you can choose an option that lets you know when your messages have been sent and read.
Kirsteen Laidlaw

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

From: Dickie, Anna
Sent: 07 September 2000 13:58
To: Laidlaw, Kirsteen
Subject: Marshallann douglas

Kirsteen,

I met with Marshallann on Tuesday at the college. She seems quite happy and relaxed about her circumstances and the change of placement.

She informed me that her income support payments have not been processed and she is not in receipt of finance. You need therefore to set up payments until the process has been completed. She would be due £41.35 weekly, usually paid on a Friday. If you contact DSS they will inform you when the payments start. She will be in need of a payment this week.

Could you please let me know that you have this email.

Thanks

Anna

C437

SOCIALS

18 OCT 2000

DUMFRIES AND GALLOWAY COUNCIL
SOCIAL SERVICES DEPARTMENT

DETAIL RECORD
(For specified incidents or agreed cases)

CLIENT NAME: <i>Marshall Ann Douglas</i>	REF NO:
SOCIAL WORKER: <i>Miss Anna Dukes</i>	AREA OFFICE: <i>DO.</i>
DATE: <i>12/10/00</i> <i>11:45am</i>	EVENT: <i>TIC from John Scott, Meat Hall</i> <i>Marshall Ann Douglas - per to Anna Dukes</i> <i>currently resides at Meat Hall, Do</i> <i>G College. She would not appear to</i> <i>have been aware that Meat Hall will</i> <i>be closed for holidays next week and</i> <i>it would seem Marshall Ann has nowhere</i> <i>to stay.</i> <i>Mr Scott will advise Marshall Ann to</i> <i>telephone to make an appointment to see</i> <i>a Duty SW tomorrow.</i> <i>No further contact from Marshall Ann</i> <i>Ann Tait</i> <i>Duty SW</i> <i>12/10/00</i> <i>Pass to Annan for info</i> <i>G</i> <i>13-10-00</i>

Dickie, Anna

From: John Scott [ScottJ@dumgal.ac.uk]
Sent: 07 November 2000 15:56
To: 'annad@dumgal.gov.uk'; 'kirsteenl@dumgal.gov.uk'
Subject: Marshallann Douglas - Accommodation

Anna - we have spoken several times about this student/ client re - responsibilities for her moat Hall fees.

1. - The College bursaries have written to Marshallann rejecting her application for a bursary and accommodation fees.
2. - The Housing Benefit people have, I am told, rejected her application for benefit.
3. - Marshallann tells me she has been assured that her accommodation will be paid for her - however I have received no monies on her behalf, or indeed any correspondence or assurances relating to her.

The College policy regarding residents is that no money by the end of week eight means that residence will no longer be provided.

I write to inform you that if no money is forthcoming by the end of this week Friday 10th November 2000 Marshallann Douglas will be obliged to leave Moat Hall.

Please respond urgently.

John Scott
(Residence Manager)
scottj@dumgal.ac.uk

DUMFRIES AND GALLOWAY COUNCIL
SOCIAL SERVICES DEPARTMENT

DUTY RECORD
(For use for Open Cases only)

CLIENT'S NAME:	Marshallanne Douglas
ADDRESS:	
ALLOCATED SOCIAL WORKER:	Kirstie Laidlaw

DATE: 7/11/00

CONTACT MADE BY: Returning calls re college accommodation arrears & of whis.

EVENT: Day Duty, Annan

please establish if any invoices have been sent to SS.

Tk to John Scott re financial situation - but no reply.

Tk Anna Dickie - ~~unavailable~~ Benefits agency has turned down claim for accommodation and Marshallanne faces eviction on Friday 10th Nov '00.

Tk John Scott again - overdue - no invoices sent to SS. as no agreement to pay

Tk Secan - request for one weeks extension so situation can be looked at & find out how much is still manage left for John Scott to contact daily unless re agreement not speaking.

8/11/00 - Trc from John Scott. Informed Kirstie - who said she will deal with the matter. CE.

DUTY WORKER:
(Print Name) Yvonne Stewart

SIGNED: Yvonne Stewart

G76 (Duty)

DATE: 7.11.00

Stewart, Wendy

From: John Scott [ScottJ@dumgal.ac.uk]
Sent: 17 November 2000 16:18
To: 'Wendys@dumgal.gov.uk'
Subject: Accommodation Payment

I have today received a cheque for the sum of £600.
This in payment of accommodation provision for Marshallann Douglas for the
period 03/09/00 - 22/12/00 A period of 15 college weeks at £40:00 per
week.

Many thanks.

John

Marshall-Ann Douglas
Moat Halls of Residence
Dumfries and Galloway Tech
Heathhall
DUMFRIES

Your Ref:

Our Ref: KL/WS

If telephoning or calling please ask for:
Kirsteen Laidlaw

December 4, 2000

Dear Marshall-Ann

I hope this letter finds you well, I am writing to ask that you get in touch with me so that we can arrange to meet and we can discuss what your plans are for Christmas. I don't want a similar situation to arise that did over the October break.

I hope that you are still enjoying college and living in the Halls of Residence and look forward to seeing you. I will be away for the rest of this week, but please call and leave a message as to when you will be available from the 11th December 2000, so that we can get together.

Yours sincerely

Kirsteen Laidlaw

Social Services - Keith Makin - Director

2 Bank Street, Annan DG12 6AA

Tel. 01461 203411. Fax 01461 205964

DUMFRIES AND GALLOWAY COUNCIL
SOCIAL SERVICES DEPARTMENT

DETAIL RECORD
(For specified incidents or agreed cases)

CLIENT NAME: Marshallan Douglas REF NO:

SOCIAL WORKER: Kirsteen Laidlaw

DATE:	DESCRIPTION OF EVENT:
3/7/00	Marshallan t/c to me. Talked of dissent in family -
5/7/00	t/c from Marshallan feeling very despondent and angry Mum & Shelley visited CD last night Agreement re Shelley - Mum torn between 2 of them. MA asked to meet.
6/7/00	Met Marshallan @ Whitecarts. Very low, spent 2 hrs with her. Discussed future + positives as well as family issues
20/7/00	t/c from Marshallan about forms for college. Has sent them off. Was fired but feels unfair (I agree).
27/7/00	t/c to Marshallan - Not working yet. doing etc - talked of referring her to Youth Strategy Forum + BAAF reports compiler about her views as a ypin foster care. MA gave her consent
28/7/00	Met Teresa Kerr to talk about her being a befriender to Marshallan.
31/7/00	Sent e-mail to YSF + memo to Covenanter House about BAAF person. t/c to Marshallan - she agreed to meet on 7 th @ 2pm
3/8/00	Ian Donaldson called me from YSF office They had Marshallan in to visit yesterday It was very positive.

DUMFRIES AND GALLOWAY COUNCIL
SOCIAL SERVICES DEPARTMENT

DETAIL RECORD

(For specified incidents or agreed cases)

CLIENT NAME: Marshallann Douglas REF NO:

SOCIAL WORKER: Christine Laidlaw

DATE: DESCRIPTION OF EVENT:

7/8/00 Met Marshallann in Dfs. Wanted her friend to come, I declined. Talked of the hard time she is having at carers house. Feels they are not treating her well or as part of the family. Marshallann feels very confused about her emotions and feels "out of control" Talked of changes in her life and moving into college halls in 3 wks. Agreed to meet next Wed @ 2pm to go shopping for sheets and a lamp + alarm clock.

8/8/00 t/c from Marshallann - she had big argument w carers. Doesn't understand why she is doing stuff! or what her attitude is so I've. Talked of taking time to think things thru and making sure she is calm before making decisions. Asked her to sort things out w carers as ~~dis~~ she was a young adult and I would intervene only if that didn't work.

15/8/00 Met Marshallann in Dfs. Bought bedding + c. r discussed move.

1/9/00 Met Marshallann in Dfs - Gave her £40 to hide her over until home support kicked in. Very nervous about moving

DUMFRIES AND GALLOWAY COUNCIL
SOCIAL SERVICES DEPARTMENT

DETAIL RECORD
(For specified incidents or agreed cases)

CLIENT NAME: Marshann Douglas.	REF NO:
SOCIAL WORKER: Anna Dickie	AREA OFFICE:
DATE:	EVENT:
7.07.00	Visited Marshallann today at her home We completed her forms for a bursary for the college. I also forwarded a form to her Social Worker Kirsten Laidlaw making a request for a deposit to secure her a place in Moat Hall.
22.07.00	I phoned Marshall Ann and have made arrangements to meet with her on Monday
28.08.00.	28.08.00.
28.08.00.	Marshallann contacted the office this am to cancell out meeting. I tried to phone her but there was no answer.
28.08.00	I met with Marshallann, she was having problems filling in an application form for housing benefits. we completed a new form and Marshallann will post it when she attaches all other relating information.
05.09.00	I met with Marshallann at the college. she seemed relaxed and confident about her charge. she informed me that she is still not in receipt of her income support benefit I advised her social worker of this and asked that she fix up payments until this is processed. I await confirmation from her.

DUMFRIES AND GALLOWAY COUNCIL
SOCIAL SERVICES DEPARTMENT

DETAIL RECORD
(For specified incidents or agreed cases)

CLIENT NAME: Marshallann Douglas		REF NO:
SOCIAL WORKER: A Dickie		AREA OFFICE:
DATE:	EVENT:	
11.09.00	<p>Met with Marshallann today at the college accommodation. There have been a few incidents that she has been involved in during her short stay. I discussed these with her and she was accepting of them and claims her behaviour ^{has} will improve in the future. She will receive a written report from the halls manager in regard to the complaints and will have the opportunity to discuss these with him.</p> <ol style="list-style-type: none">① Talking & shouting out of the window to male residents after 11.30 pm.② Causing a disturbance outside the halls after 3 AM.③ Defacing furnishing by writing her name.④ Going to the male residence area after 11.30 pm. <p>all have been addressed with her by myself</p>	
15.09.00	<p>I met with Marshallann at the Tech college. She is well and getting on with her course.</p>	
18.09.00	<p>Phone call from Marshallann. She was panic stricken regarding money. She had not received any money - I contacted K. Laidlaw /s/worker. She is going to organize money for her I informed Marshallann re this</p>	

DUMFRIES AND GALLOWAY COUNCIL
SOCIAL SERVICES DEPARTMENT

DETAIL RECORD
(For specified incidents or agreed cases)

CLIENT NAME: Marshallann Douglas		REF NO:
SOCIAL WORKER: A Dickie		AREA OFFICE:
DATE: 21.09.00.	EVENT: Phoned Marshallann. She has received her IC book but the book needs to be cashed in Dalbeattie. I have advised Marshallann to change the post office. Marshallann is not well today and has taken the day off college. I am visiting her today.	

