

Pan Lancashire

Child Sexual Exploitation

Standard Operating Protocol



Pan Lancashire partnerships reducing harm caused by
Child Sexual Exploitation (CSE)

Contents

1. Introduction	Page 3
2. The role of partnerships in challenging CSE	Page 4
3. Multi- Agency Objectives	Page 5
4. Multi- Agency Responsibilities	Page 6

Appendices

Appendix A	Process diagram	Page 9
Appendix B	Terms of Reference	Page 10
Appendix C	Information Sharing Protocol	Page 16
Appendix D	Referral and risk assessment forms	Page 24
Appendix E	Case Notes (CSE 3)	Page 32
Appendix F	Legislation relating to CSE	Page 35

1. Introduction

This document sets out the procedures of Safeguarding and Protecting the welfare of children from Child Sexual Exploitation. It sets out how through our partnerships we assess, challenge and provide an enhanced, effective service to reduce the harm and threats posed to children and young people from Child Sexual Exploitation.

These standard operating procedures will not supplant, replace or override any current safeguarding procedures

Aims and Purpose

The aims and purpose of the procedures is to

- To identify those at risk of being sexually exploited
- To apply pro-active problem solving to address the risks associated with victims, perpetrators and locations and ensure the safeguarding and welfare of children and young people who are or may be at risk from sexual exploitation
- To take action against those intent on abusing and exploiting children and young people in this way
- To provide awareness raising and preventative education for the welfare of children and young people who are or may be sexually exploited
- To provide timely and effective interventions with children and families to safeguard those vulnerable to sexual exploitation.

The Multi-Agency partnerships will safeguard children and young people from sexual exploitation in accordance with the policies, procedures and guidance of the Local Safeguarding Children Board (LSCB).

What is child sexual exploitation?

Sexual exploitation is child abuse and children and young people who become involved face huge risks to their physical, emotional and psychological health and well being.

Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, attention, gifts, money) as a result of them performing, or others performing on them, sexual act or activities. Child sexual exploitation

grooming can occur through the use of technology without the child's immediate recognition; for example being persuaded to post sexual images on the Internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability"

How do children and young people become involved?

The common issues and reasons can be due to a number of factors including a young person's low self-esteem and a poor self image.

Young people who run away from home are recognised as being more at risk of being targeted as a victim of sexual exploitation.

Vulnerabilities are identified and targeted by the abuser, whether the young person is living with their family, looked after, away from home or they have run away. Figures show that the majority of CSE victims in Lancashire are actually living with their families.

It is often the case that children and young people do not perceive themselves to be victims, as they consider they have acted voluntarily. The reality is that their behaviour is not voluntary or consenting.

2. The role of partnerships in challenging CSE

Child sexual exploitation takes place in local communities and information known to partners could be used to highlight the threat and establish risk. It is anticipated that an improved intelligence picture will enable effective action in a greater number of cases of child sexual exploitation, thereby reducing the harm which would otherwise be caused to the young victims and their families.

Specialist multi-agency partners will conduct meetings/discussion to share relevant intelligence and information and co-ordinate responses. This will result in greater ability to disrupt and prosecute perpetrators and provide early intervention to reduce harm and promote well being.

This full range of responses will go beyond traditional law enforcement and the multi-agency meeting/discussion will provide a range of support for children, families and others, raising awareness and disrupting activity for the purpose of protecting and safeguarding children and young people. This improved intelligence picture will inform partners of the extent of the risk posed by perpetrators.

The organisations will work together to keep children and young people safe from sexual exploitation. These organisations will be drawn from the statutory, voluntary, community and faith sectors and their work will follow recognised principles of effective practice to safeguard and protect the welfare of children and young people.

The multi- agency meeting will have the potential to call upon the diverse skills and experience available from amongst its members. In conjunction with sharing information to increase the understanding of the threat posed by CSE, they will bring together a range of specialist knowledge and partnership agreement to ensure that each organisation plays its role, collectively, effectively and individually.

3. Multi- Agency Objectives

- Identify those who are or who are at risk of being sexually exploited by sharing information and assessing risks
- To address the risks associated with victims, perpetrators and locations by proactive problem solving,
- To work collaboratively to ensure the safeguarding and welfare of children and young people who are being or are at risk of being sexually exploited
- To take effective action against those intent on abusing and exploiting children and young people in this way
- To provide awareness raising and preventative education for children and young people who are at risk of being sexually exploited.
- To provide awareness raising to other professionals and members of the general public.
- To carry out risk assessment according to a common framework
- To develop a shared picture of intelligence on all threats
- To grade responses to the risks identified.
- To provide early intervention to reduce the harm posed to children and young people
- To investigate, prosecute and disrupt perpetrators

- To adopt a collective watching brief to determine further interventions required.
- Promote positive physical and emotional health and well being
- Ensure relevant and timely access to appropriate health services.