DUMFRIES AND GALLOWAY COUNCIL
SOCIAL SERVICES DEPARTMENT

DETAIL RECORD
(For specified incidents or agreed cases)

CLIENT NAME: Marshall Ann Douglas		REF NO:
SOCIAL WORKER: Duty SW - Liz D		AREA OFFICE: Mithsdale.
DATE: 03/10/00	EVENT: Marshall Ann Douglas → Duty SW. Marshall requested an appt. with Anna Dickie but in Anna's absence, Marshall saw Duty SW. Marshall has no money. D-S-S. have not got her benefits sorted out. She is entitled to £41.00 per week Income Support but she has not received this as yet. It continuously gets sent to Dalkeithie. Marshall commenced NC Hairdressing & Beauty Course on 06/09/00 at Dumfries Technical College. She resides in the Halls of Residence. She is not entitled to chime tickets as she's not entitled to a bursary. She was given £20.00 F/Vouchers & £20.00 Cash 2-3 weeks ago. Meantime, she has still no benefits. She has no money ^{for} food again. Spoke to Duty Manager. Agreed payment of £10.00 Cash + £10.00 F/Vouchers Section 29. To be from charged to Anna's SSD - as with previous £40.00.	
03/10/00	F/Voucher & Cash issued. Section 29 form signed by Manager & Marshall.	

To be passed to Anna Dickie for information purposes only.

DUMFRIES AND GALLOWAY COUNCIL
SOCIAL SERVICES DEPARTMENT

DETAIL RECORD
(For specified incidents or agreed cases)

CLIENT NAME: Marshall Ann Douglas.		REF NO:
SOCIAL WORKER: A Dickie		AREA OFFICE:
DATE: 8.11.00	EVENT: out to see Marshall at the college. We completed another application for housing benefit and made an appeal against their past decision. Marshall had not been well since the weekend. A doctor was called on Friday and he had given her an injection for pain. She was complaining about swollen neck and a headache. I took her to the health centre at Healthhall but no one was available to see her. I took her to D & G royal infirmary. Marshall was seen by a doctor she then returned to the halls. Given medication for a sore throat.	
9.11.00	Phoned Social Services. Social worker not available. left a message. Contacted Marshall. She was in her bed not well. feeling a bit better today but states she is not fit for college.	
13.11.00	Phoned Tech college - Spoke to John Scott regarding accommodation fees. He informed me that social worker has things in hand. Phoned Marshall - she is feeling better. I stated that I will visit tomorrow.	

DUMFRIES AND GALLOWAY COUNCIL
SOCIAL SERVICES DEPARTMENT

DETAIL RECORD
(For specified incidents or agreed cases)

CLIENT NAME: Marshallann Douglas		REF NO:
SOCIAL WORKER: A Dickie		AREA OFFICE:
DATE:	EVENT:	
15.11.00	Met with Marshall today. Health wise she is a lot better, still has a sore neck though. but has returned to her classes at college. She informed me that her accommodation fees are being attended to and John Scott. (Host Hall Manager) has been informed. She has possessions that need to be collected from her room. I have agreed with her that if she organises date and time I will accompany her to collect & place them in storage. Marshall to phone me when this is arranged with her man.	
6.12.00	Phoned Marshall to make arrangements for us to meet. left a message on her answering machine. Due to sickness I have not been involved with Marshallann.	
26.02.01	Tried to contact Marshallann by phone no response. Phoned social worker - no response.	
01.03.01	Received Email from Social worker who passed on new phone number.	
8.03.01	made contact with Marshallann due to visit her today - Contacted housing - problem finding Marshallanne name - seemingly she made another application to share with 2 others.	

DUMFRIES AND GALLOWAY COUNCIL
SOCIAL SERVICES DEPARTMENT

DETAIL RECORD
(For specified incidents or agreed cases)

CLIENT NAME: Marshallann Douglas.	REF NO:
SOCIAL WORKER:	AREA OFFICE:
DATE: 8-03-01	EVENT: cont. will take out other applications today and get her to complete. Sent e mail to social worker & senior re plans. etc.
17-04-01	Phoned Marshallann - meeting her today 3pm.
17-04-01	Met with Marshall ann - we discussed future needs. ① accommodation after 30 Oct. - taking her to have a look round Hope P ^l ood. ② Behaviour - Marshall ann has been verbally aggressive to all the staff members at the halls. She feels that this is not true and has denied this. After a discussion with the manager at the hall she still denied it. Marshall ann feels that this is her way and she has always been outspoken. She feels that there are too many rules and they should be more laid about her. She is staying. we discussed the reasons for the rules which she accepted.

DUMFRIES AND GALLOWAY COUNCIL
SOCIAL SERVICES DEPARTMENT

DETAIL RECORD
(For specified incidents or agreed cases)

CLIENT NAME: Marshall Ann Douglas	REF NO:
SOCIAL WORKER: A Dixie	AREA OFFICE:
DATE: 21.04.01	EVENT: to meet with Marshall today. We are viewing Hope Place. She needs to be move out by 30 June 2001. Bus Passes given so that she could visit her mother & sibling. Marshall requesting money to visit her family on Saturday. Contacted Annan social work Dept. no money given. Marshall Ann very upset. We discussed anger management. advised her on how to handle herself in certain situation.
24.04.01	visited Marshall Ann at college today. requested that I take her to Dumfries to pick up some important papers for classes. Discussed housing options. - Another Housing form and supporting letter submitted to housing services Discussed relationship with J Scott (Halls of Residence manager) Explained that she was verbally aggressive towards him and that she needed to be assertive to negotiate with him.

DUMFRIES AND GALLOWAY COUNCIL
SOCIAL SERVICES DEPARTMENT

DETAIL RECORD
(For specified incidents or agreed cases)

CLIENT NAME: Marshall Ann Douglas		REF NO:
SOCIAL WORKER: A Dickie		AREA OFFICE:
DATE:	EVENT:	
27.04.01	Collected Marshall Ann from the college as she had an appointment with Youth Strabugie. Gave her a bus pass. to return. We went out for tea - still no word from Annan S/Services re clothing.	
8.05.01	Marshall Ann came in to the office to see me. She had an appointment at the doctors, some foot- being referred to hospital. Marshall Ann stating she has no money for food. made a request to Annan S/Services £10.00 given. & returned her to college. She is applying for the nursing course next term. apart from one foot, she is healthy.	
15.5.01	Spoke with Marshall Ann today. explained that £100.00 has been allocated but cheque has not arrived yet. Spoke to housing re accommodation. Marshall Ann has to make another appointment. one made for 15 June 10.40. AM.	
21.05.01	Phone call from Marshall Ann. stated cheque was not through yet. Contacted S/S O Annan - said cheque would be through today or tomorrow. Marshall Ann saying she received letter from Lornburn housing	

DUMFRIES AND GALLOWAY COUNCIL
SOCIAL SERVICES DEPARTMENT

DETAIL RECORD
(For specified incidents or agreed cases)

CLIENT NAME: Marshall ann Douglas		REF NO:
SOCIAL WORKER: A Dickie		AREA OFFICE:
DATE:	EVENT: <u>Cont.</u>	
21.05.01	but did not understand it. Letter confirmed that she had been allocated 22 points - spoke again with Marshall ann. cheque still not arrived	
24.05.01	Phoned J Scott Moat Halls - asked if he would compile a letter to Loreburn a Council Housing association re eviction on 30 June 2001.	
30.05.01	attended meeting with Moat Hall Staff & Marshall ann. Things at halls going much better and it was stated that she is a model pupil within the halls - but they did add that if her behaviour reverted back to her old way then she would be asked to leave. Took Marshall ann shopping this afternoon to Carlisle - She seem to be very excited re getting a flat - we discussed the possibility of this - we also discussed other possibilities ie Nithdale House - we talked about her making a referral to Hope Place, just in case.	
1:06.01	met with Marshall ann this am to attend homeless officer meeting - this did not go ahead due to the fact that she has been offered a studio flat with the possibility that she would be allocated this in the next 2 weeks - Informed S S D annar re this & asked if he could look at an amount for leaving care grant.	

DUMFRIES AND GALLOWAY COUNCIL
SOCIAL SERVICES DEPARTMENT

DETAIL RECORD
(For specified incidents or agreed cases)

CLIENT NAME: Marshall ann Douglas		REF NO:
SOCIAL WORKER: A Dickie		AREA OFFICE:
DATE:	EVENT:	
7.06.01	spoke with Marshall on phone - she is well no problems - asked if I could get in touch with Loreburn housing as she has not received any information. Phoned Loreburn - someone going out to visit from there to interview her. let Marshall know - advised her to clean up.	
18.06.01	Phoned Marshall - was visited by Loreburn housing officer - she felt it went well but still has not had a decision made.	
21.06.01	visited Marshall ann - bit down because she has had no decision re flat. - Health fine no other problems - stated she had no money as she had bought a computer from another student. - Has been accepted for new course next year. Contacted Loreburn - decision being made today re flat.	
22.06.01	Phoned Loreburn - no one available - left message to phone. Phone call Loreburn - Marshall ann has been allocated a studio flat - informed her of this - very excited. Contacted Annan Social Services to inform them - no one available, to make a decision on leaving care grant. Will phone Monday	

DUMFRIES AND GALLOWAY COUNCIL
SOCIAL SERVICES DEPARTMENT

DETAIL RECORD
(For specified incidents or agreed cases)

CLIENT NAME: Marshall ann Douglas.		REF NO:
SOCIAL WORKER: A Dickie		AREA OFFICE:
DATE:	EVENT:	
28.06.01	Met Marshall ann. attended Coreburn Housing Meeting went very well. - Viewed flat - Marshall very pleased - Made application to SSD annan re money for house hold items. £700.00. made payable to Marshall Anne foster carer who is going to help her purchase goods.	
2.07.01	Visited Marshall ann - took her shopping for food. very difficult to help her budget money as she is very head strong. she bought what she needed all be it she spent £10.00 over the limit, but she was happy.	
5.07.01	Met Marshall ann. - she is doing well. no problems - went out to view a cooker etc. Marshall to try and find someone with a van to move it. foster parent will collect cooker for her	
11.07.01	Visited Marshall all well - no problems. got flat organised - carpets furnishing nearly finished. flat looking very well. Marshall anne well - no health problems	
23.07.01	Marshall ann phoned re TV licence - made application to annan SSD. who will fund this for the first year. Marshall very pleased Out with her for a chat - things going well.	

DUMFRIES AND GALLOWAY COUNCIL
SOCIAL SERVICES DEPARTMENT

DETAIL RECORD

(For specified incidents or agreed cases)

CLIENT NAME: Marshall Ann Douglas		REF NO:
SOCIAL WORKER: A. Dickie		AREA OFFICE:
DATE:	EVENT:	
26.07.01	Met Marshall Ann - out for lunch with her discussed going to Turkey to visit family. Given a letter making a request that we help her (financially)	
1.08.01	Phone call from Marshall Ann - asking if a decision had been made - explained that Sean McGleeson was on holiday - not happy	
7.08.01	Met with Marshall Ann - in the town. still going on about holiday in Turkey. Can't seem to focus on anything else - She is well no problems apart from some fool - going to hospital requested a bus pass Given this -	
9.08.01	Phone call from Marshall Ann - asking that I visit - spent time discussing her request to go to Turkey to meet family - Discussed her course briefly returned to discussing Turkey. Explained that Sean McGleeson will be back Monday 13.	
13.08.01	Several calls from Marshall. Explained that I could not get a hold of Annan manager. Discussed the fact that tech college will be starting soon and she may need to think about October holiday. She seemed happy at this she is getting herself organised to return to college & looking forward to it	

DUMFRIES AND GALLOWAY COUNCIL
SOCIAL SERVICES DEPARTMENT

DETAIL RECORD
(For specified incidents or agreed cases)

CLIENT NAME: Marshall Ann Douglas		REF NO:
SOCIAL WORKER: A Dickie		AREA OFFICE:
DATE:	EVENT:	
10.09.01	Phoned Marshall this a.m. no response.	
13.09.01	Marshall came into today. Very distressed, stated that she has no money, no friends and wants to die, requested to phone her mum but could not access international calls from here. Took her out for lunch - mother phoned her several times while we were out - each time Marshall became distressed & crying. Contacted Annan Manager - no response. Given £5.00. for food for over the weekend.	
17.09.01	Phone call from Sean McGeehan. re Marshall Ann, after she sent him a fax. He has agreed to give her £149.00. for a flight to visit her mother & siblings. but states that no other money will be authorized until we have a 3 way meeting when she returns. Phoned C Taylor re cheque.	
17.09.01	arranged a flight for Marshall to go to Turkey. flies out from Glasgow tonight. Mother will meet her at airport. Taken to Glasgow. very excited and scared cried to reassure her. Flight cost 89.00. - Paid by myself - re-imbursed by department.	
18.09.01	Phoned Marshall - line busy.	

DUMFRIES AND GALLOWAY COUNCIL
SOCIAL SERVICES DEPARTMENT

DETAIL RECORD
(For specified incidents or agreed cases)

CLIENT NAME: Marshall Ann Douglas		REF NO:
SOCIAL WORKER: A Dickie		AREA OFFICE:
DATE:	EVENT:	
24.09.01	Phone call from Marshall. Stating she was not able to come home tomorrow as her mother had been admitted to hospital. Phoned Marshall Ann and advised her that she would need to pay for her own flight if she did not return tomorrow. Marshall Ann agreed to return.	
25.09.01	Picked Marshall up at the airport. She was a bit tipsy. Said she had a good time apart from her mum being unwell. Told tales of her time there. Dropped her off at home after picking up her I.C. book, keys and birth certificate from my office. Advised her to contact the college and return tomorrow.	



*Dumfries
& Galloway*
COUNCIL

Social Services Department, 2 Bank Street, Annan.

Internal Memorandum

Date: 9th January 2001

To: Hilary Clark, Reporter to the Children's Panel **Your ref:**

From: Kirsteen Laidlaw, Social Worker **Our ref:** KL/WS

***Case Update Re: Marshall Ann Douglas, D.O.B: 16/01/1984
Moat Halls of Residence, Dumfries***

Should we not have scheduled a Review for this young woman at the end of last year?

.....
Kirsteen Laidlaw
Social Worker



SCOTTISH
CHILDREN'S REPORTER
ADMINISTRATION

SWISS → 3037

~~HR~~

FILE

REC. 1/2/2001.

P.R. 4818

HC/CK

Authority Reporter
Dumfries & Galloway
Miller H Caldwell

31 January, 2001

If calling please ask for:
Mrs Clark

Ms Kirsteen Laidlaw
Social Worker
Social Services Department
2 Bank Street
ANNAN

Dear Ms Laidlaw

MARSHALLANNE DOUGLAS (d.o.b. 16.1.84)
c/o Bottomfey,

This child has been referred to me for the reasons given below. I would be obliged if you would let me have a report as indicated. Please note the terms of the attached Appendix, in particular paragraph 3. Further clarification may be found in "Reports for Children's Hearings, Guidelines on Preparation and Submission" produced by the Scottish Office.

Type of Report:

Social Background Report to Children's Hearing

Reports prepared for the Reporter will not be handed over to Panel Members or relevant persons without the consent of the Report provider.

DATE DUE: 21st February 2001

Reason for Referral: Annual Review arranged for:
Thursday 1st March 2001
At 10.45 a.m.
At Children's Hearing Centre, 20th St, Annan

Yours sincerely

HILARY CLARK
Reporter

Your Ref:

Our Ref: KL/WS

If telephoning or calling please ask for:

Kirsteen Laidlaw

February 26, 2001

**Report for Children's Hearing
to be held on 1st March 2001**

In Respect of:

Name: Marshallann Douglas

D:O:B: 16/01/84

Address: Moat Halls of Residence
Dumfries & Galloway College
Dumfries

Mother: Marshall Douglas

Father: John Douglas

Current Progress.

Marshallann is now 17 years old and lives during term-time in the Halls of Residence. She is completing her course in Hairdressing and is really enjoying it. She has a lot of long-term goals as regards to her education and career path, and would eventually like to see herself studying a degree course and becoming a counsellor. First of all she has set her sights on getting an HND before she would then apply to the degree course in Glasgow.

Family Relationships:

Marshallann has had an unfortunate time with her family. She is the oldest sibling of five [redacted]. This time last year, Marshallann and her father had fallen out and Marshallann was very close to her mother. At the present time Marshallann has become a lot closer with her father and is not speaking to her mother.

Social Services - Keith Makin - Director

2 Bank Street, Annan DG12 6AA

Tel. 01461 203411. Fax 01461 205964

Due to some steps that were taken by myself after discussion with Marshallann last year to inform her father of the boundaries of his relationship with Marshallann, she would now like to undo these steps (and defacto has). That is ok, and indeed it is Social Services' wish that Marshallann could have healthy nurturing relationships that meet all of her needs with both of her parents and all of her siblings.

Future Care Plan For Marshallann

As Marshallann was a looked after young person on her 16th Birthday, she is legally entitled to support for her Education and future. This would take the form of covering any fees at college as well as providing her with a leaving care grant when she finds her own accommodation. In addition, we will be able to offer her some limited support with the through-care team.

Marshallann wants to move out of the Halls and has asked me to investigate the possibility of Hope Place and she would also complete and send in housing application forms to Loreburn and D&G before the panel next week.

Summary

Marshallann is a likeable intelligent young woman who has a strong sense of herself and her own morality as well as a future goal plan. In the short-term she can be quite unorganised and dizzy but overall has managed the transition of life in foster-care to semi-independent living in the Halls of Residence, relatively well. She will continue to need support in managing her own life goals as well as the turbulent relationships she has had with her parents and the emotional fallout from some of her earlier life experiences. I believe that Social Services will be able to assist her in an appropriate manner that does not engender dependency but support and encouragement to move on to fulfil her own needs herself or by finding appropriate networks to do so.

I would recommend to the Panel to discharge Marshallann's supervision requirement and to give her the message that we believe she will continue to achieve as much as she already has. In light of her circumstances as well as being looked after this is remarkable and needs to be emphasised rather than any shortcomings she may exhibit from time to time.

I should mention that I am no longer Marshallann's Social Worker as I have been seconded to another post. I am still available to give support and act on a consultative basis but that Marshallann's case will be held collectively by the team on a duty basis at present. However, with continued involvement from Anna Dickie, this will not be as much of an issue.

.....
Kirsteen Laidlaw
Social Worker

CHILDREN (SCOTLAND) ACT 1995

REPORT OF PROCEEDINGS OF CHILDREN'S HEARING

CHILDREN'S HEARING FOR

LOCAL GOVERNMENT AREA

HELD AT Annan

ON 1.3.2001

CHILD'S NAME Marshallanne Douglas

DATE OF BIRTH 16.1.84

REF. NO. _____

MEMBER

CHAIRMAN

MEMBER

REPORTER

C. Mc Gregor

G. Patterson

M. Hughes

D. Weston

A. PERSONS PRESENT AT HEARING AS PARTICIPANT

CHILD

MOTHER

FATHER

Other relevant person:

(name)

(name)

Representative (name)

Representative (name)

of child (address)

of (address)

Representative (name)

Safeguarder (name)

of (address)

(office address)

Social Worker K. Kaulkew Other

Other

B. OTHERS ATTENDING HEARING (ESCORT, OBSERVERS ETC.)

(Name)

(Name)

(Status)

(Status)

C. REASONS FOR THE CHILDREN'S HEARING

Annual Review

D. GROUNDS FOR REFERRAL

Response to explanation of grounds for referral

Grounds on 4a dated	Child	Mother	Father	Relevant Person	Relevant Person
accepted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
accepted in part	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
not accepted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Grounds not understood through inability after explanation

Grounds on 4a dated	Child	Mother	Father	Relevant Person	Relevant Person
accepted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
accepted in part	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
not accepted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Grounds not understood through inability after explanation

E. DECISION/S OF THE CHILDREN'S HEARING

1. To dispense with the presence of Marshallanne's father.
2. To terminate the Supervision Requirement.

F. REASON FOR DECISION

CHILD'S NAME Marshallanne Douglas

DATE OF BIRTH 16.1.84

The Children's Hearing made the decision(s) for the following reasons:

The hearing dispensed with the attendance of Mrs Douglas.

After a full discussion and consideration of the Social Services report the panel unanimously agreed to terminate the Supervision Requirement as it was clear that Marshallanne no longer required the support it has previously offered. Clearly Marshallanne was aware of her rights to financial and other support and would be able to organise her life by utilising these facilities.

A Safeguards was not considered to be necessary.

(Continue overleaf if necessary)

(Signed)

(Chairman)

(Date)

1.03.01



SCOTTISH
CHILDREN'S REPORTER
ADMINISTRATION

SOCIAL SERVICES PASSED TO ANNAN	
15 MAR 2001	KE CC 44

HC/CK

14 March, 2001

Ms Kirsteen Laidlaw
Social Worker
Social Services Department
2 Bank Street
ANNAN

Authority Reporter
Dumfries & Galloway
Miller H Caldwell

If calling please ask for:
Mrs Clark

Dear Ms Laidlaw

NOTIFICATION OF CHILDREN'S HEARING DECISION

Please note for your records that a Children's Hearing for Dumfries and Galloway has made the following decision:-

Name and Address of Child: **MARSHALLANE DOUGLAS** (d.o.b. 16.1.84)
c/o Bottomley

Date of Decision: 1st March 2001

Decision: **SUPERVISION REQUIREMENT TERMINATED**

A copy of the formal instrument is attached where appropriate.

Yours sincerely

HILARY CLARK
Reporter

Enc.

file

Marshallann Douglas

20th March 2001

Self referral to office, wanting to see Anna Dickie.

Issues raised:-

1. Will be homeless over Easter - halls closing over the holidays. Alternative accommodation required from 30th March 2001. Unable to return home or approach other relatives.
2. Leaving Care Grant - wondered if she could now claim some of this.

Telephone call to Annan Office - records indicate case still open to Henry Race

Previous Social Worker was Kirsten . She offered to speak with Marshallann direct - mobile 07884173376. Marshallann satisfied with this.

NFA.

Pelagie Crofton, Duty Social Worker, 20th March 2001.

Pass to Kirsteen Laidlaw, Annan SSD (copy to Anna Dickie).
Hew Smith, Duty Manager, 20th March 2001.

SELF REFERRAL FORM

NAME: Hayballam Douglas -

DATE OF BIRTH: 16, 01, 84

ADDRESS: Moat Hill, D & G Collage. Dumfriess,
Moat Hill. DG1 3QZ.

GP's DETAILS:

~~THE DOCTOR~~, hockhorn clinic.

REASON FOR NEEDING TO SEE SOCIAL WORKER:

Personal reasons, Malls closing in
Week and a half and have no
where to go. and there is
another reason which I will
discuss with other people.

SIGNATURE:  DATE: 20.03.01.

2. Parent/Carers, Siblings and Significant Others

Name	Age/D.O.B.	Relationship	Address	Tel. No.
1.				
2.				
3.				
4.				
5.				
6.				

4. Reason for Referral - see code list

--	--

4.b Details of Referral - use separate sheet

5. RECORDS	YES	NO	SIGNIFICANT INFORMATION
Index Check			
Review Social Service Records			
Child Protection Register check			

3. The Referral

Name of Referrer	Address and Tel. No. of Referrer	Referrer Code
Anna Dichie	DPS - social work office.	

Does referrer want confidentiality? YES NO NOT KNOWN

Is family/child aware of this referral? YES NO NOT KNOWN

How was the referral made? Tel. Face to Face Fax Letter Other

Date and Time of Day Referral made 22/4/01

Further Information (if required)

6. HEALTH	YES	NO	SIGNIFICANT INFORMATION
G.P.			
Health Visitor			
Paediatrician			
Other			

4.b Details of Referral

Marshall - Anne in Oumfres offices - Marshall - Anne wants financial assistance (approx £10) to visit her mother and siblings at Kirkpatrick - Fleming. Her mother namely lives in Turkey - visiting Kirkpatrick at the moment with the children Marshall - Anne would like to take siblings out for lunch at the weekend. Off office have issued your pass already.

TIC → Sean McGleason - cash not to be authorised
TIC → Anna Dickey - Off - asked to advise M. Anne - will not issue money.

TIC → from Anna Dickey - M. Anne not accepting of decision - requesting to speak to Sean - informed I would

Speak to M. Anne. TIC forwarded to Marshall - Anne
Dept. decision She is not to be issued £10 -

7. EDUCATION	YES	NO	SIGNIFICANT INFORMATION
Pre-School			
Primary School			
Secondary School			
Education Welfare Officer			
Psychology Service			

8. OTHER AGENCIES	YES	NO	SIGNIFICANT INFORMATION
Police			
Housing Department			
Women's Aid			
Other			

9. Evaluation of Information

10. Services Provided by Duty (Code) _____ Date _____
NPA. Grews,
 Social Worker Signature

11. DUTY MANAGER DECISION

NFA

Pass to Team Manager for further assessment/allocation

Child Protection Investigation

Divert to other agency

COMMENTS AND SIGNATURE

REFERRAL SHOULD NOW BE PASSED TO APPROPRIATE CHILD CARE TEAM MANAGER FOR COUNTER SIGNATURE

Date: _____

15/8/07

12. DECISION OF CHILD CARE TEAM MANAGER

Decision	
Priority code rating	
Allocation code	
Primary Referral Code	
Has Referrer received response?	YES <input type="checkbox"/> NO <input type="checkbox"/>

COMMENTS AND SIGNATURE

Date: _____

File

Loreburn Housing Association
139 Irish Street
DUMFRIES
DG1 2QE

Your Ref:

Our Ref: AD/MMcC

If telephoning or calling please ask for:

Anna Dickie
Direct Dial 260850

24 April, 2001

Dear Sir/Madam

RE: MARSHALL ANN DOUGLAS

I am writing to you in respect of Marshall Ann Douglas (D.O.B. 16.01.84), who is submitting an application form for housing.

Ms Douglas is currently residing at Moat Halls, Dumfries and Galloway Technical College.

Ms Douglas was "Looked After" by Dumfries and Galloway Social Services Department within this region.

Ms Douglas is receiving an after care service under Section 29 of the Social Work (Scotland) Act, 1995 from myself. This service provides support, advice and guidance in helping her to make the transition into adulthood, and until the age of 21, if required.

Additional Information

Ms Douglas is quite a mature seventeen year old. Her self care skills are excellent, and it is anticipated that she will require minimal support. Since the Summer, 2000, Ms Douglas has been living in Moat Halls independently. Whilst there, she has successfully negotiated all aspects of budgeting, self care and education/employment opportunities.

Ms Douglas has been asked to vacate her present accommodation at the Halls of Residence by 30 June, 2001. She is, however, returning to the College after the Summer break to continue, and finish her course, provided a place is on offer. At present I do not anticipate any problems on this.

Ms Douglas has very little contact with her immediate family, as they do not live locally, and are unable to provide her with accommodation.

I would be grateful if you could consider this application for housing, and would appreciate it if you could contact me if you require any further information.

Yours faithfully

Anna Dickie
Through and After Care Co-ordinator

Housing Services
52-56 Queensberry Street
DUMFRIES
DG1 1BF

Your Ref:

Our Ref: AD/MMcC

If telephoning or calling please ask for:

Anna Dickie
Direct Dial 260850

24 April, 2001

Dear Sir/Madam

RE: MARSHALL ANN DOUGLAS

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Social Services - Keith Makin - Director

5 Gordon Street, Dumfries, DG1 1EG

Tel. 01387 260874. Fax 01387 260875. Email www.dumgal.gov.uk

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I would be grateful if you could consider this application for housing, and would appreciate it if you could contact me if you require any further information.

Yours faithfully

Anna Dickie
Through and After Care Co-ordinator

THE PRINCE'S TRUST - SCOTLAND

President HRH The Prince of Wales

1st Floor, The Guildhall, 57 Queen Street, Glasgow G1 3EN

Telephone 0141 204 4409

Facsimile 0141 221 8221

www.princes-trust.org.uk

E-mail: nicquima@princes-trust.org.uk

Marshall Ann Douglas
Dumfries and Galloway Technical College
Moat Halls, Heath Hall
Dumfries
DG1 3QZ

22 May 2001

Dear Marshall

Development Awards

I refer to our recent telephone conversation and enclose a Development Award application form. Once completed please return it to:

Amanda Armstrong
The Holywood Trust
Mount St Michael
Craigs Road
Dumfries DG1 4UT

Yours sincerely



Nicqui MacLeod
First Steps Project Officer

Marshallann Douglas
5/8 Barnraus
Shakespeare Street
Dumfries
DG1 2JQ

Tel: 07884173376

Dear Anna,

I am writing to you as a matter of urgency, and to ask that the Social Work Department consider paying for me to visit my mother, brother and sisters, in Turkey. I feel that I am badly needing to see my mum, as I am missing her terribly and this is making me feel stressed and a little bit depressed.

As you know, I have been involved with Social Services for 5 years, in that time I have lived in several different places, with the most stable one being in Dalbeattie with Kim & Jonathan Bottomley. Although I think a great deal of my Foster Parents, they do not compensate for the feelings I have for my mother and family.

My mum has now been in Turkey for about 4 years and in that time I have rarely had any contact with her. I have spoken to her on the phone, but this is very expensive for both myself and my mother and it still does not compensate for having her with me, to give me a cuddle and let me know that she is there for me.

I have tried very hard to make my situation work for me, and feel that I have achieved a great deal in the last year or so, going to college, getting a flat and stuff like that. I have managed to keep out of trouble and behaved myself, against the odds and in spite of pressure from others, so I think I do deserve to be considered for the money it would take to let me see my mum?

I have spoken to my mum about this, and she would be "delighted to see me" as she "misses me too". It would cost £290.00 for my flights and £100 for food ect and my mum has room to let me stay with her when I get there.

Again, I ask that you give this request your attention and please give me the chance to go and see my mum. I would be very grateful and would not ask any more of you or the department if you make my wish come true.

Yours Sincerely


Marshallann Douglas.

PS Thank you in advance for considering this request.

Fax Cover Sheet



Dumfries
& Galloway
COUNCIL

Date: 14.09.01

To: Sean McGeehan
Social Services Dept
Annan

From: Anna Dixie
After Care Co-ordinator
Gordon St
Dumfries

Fax No: 01461-205964

Direct Telephone No: 01387-260855

Number of pages including cover sheet: 2
If you do not receive all pages please telephone immediately

Direct Fax No: 01387-260875

E-Mail: _____

M e s s a g e

Sean see attached.

Also Marshall has been in today. She was very distressed stating that her mother has taken ill in Turkey and she feels she needs to help.

Her mother did phone her twice during the time I was with her.

She has contemplated borrowing money but does not know how she can repay it.

Thanks
Anna.

Department of Social Services - Keith Makin - Director

5 Gordon Street, Dumfries, DG1 1EG

Tel: 01387 260000 Fax: 01387 260875 www.dumgal.gov.uk

THE HOLIDAY MATCHMAKER

Miss M Douglas

 SOCIAL SERVICES DEPT
 5 GORDON STREET
 DUMFRIES

**CUSTOMER COPY
 RECEIPT**

 UNIT 21
 LORBURNE SHPNG CNTR
 DUMFRIES
 DG1 2BD

Tel: 01387 270370

Abta No: F3634

Page:

Date: 17/09/0

Branch Ref: WW

No. OF CUSTOMERS			No. OF NIGHTS	DEPART POINT	TRAVEL DATE
ADULT	CHILD	INFANT			
1	0	0	7	GLA	17Sep2001

PRINCIPALS NAME	ACCOUNTS CODE	TICKET No. /PRINCIPALS REF.	LAST TKT	TKT QTY	COST (Incl. A/TAX)		VAT
					£	p	
Airtours	ATS	0J060120			69.00		0.00
Travel Insurance	WHI	702000100000909			19.99		0.00

This document is intended as a receipt for monies paid and in the case of air travel arrangements is issued for your financial protection; it does not constitute a contract and is not a confirmation invoice, nor is it intended to convey all the terms and conditions of contract, for which reference should be made to the tour operator, airline or other principal concerned. Please also note that, subject to conditions of contract with the relevant principals, fares, routings, times and other information shown may be subject to change and to availability. Going Places act only in the capacity as agents for those principals with whom travel, accommodation and other arrangements are contracted.

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FGP0017 /02/00



INVESTOR IN PEOPLE

FAO Anna Dickie (Reply)



Dumfries & Galloway COUNCIL

Fax Cover Sheet

Date: 17.09.01

To: Seam McGleenan
Social Services Dept
Annan

From: Marshall Ann Douglas
40 Social Services Dept
5 Gordon St
Dumfries

Fax No: 01461 205964

Direct Telephone No: 01387-260855

Number of pages including cover sheet: 2
If you do not receive all pages please telephone immediately

Direct Fax No: 01387-260875

E-Mail: _____

M e s s a g e

Dear Sean.

I sent u a letter regarding going to visit my family in turkey. u failed to respond, circumstances have now changed my mum is currently quite ill and could end in hospital again, and if this happens my ~~bro~~ brother and sister will have nobody to watch them. my mum has phoned me daily stressing how ill she is and wishes for me to go and help with her siblings.

Anna Dickie has (I believe) made u aware of the situation but has not giving me any feed back. I have lately been under alot of stress and my mums illness + the worrie about everything is making me worse. I have contacted a travel agency and there is a flight tomorrow ~~in~~ morning and that is £149. all other costs -

- I will pay.
Could I please get a response -
- 2 DAY

yours sincerely
Marshall Ann Douglas

Department of Social Services - Keith Makin - Director

5 Gordon Street, Dumfries, DG1 1EG

Tel: 01387 260000 Fax: 01387 260875 www.dumgal.gov.uk

Dickie, Anna

From: McGleenan, Sean
Sent: 17 September 2001 11:29
To: Dickie, Anna
Subject: RE: marshall ann douglas

Anna prepared to authorize the £149 but no monies will be authorized until me & you & marshall meet. Would you do the necessary paperwork.?

Sean McGleenan

Team Manager, Annandale & Eskdale

Tel: 01461 203411

Fax: 01461 205964

e-mail: SeanMc@dumgal.gov.uk

<http://www.dumgal.gov.uk>

This e-mail is communicated in confidence. It is intended for the recipient only and may not be disclosed further without the express consent of the sender.

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

From: Dickie, Anna
Sent: 17 September 2001 11:05
To: McGleenan, Sean
Subject: marshall ann douglas

sean. marshall ann was in this morning at 9.30 ish. she requested that she sent you a fax re her situation. when replying send it for my attention.

thanks

anna

UNIT 21
LORBURNE SHPNG CNTR
DUMFRIES
DG1 2BD

Abta No: F3634
01387 270370
26 September 2001

Miss M Douglas
SOCIAL SERVICES DEPT
5 GORDON STREET
DUMFRIES

Dear Miss Douglas

Your Holiday Confirmation Invoice

Please find enclosed your Operator Confirmation Invoice. This confirms your booking and gives you a detailed breakdown of your itinerary. Please check that all the details are correct and advise us immediately if there are any discrepancies.

We confirm that payment has been received in full and this is shown on the payment summary attached.

Going Places do understand that sometimes, due to unforeseen circumstances, you may need to change or even cancel your holiday arrangements. Should the unexpected happen, we will do our utmost to offer help and advice. Please can you confirm any change of plan in writing.

Thank you for choosing Going Places. If you have any further questions about your booking, please let us know and we will be happy to help you.

Yours sincerely

P. P. Maria

**MANAGER
ON BEHALF OF GOING PLACES**

P.S. What could be easier? With Going Places it is easy to book your holiday essentials in advance and it often saves you money too! Call today to find out more... foreign currency and travellers cheques... car hire... overnight hotels... prebookable seats... airport parking...



**CONFIRMATION
INVOICE**



Date Issued 18/09/01

F3634 VT

GOING PLACES
UNIT 21
LOREBURNE SHOPPING CENTRE
DUMFRIES
DG1 2BD

Airtours

The Holiday Makers

Holiday House, Sandbrook Park, Sandbrook Way, Rochdale OL11 1SA
Tel: 0870 2412567 Fax: 0870 2412585 Vat Reg. No. 592-0864-21

Lead Name	Booking Ref	Hol
DOUGLAS	QJ060120	
Out From Airport Return To	Outbound Flight	De
GLASGOW	GBX51	1
Out To Airport Return From	Return Flight	Re
BODRUM	GBX51R	2

Reservation	Resort	Nights	Adults	Children
LATE AIRSEATS	BODRUM-TURKEY	7	1	0

Booking Requests

1 AIRSEAT

Room Facilities As Brochure. Requests Not Guaranteed. Queries Should Be Notified To Us Within 14 Days

RESORT TRANSFERS NOT INCLUDED IN BASIC HOLIDAY COST.

MISS DOUGLAS, M

Full Paying Passengers	1 @	59.00	59.0
TOD ADMIN FEE	1 @	10.00	10.0

Check Tickets For Any Variations

FLYING WITH AIRTOURS INTERNATIONAL ON A A320 AIRBUS ! FLIGHT TIMES MAY
 O/B GLA - BJV 17/09/01 22:50 ARR. 05:10 FLT.REF. AIH935 ! VARY FROM BROCHURE
 I/B BJV - GLA 25/09/01 06:10 ARR. 08:50 FLT.REF. AIH936 ! -----
 THIS IS YOUR CONFIRMATION INVOICE. NO FURTHER INVOICE WILL BE ISSUED.
 PLEASE NOTE THE BALANCE AND DUE DATE ARE DETAILED BELOW.

Customer Copy

Total Holiday Price	69.0
Less Payments Received	0.0
Balance Due By	17/09/01 69.0

PAYMENT SUMMARY

Copy

UNIT 21, LORBURNE SHPNG CNTR, DUMFRIES, DG1 2BD
 Tel: 01387 270370 ABTA No: F3634

Date: 26-Sep-2001

Miss M Douglas
 SOCIAL SERVICES DEPT
 5 GORDON STREET
 DUMFRIES

Travel Advisor: Maria
 Planner Id: 9280000018328

	Operator Cost	GP Discount	Customer Cost	Paid to Date	Balance Remaining
Airtours	£69.00	£0.00	£69.00	£69.00	£0.00
Travel Insurance	£19.99		£19.99	£19.99	£0.00
Total	£88.99	£0.00	£88.99	£88.99	£0.00

Payments Due Dates

This is a schedule of your payment due dates and will not reflect any payments made. These are shown above.

Airtours	17-Sep-2001	Full Payment	£69.00
Travel Insurance	17-Sep-2001	Full Payment	£19.99

Going Places offers a number of payment methods; Switch, Delta and Connect Debit Cards, Cash, Building Society Cheques, Personal Cheques with a Cheque Guarantee Card, Valid Gift Vouchers, Mastercard, Visa Cards and American Express Cards. A small charge will be made if you wish to pay by credit/charge card (full details are available from Going Places).

Failure to pay balances on the dates shown above means that any discount offered will be withdrawn.

DUMFRIES AND GALLOWAY COUNCIL
SOCIAL SERVICES DEPARTMENT

DETAIL RECORD
(For specified incidents or agreed cases)

CLIENT NAME: Marshall Ann Douglas		REF NO:
SOCIAL WORKER: A Dickey		AREA OFFICE:
DATE:	EVENT:	
29.10.01	Phoned Marshall Ann to remind her she has an appointment tomorrow at 11 am here with Sean McGleenan.	
30.10.01	Marshall Ann came in for her meeting unfortunately MR McGleenan failed to come in. Took Marshall out for lunch to discuss how things were going. She is - well, no problems with the flat, housing. Relationships with her friends still a bit fragile but she is now building them up again. She has a friend (female) staying with her. I have explained the consequences of this to her if she is reported to benefit agency. Stated I would re arrange a meeting with MR McGleenan a.s.a.p.	

DUMFRIES AND GALLOWAY COUNCIL
SOCIAL SERVICES DEPARTMENT

DETAIL RECORD
(For specified incidents or agreed cases)

CLIENT NAME: Marshall Ann Douglas		REF NO:
SOCIAL WORKER: A Dickie		AREA OFFICE:
DATE:	EVENT:	
2/11/01	Marshall stating that she is leaving the tech and going to find a job. Advised her not to but she has a strong personality and will do as she sees fit. Said she is looking for work but will not leave until she has a place. Marshall fine no health issues. Friend still living with her.	
24/11/01	Met with Marshall Ann today. She was well received some money for clothing. took her out to Carlisle shopping. She is in good form. purchased some nice clothing. has an interview coming up. She is wanting a job so that she can be independent.	
6/12/01	Out with Marshall today she is going to start work for Jon Paul's hairdressing business on Bank Street. Advised her that when she starts she must hand in her income support book. Said she is awaiting a starting date and is very happy.	
13/12/01	Met with Marshall - all is going well. she starts work on Monday 17/12/01 looking forward to this. No health problems - and is coping fine. Explained that I would be on holiday until January 7 2002. and if she needed any advice etc. then to go in to the social services & ask to speak to Ruth or Geoff Dean. Reminded her to hand in her income support book. She has not done this. Stated she would.	

DUMFRIES AND GALLOWAY COUNCIL
SOCIAL SERVICES DEPARTMENT

DETAIL RECORD
(For specified incidents or agreed cases)

CLIENT NAME: Marshall an Douglas		REF NO:
SOCIAL WORKER: A. Dickie		AREA OFFICE:
DATE: 23/1/02.	EVENT: Met with Marshall, she has now returned her income support book. Completed her application for housing benefits but she did not have x2 pay slips yet - explained to housing dept. Requested that they send out a request of earnings form to her manager. Enclosed x1 pay slip and other information with the application. Marshall feeling fine - stated that all was going well. Friend still living with her suggested that she make a request for a larger house, said she would get an application.	
4/2/02.	Met Marshall at her lunch hour. She is well but there are problems with housing benefits. Stated I would deal with it when I returned to the office. No other problems. Phone housing benefits - still awaiting pay slips - explained the situation and asked them to send out a proof of earnings to her manager. Give them the name & address.	

DUMFRIES AND GALLOWAY COUNCIL
SOCIAL SERVICES DEPARTMENT

DETAIL RECORD
(For specified incidents or agreed cases)

CLIENT NAME: Marshall Douglas	REF NO:
SOCIAL WORKER: A Dickie	AREA OFFICE:
DATE:	EVENT:
18/02/02.	Met Marshall today. Explained that I had been off sick - stated that there were still problems with housing benefits. Got the information of her & phoned them. Stated they needed proof of earnings. Again asked them to send it to her manager. Completed another application & took it in with x2 pay slips.
25/2/02.	Phone call from Marshall. Received letters from housing benefits - went to housing benefits with Marshall and directly dealt with the problem. They will write to her manager. Marshall fine no health problems.
11/3/02.	Out to lunch with Marshall, she brought along other letters from Housing Benefits. Showed her how to complete these. She will post them tomorrow. Getting upset because the housing benefits are taking so long in organizing her benefits - we think she might be a shock fall and she will be behind in her work. Suggested she put some money by for a rainy day.

DUMFRIES AND GALLOWAY COUNCIL
SOCIAL SERVICES DEPARTMENT

DETAIL RECORD
(For specified incidents or agreed cases)

CLIENT NAME: Marshall Douglas		REF NO:
SOCIAL WORKER: A. Dickie		AREA OFFICE:
DATE:	EVENT:	
18/03/02	Phoned Marshall today, made arrangements to meet her tomorrow.	
19/03/02	Had lunch with Marshall - still receiving letters for housing benefits - Sent her a letter asking what the problem was awaiting a reply. Marshall fine - friend still living with her. Both have made an application for a shared tenancy. Marshall doing well in her job - working & training hard.	
28/03/02	Met with Marshall today. Still getting letters for housing benefits. Said she had received letter in response to our letter. Took the letter to her manager who fixed it out. Again this was to do with confirmation of employment. Also completed a Council tax form as she is a trainee she will be exempt due to her low wage.	

DUMFRIES AND GALLOWAY COUNCIL
SOCIAL SERVICES DEPARTMENT

DETAIL RECORD
(For specified incidents or agreed cases)

CLIENT NAME: Marshall Douglas	REF NO:
SOCIAL WORKER: A Dickie	AREA OFFICE:
DATE: 2/04/02.	EVENT: Met with Marshall today. She is still enjoying her work - had received letters from housing benefit and loneburn housing. She has a short fall by £40.00 per month. Stated that she pays it on the day she gets paid. Showed me the receipt. Owe £60.62 ^p in arrears with her rent. Made an application to Dumfriesshire Social Services dept - to help her pay it off. Made an agreement that we would pay it off. Wrote an email to manager and gave details of where cheque should be sent.
11/4/02.	Met with Marshall at her home. Spoke with loneburn and explained the situation - They wanted to meet with Marshall but she was working. Marshall is well - no problems. Working hard, training going well.
22/4/02.	Met Marshall at lunch time today. Discussed what was happening with her arrears / housing benefit - Rent arrears still no paid. Housing benefits first out. She is well, no health problems. Still has a friend staying with her no word of a bigger flat from loneburn

DUMFRIES AND GALLOWAY COUNCIL
SOCIAL SERVICES DEPARTMENT

DETAIL RECORD

(For specified incidents or agreed cases)

CLIENT NAME: MARSHALL Douglas		REF NO:
SOCIAL WORKER: A. Dickie		AREA OFFICE:
DATE:	EVENT:	
2/05/02.	Met Marshall Ann today, had a quick chat with her - no problems - still not cleared her arrears. yet - Money on its way. Said I would send it straight to Loveburn. She is well no health problems. - friend still living with her. Stated I contacted her next week.	
9/05/02.	Phoned Marshall today she was busy and had no time to chat - said I will phone next week.	
14.05.02	Phoned Marshall - She is working today - stated she would contact me tomorrow re time of lunch hour.	

DUMFRIES AND GALLOWAY COUNCIL
SOCIAL SERVICES DEPARTMENT

DETAIL RECORD
(For specified incidents or agreed cases)

CLIENT NAME: Marshallanne Douglas REF NO: _____

SOCIAL WORKER: T. Quinn

20/5/02

Marshallanne requesting financial assistance as she has no money due to paying her bills. Have arrange for her to come back in tomorrow between 12noon - 2pm.

21/5/02

Telephone call from Marshallanne to say she couldn't make our appointment.

Telephoned later in the day and have agreed to give her £15.00 food vouchers. She will call in tomorrow at lunch-time to pick it up.

3

DUMFRIES AND GALLOWAY COUNCIL
SOCIAL SERVICES DEPARTMENT

DETAIL RECORD
(For specified incidents or agreed cases)

CLIENT NAME: Marshall Ann Douglas		REF NO:
SOCIAL WORKER: A Dickie		AREA OFFICE:
DATE:	EVENT:	
4/06/02	<p>Phoned Marshall as she had sent me a text saying she had lost her job. Went to visit her.</p> <p>She had lost her job due to the fact that she lacked social skills and had problems with relationships. Marshall very upset. - she was an interview at a new bar that is opening in the town but is unsure if she will go. advised her to go as she had obtained it through the job centre. and could lose her benefits if she failed to go.</p> <p>asked that I help her write a letter to the dept to ask for assistance with finance to visit her mother & siblings in turkey. We did this.</p> <p>Said I would see her on Monday 10/6/02. If there were any problems to get in touch with me.</p>	
10/06/02.	<p>Phoned Marshall - she is well - she has an interview tonight at a hairdressers in the town. She started work in the public house and seems to enjoy it.</p> <p>Took Marshall shopping.</p>	

DUMFRIES AND GALLOWAY COUNCIL
SOCIAL SERVICES DEPARTMENT

DETAIL RECORD
(For specified incidents or agreed cases)

CLIENT NAME: Marshall Ann Douglas REF NO:

SOCIAL WORKER: ADickie

31.07.02 Phone call from Marshall saying she had problems
her hours at work have been cut and she has no
money or electricity -
Took her to the D.S.S. they would not entertain her
as she is not claiming benefits
Took her to housing to make a new claim for housing
benefits.
Given £10.00 food vouchers + 2 power cards.

A. Dickie

DUMFRIES AND GALLOWAY COUNCIL
SOCIAL SERVICES DEPARTMENT

FORM CS001

INITIAL REFERRAL FORM - CHILDREN'S SERVICES

1. Child Referred

Forename	Surname	Also Known As	Title	Marital Status	Sex	D.O.B.	Nationality (Code)	Ethnic Origin (Code)	Religion (Code)	Language (Code)	Place of Birth	SWISS Person Reference No.	Ref. No.
Marshall Ann	Douglas												
Current Address, Tel. No. + Post Code		Previous Address(es)		General Practitioner Address + Tel. No.		Health Visitor Address + Tel. No.		Nursery/School Attended Address + Tel. No.					
Moat Hall Dumfries College.													

Present Legal Status (Code)

Involvement of Local Authority or other relevant organisation

YES

NO

NOT KNOWN

If YES, state whether this is PAST or PRESENT and state which organisation / Local Authority

Dumfries + Galloway

Annan + Eskdale

Open to Kivstone
hard law

DW

Case Ref. No.

29 APR
ACED

2. Parent/Carers, Siblings and Significant Others

Name	Age/D.O.B.	Relationship	Address	Tel. No.
1.				
2.				
3.				
4.				
5.				
6.				

4. Reason for Referral - see code list

--	--

4.b Details of Referral - use separate sheet

5. RECORDS	YES	NO	SIGNIFICANT INFORMATION
Index Check			
Review Social Service Records			
Child Protection Register check			

3. The Referral

Name of Referrer	Address and Tel. No. of Referrer	Referrer Code

Does referrer want confidentiality? YES NO NOT KNOWN

Is family/child aware of this referral? YES NO NOT KNOWN

How was the referral made? Tel. Face to Face Fax Letter Other

Date and Time of Day Referral made

Further Information (if required)

6. HEALTH	YES	NO	SIGNIFICANT INFORMATION
G.P.			
Health Visitor			
Paediatrician			
Other			

4.b Details of Referral

Marshall Ann attending Dumfries College open case to Kristine handlow Social Worker → Anna Dickie Through Care / After Care. Anna not available neither was Kristine. Marshall Ann very anxious as she believes she will be put out of her accommodation on Friday as rent not been paid. She stated that Social Services agreed to fund this for her needs someone to sort issue out ASAP.

T/C Annan (Reception) who took details as follows. Marshall Ann's mobile no. 0798 094 1661. Dept needs to contact John Scott at the college re rent ^{take} 243840. T/C Kristine to advise of situation but unable to get through.

Agreed to Pass To A. DICKIE.

7. EDUCATION	YES	NO	SIGNIFICANT INFORMATION
Pre-School			
Primary School			
Secondary School			
Education Welfare Officer			
Psychology Service			

8. OTHER AGENCIES	YES	NO	SIGNIFICANT INFORMATION
Police			
Housing Department			
Women's Aid			
Other			

9. Evaluation of Information

10. Services Provided by Duty (Code)

Social Worker Signature _____ Date _____

11. DUTY MANAGER DECISION

NFA

Pass to Team Manager for further assessment/allocation

Child Protection Investigation

Divert to other agency

COMMENTS AND SIGNATURE _____

REFERRAL SHOULD NOW BE PASSED TO APPROPRIATE CHILD CARE TEAM MANAGER FOR COUNTER SIGNATURE _____ Date: _____

12. DECISION OF CHILD CARE TEAM MANAGER

Decision _____

Priority code rating _____

Allocation code _____

Primary Referral Code _____

Has Referrer received response? YES NO

COMMENTS AND SIGNATURE _____

Date: _____

CHILDREN'S SERVICES
CODES REQUIRED BY PERSON COMPLETING THE FORM

'Nationality, Ethnic Origin, Language, Religion': *One only can be chosen per category*

NATIONALITY	ETHNIC ORIGIN	LANGUAGE	RELIGION
00 Not Available	00 Not Available	00 Not Available	00 Not Available
01 American	01 White	01 Arabic	01 Buddhist
02 Australian	02 Black - Caribbean	02 Bengali	02 Christian-Church of Scotland
03 Austrian	03 Black - African	03 Chinese	03 Christian-Roman Catholic
04 Bangladeshi	04 Black - other	04 English	04 Christian-Other Specific
05 Belgian	05 Indian	05 Gaelic	05 Hindu
06 British	06 Pakistani	06 Greek	06 Jewish
07 Canadian	07 Bangladeshi	07 Gujarati	07 Muslim
08 Chinese	08 Chinese	08 Hindi	08 Sikh
09 Dutch	09 Any Other Ethnic Group	09 Punjabi	09 Other Specific Religion
10 French	<i>If 04 or 09 Please state</i>	10 Somali	10 No Religion
11 German		11 Turkish	<i>If 04 or 09 Please state</i>
12 Indian		12 Urdu	
13 Japanese		13 Vietnamese	
14 Northern Ireland		14 Signing	
15 Norwegian		15 Other Language	
16 Rep. of Ireland		<i>If 15 Please state</i>	
17 Russian			
18 Spanish			
19 Swedish			
20 Irish			
21 Other Specific Nationality			
<i>If 21 Please state</i>			

'Present Legal Status': *Bold type is primary status/ a secondary can be added as appropriate*

PRESENT LEGAL STATUS
00 Not Available
01 Section 25 - Provision of Accommodation (No Order)
02 Section 29 - After Care
03 Section 33 - Reciprocal Arrangements (England, Wales, N. Ireland)
04 Section 45(4) - Warrant (Children's Hearing) to secure child's attendance at hearing. Maximum 7 days place of safety
05 Section 55 - Child Assessment Order
06 Section 57 - Child Protection Order
07 Section 61(2) - JP authorisation ~ maximum 24 hours
08 Section 61(5) - Emergency Protection. Constable ~ maximum 24 hours
09 Section 63(5) - Warrant (Children's Hearing) ~ referral from Police - unruly certificate
10 Section 66 - Warrant (Children's Hearing) ~ unable to dispose of case - maximum 21 days
11 Section 67 - Continuation by Sheriff of Warrant made under Section 66
12 Section 68(6) - Order by Sheriff to secure child's attendance at Court/ detain place of safety - maximum 14 days
13 Section 68(10) - Order by Sheriff/place of safety following establishment of grounds for referral - maximum 3 days
14 Section 69(3) - Continuation by Children's hearing for further investigation; child required to attend clinic, hospital or other establishment - maximum 22 days
15 Section 69(5) - Warrant (Children's Hearing) to enforce 69(3) ~ place of safety - maximum 22 days
16 Section 69(7) - Warrant (Children's Hearing) in case already continued under 69(2) - maximum 22 days
17 Section 70(1) - Supervision requirement
18 Section 70(3) - Supervision requirement ~ conditions of residence
19 Section 70(9) - Supervision requirement ~ secure accommodation
20 Section 72 - Urgent transfer of child subject to 70(3)
21 Section 86 - Parental Responsibilities Order
22 Section 22 Promoting Welfare of Children in Need
23 Section 12 Social Work (Scotland) Act 1968 ~ Advice, Guidance and Assistance
24 Other (please state)

'Referrer':**REFERRER**

- 01 Self
- 02 Neighbour
- 03 Carer
- 04 GP
- 05 Health Professional
- 06 School
- 07 Criminal Justice Services
- 08 Other Local Authority Department
- 09 Police
- 10 Voluntary Organisation
- 11 Councillor
- 12 Friend
- 13 Family Member
- 14 Anonymous
- 15 Health Visitor
- 16 Hospital
- 17 Advocate/ Befriender
- 18 Educational Psychological Service
- 19 Reporter
- 20 Citizens Advice Bureau
- 21 Courts
- 22 Other Local Authority (SSD)
- 23 MP
- 24 Social Services Staff - Dumfries & Galloway
- 25 Childminder
- 26 Other (please state)

*One only can be chosen***'Reason For Referral':****REASON FOR REFERRAL**

- 01 Accommodation
- 02 Adoption ~ Access to Birth Records
- 03 Adoption ~ Counselling
- 04 After Care
- 05 Alcohol Associated Problems
- 06 Behaviour in Home
- 07 Behaviour in Community
- 08 Carer Relief
- 09 Child protection
- 10 Child in Need
- 11 Chronic/ Life Threatening Illness
- 12 Court Order (Child) CPO, CAO
- 13 Offending Behaviour
- 14 Death
- 15 Domestic Violence
- 16 Drug Associated Problem
- 17 Education
- 18 Emotional Development
- 19 Family Behaviour
- 20 Financial
- 21 Foster/Adoptive Enquiry
- 22 Fuel Debt
- 23 Complaint
- 24 Homelessness
- 25 Learning Disabilities
- 26 Marital Problems
- 27 Missing Person / Absconder
- 28 Mobility
- 29 Notification of Intention to Adopt
- 30 Physical Disability
- 31 Physical Illness
- 32 Report to Reporter
- 33 Request for Advice
- 34 Respite
- 35 Transport
- 36 Other (please state)

*One or more options can be chosen (up to 4)***'Services Provided by Duty':****SERVICES PROVIDED BY DUTY**

- Referral to
- 01 Other Agency
- 02 Housing
- 03 Health
- 04 Welfare Benefit Agency
- 05 DSS
- 06 Assistance (including financial) [Section 22]
- 07 Advice / Guidance / Assistance [Section 12] (including financial)
- 08 Initial Child Care Assessment
- 09 Initial Child Protection Assessment
- 10 Internal Referral

One or more options can be chosen



Dumfries
& Galloway
COUNCIL

Marshall Anne Douglas
5-8 Barnraws
Shakespeare Street
DUMFRIES DG1 2JQ

Your Ref:

Our Ref: TQAT

If telephoning or calling please ask for:

Thomas Quinn

Telephone No:

01387 268527

29 July 2003

Dear Marshall Anne

The Leaving Care Team is now working with ALN Partnership, supported by The European Social Fund. The purpose of our joint working is to identify and offer the opportunity to young adults who may benefit from raising their own basic educational skills. This would give you the chance to learn new skills, ie computing.

Presently, I am hoping to run a group for young adults at the Leaving Care Team Offices. All travelling expenses would be paid for and lunch would also be provided for those taking part.

If you are interested in taking part please don't hesitate to contact me on the above telephone number.

I look forward to hearing from you soon.

Yours sincerely

Thomas Quinn
Support Worker
Leaving Care Team

Education & Community Services

Children's Services Craigs Road DUMFRIES DG1 4EX

Tel. 01387 268527. Fax 01387 268527. Internet. www.dumgal.gov.uk

Ms Marshall-Anne Douglas
5-8 Barnraws
Shakespeare Street
DUMFRIES
DG1 2JQ

Your Ref:

Our Ref: TQ/AT

If telephoning or calling please ask for:

Thomas Quinn
Direct Dial
01387 268527

19 September 2003

Dear Marshall Anne

LEAVING CARE SERVICE

Due to your previous involvement with Social Services, I write to remind you that the above service is available to you

I'm aware that you haven't felt the need to access this service for a substantial period and, appear to be doing well coping with the demands of independent living.

I don't intend to formally contact you in the future, although you may wish to contact me. If you feel that the Leaving Care Team can offer you any form of guidance or support please call me on the number above or, alternatively, you can write to me at the address below.

Yours sincerely

Thomas Quinn
Support Worker
Leaving Care Team

Children's Services

Leaving Care Service Craigs Road DUMFRIES DG1 4EX

Tel. 01387 268527. Fax 01387 268527. Internet. www.dumgal.gov.uk

Your Ref:

Our Ref: TQ/AT

Miss Marshall-Anne Douglas
5-8 Barnraws
Shakespeare Street
DUMFRIES
DG1 2JQ

**Children's Services
Leaving Care Team
Ladyacre
Craigs Road
DUMFRIES DG1 4EX**

Tel & Fax:

01387 268527

Email:

LeavingCareTeam@dumgal.gov.uk

01 April 2004

Dear Marshall-Anne

SUBJECT: LEAVING CARE SERVICE

I write to remind you that the above service is still available to you if and when you feel in need of advice and guidance.

For the purpose of our records, and to maintain your entitlement to the above service, please complete and return the enclosed form.

On a more personal level I hope you are in good health and if you feel I can be of any assistance please don't hesitate to contact me in the future.

Yours sincerely

**Thomas Quinn
Support Worker
Leaving Care Team**

Encl

File

Your Ref:

Leaving Care Team
Children's Services - Ladyacre
Craigs Road
DUMFRIES
DG1 4EX

Our Ref: TQ

Marshall Anne Douglas
5-8 Barnraws
Shakespeare Street
Dumfries
DG1 2JQ

Tel: 01387 268527
Fax: 01387 279720
Email: LeavingCareTeam@dumgal.gov.uk

26 August 2004

Dear , Marshall Anne

I hope this letter finds you in good health and coping with your present circumstances.

It has been a substantial period of time since your last contact with any member of staff from the Leaving Care Team or even myself. I would like to remind you of your entitlement to a Leaving Care Service from Social Services. If you feel that I or any of my colleagues can offer you any form of advice, guidance or support in general please don't hesitate to call me so we can discuss this further.

I can be contacted at the above address or alternatively on the above telephone number during office hours.

Yours Sincerely

Thomas Quinn
Leaving Care Worker

FAX COVER SHEET

Date:	09/03/2005	Sender:	Thomas Quinn
To:	Student Funding Marion Erne / Mary Brown Dumfries and Galloway College Dumfries		Leaving Care Team Children & Young Peoples Social Work Ladyacre Craigs Road DUMFRIES DG1 4EX
Fax No:	01387 250006	Tel No:	01387 268527
		Fax No:	01387 279720
No of Pages:	6	Email:	

MESSAGE

Subject: Special Hardship application

Student: MarshallAnn Douglas
Address: 5-8 Barnraus, Dumfries
Course: HNC Acting and Performing

As agreed with your Student Advisor please find attached proof / copy of the above young persons rent account with Loreburn Housing. Her arrears are presently £722.05.

I hope this is sufficient information in order for you to assess her hardship claim.

Yours truly,

Thomas Quinn

If you do not receive all the pages please contact the sender

Dumfries & Galloway Council - Social Services Department

CASE RECORDING

People Ref: 4818
 Name of client: MARSHALL ANNE DOUGLAS
 Records from: 17/06/2003 To: 18/03/2005 Involvement type: ALL

Type of Contact: Absent Who With: Client
 Date of Contact: 17/06/2003 Time: 00:00 Nature of Involvement: Leaving Care
 Author: Thomas Quinn Venue: Client's Home Visit

Notes:

Marshall Ann failed to attend our appointment today.

Type of Contact: Phone Who With: Housing
 Date of Contact: 19/10/2004 Time: 13:53 Nature of Involvement: Leaving Care
 Author: Tina Holliday Venue: Office

Notes:

T/C from Anna Dickie (Homeless). she has been contacted by Marshall Anne through her old mobile number. Everything is fine, but Marshall Anne is having problems with her bursary and needs someone to write on her behalf to confirm her circumstances. MA's mobile number - 07980 941661

T/C - no reply. Message left saying I will try later.

Type of Contact: Face to face Who With: Client
 Date of Contact: 03/03/2005 Time: 13:30 Nature of Involvement: Leaving Care
 Author: Thomas Quinn Venue: Client's Home Visit

Notes:

Met with Marshall-Anne due to a number of concerns via homeless officer Anna Dickie and my team manager Tina Holliday - My initial contact with Marshall-Anne was by phone - Marshall-Anne indicated she was struggling financially although the most pending issue for her at this time was her interview at Glasgow university tomorrow and that she cannot afford the cost of travel to Glasgow. Agreed to issue her a rail warrant in order that she can attend her interview and made arrangements with her to meet on Monday to discuss the issues raised by those above.

Type of Contact: Phone Who With: Housing
 Date of Contact: 03/03/2005 Time: 15:08 Nature of Involvement: Leaving Care
 Author: Tina Holliday Venue: Office

Notes:

T/C from Anna Dickie
 Marshall Anne is in severe financial difficulties and about to be evicted. She needs someone to go to Welfare Rights/Benefit Agency with her urgently. She had been working but lost her job. Anna also had permission from Marshall Anne to inform us that she has disclosed that she was raped in her flat in Dec/Jan. She has not seen anyone about this but now feels she needs some help.

Tina Holliday

Dumfries & Galloway Council - Social Services Department

CASE RECORDING continued

People Ref: 4818
 Name of client: MARSHALL ANNE DOUGLAS
 Records from: 17/06/2003 To: 18/03/2005 Involvement type: ALL

Type of Contact: Phone Who With: Housing
 Date of Contact: 04/03/2005 Time: 14:08 Nature of Involvement: Leaving Care
 Author: Thomas Quinn Venue: Office

Notes:
 Discussions with Loreburn housing have unveiled arrears of £722.05 in Marshall-Anne's rent account. Loreburn are proceeding with court action against Marshall-Anne due to these arrears. The first court action will be raised on the 24th March.
 Housing Officer Joe Pethrick

Type of Contact: Phone Who With: Housing
 Date of Contact: 04/03/2005 Time: 15:02 Nature of Involvement: Leaving Care
 Author: Thomas Quinn Venue: Office

Notes:
 Anna Dickie Homeless officer informed me that Marshall-Anne had indicated that she had been raped by a friend on her birthday. This male had been staying with Marshall- Anne over for some time however the relationship was as friends only. Anna believes that the incident had been reported to the police but was concerned that Marshall-Anne was not receiving any other support or counselling in relation to the effects of such an incident.

Type of Contact: Face to face Who With: Client
 Date of Contact: 07/03/2005 Time: 12:43 Nature of Involvement: Leaving Care
 Author: Thomas Quinn Venue: Client's Home Visit

Notes:
 went to meet Marshall-Anne today accompanied by Amanda McNaught (student SW). Marshallanne is having financial difficulties with her housing arrears and bank charges. After discussions with a Welfare Rights officer it was agreed by Marshall-Anne to discuss her bank charges with the bank direct and to establish the possibility of additional funding from DAGCOL. Marshallanne also agreed to be honest about her debts and work with myself to address her present housing arrears as this is the most pressing issue at this time. During discussions with Marshallanne she openly referred to an incident of serious sexual assault which she was the victim. Marshallanne requested that i help organise counselling support for her via Rape Crisis.

Type of Contact: Face to face Who With: Client
 Date of Contact: 09/03/2005 Time: 16:52 Nature of Involvement: Leaving Care
 Author: Thomas Quinn Venue: Site

Notes:
 Met with Marshallann at her work and again she stated clearly that she would like me to contact the rape crisis service in order to access some counselling for her.

Informed Marshallanne that i had sent proof of her housing arrears to the college as agreed. Marshallann had not completed her application for the Holywood trust but assured me that she would have it done for this Friday.

Dumfries & Galloway Council - Social Services Department**CASE RECORDING continued**

People Ref: 4818

Name of client: MARSHALL ANNE DOUGLAS

Records from: 17/06/2003 To: 18/03/2005 Involvement type: ALL

Type of Contact: Face to face

Who With: Client

Date of Contact: 11/03/2005 Time: 14:59

Nature of Involvement: Leaving Care

Author: Thomas Quinn

Venue: No Selection

Notes:

Met with Marshallann to collect her application for Holywood trust - unfortunately she had not completed this and has agreed to send it to me later in the week. Marshallann has not yet arrange an appointment with the rape crisis centre but intends to soon.

Type of Contact: Absent

Who With: Client

Date of Contact: 18/03/2005 Time: 14:42

Nature of Involvement: Leaving Care

Author: Thomas Quinn

Venue: Client's Home Visit

Notes:

Went to meet Marshallann as agree - she failed to keep appointment.

Dumfries & Galloway Council - Social Services Department

CASE RECORDING

People Ref: 4818

Name of client: MARSHALL ANNE DOUGLAS

Records from: 23/08/2005 To: 23/08/2005 Involvement type: ALL

Type of Contact: Phone

Who With: Client

Date of Contact: 23/08/2005 Time: 15:53

Nature of Involvement: Leaving Care

Author: Thomas Quinn

Venue: Office

Notes:

Informed Marshall anne that i have now closed her involvement with the Leaving Care Team, Social Services

URGENT

SELF REFERRAL FORM

NAME: MARSHALL Ann Douglas

DATE OF BIRTH: 16, 01, 84

ADDRESS: 518 Barnrows
Shakespeare Street

GP' s DETAILS:
Gray Friars

REASON FOR NEEDING TO SEE SOCIAL WORKER:

Am not gonna have any money for 3 weeks.
I am in desperat need of 4 power cards
as my emergency cred has run out.
I live by my self with no one to help.
I have no money as my benefits have
stoped and with no electric, no
food and no heating IT'S gonna
be hard. I have went a day with
out electric already. And I really
need some help.

FOA E. DEAN
~~ADMIN GIBS at CRISP~~

Can u keep trying Geoff on
his mobile as this client is refusing
to have offer