Multi Agency Responsibilities

Each of the organisations engaged to co-operate in the partnership will be expected to agree to implement and adhere to the principles set out in the Terms of Reference (Appendix B). They will also be required to agree to an Information Sharing Protocol for the partnership (Appendix C) and these requirements will extend to any collectively agreed amendments to these documents.

Each organisation will also be asked to nominate a representative to provide a conduit for information sharing with the Multi-Agency Meeting. This arrangement will ensure that the information is shared, handled and stored in accordance with the terms of the Information Sharing Protocol.

The nominated representatives will ensure that appropriate referrals are made to the Multi-Agency CSE Meeting through an agreed referral process. Where the risk is not immediate, this should be done using the Referral Form CSE 1 (Appendix D).

The information provided will then be used for the initial risk assessment, in accordance with the Risk Assessment CSE 2 (Appendix D), to enable the team to prioritise the level of risk for each child or young person referred.

The information shared through the referral process will be assessed by a team of individuals with appropriate experience from Police and Social Care. This will be as a minimum requirement and there would be an expectation that multi-agency partners would be available where necessary, on a case by case basis to contribute to the team.

For each referral, an assessment will be made on whether the safeguarding and welfare of the victim would benefit from consideration at a joint meeting of representatives from several key organisations (Multi-Agency CSE Meeting or a strategy discussion with partners).

The team will use the information to provide an initial assessment of the level of risk to victims and potential victims of CSE arising from their vulnerability (Risk Assessment). The information would also be used to further inform investigations and tactical options for existing agencies involved with the child. This assessment and subsequent assessments would identify health needs.

The Multi-Agency CSE Meetings would be arranged by the team and will be used to co-ordinate the partnership's tactical responses to provide a problem solving approach to those at risk and disrupt and enforce against known and suspected perpetrators. It would also address any ongoing/identified health needs for victims.

Where an organisation's representative receives a request for information from the team in relation to a referred matter, the information which is known to the organisation will be provided at the earliest opportunity.

Information relating to the actions agreed at the Multi-Agency Meeting will be recorded and circulated. Representatives will ensure that updated information is provided to the team in relation to each of the actions required by their organisation.

Members of the team will be responsible for the management of requests for information sharing for the purposes of the Multi-Agency CSE Meeting and will manage the handling, storage and review of information provided to them by partners, in accordance with the terms of the Information Sharing Protocol (Appendix C).

A process diagram is provided in Appendix A and includes the following principal sections

For ease of reference the sections have been defined by a colour code and the parts of the process are numbered.

- The Steering Group provides governance and direction for the partnership
- Multi-Agency CSE Meetings with research and information sharing; tasking, actions, and review of previous actions. (1 and 2)
- Support Networks of partner organisations working collaboratively with victims, potential victims, families and their other associates. (3)
- Victims; Families; Locations, Key Themes. Each of these factors is taken into consideration in developing the multi-agency problem solving responses to cases of Child Sexual Exploitation referred to the team and Multi-Agency Meeting (4)
- Intelligence Gathering; Investigation Prosecution and Disruption of Perpetrators describes the vital part of the process of protecting children and young people at risk by monitoring, assessing and addressing the threat by perpetrators who are intent on committing sexual exploitation offences. Feedback to organisations and highlight service gaps/deficits. (5, 6 and 7)

This process will bring together organisations and individuals with a diverse range of skills, experience and responsibilities.

Steering Group

Senior and middle managers from partner organisations who will meet quarterly to direct the overall operation of the partnership, in accordance with the partnership's Terms of Reference.

Multi-Agency Meeting

Practitioners and supervisors from a range of partner organisations will meet as agreed, to consider and implement responses for cases referred to their multi-agency meetings. This group of representatives will also feed in referrals for cases known to their organisations and research and share information.

Support Networks

These refer to the work of partners, including those directly involved in the Multi-Agency Meetings and others to whom cases have been referred or those who are working with the referred person. The support provided is at the discretion of the practitioners working with those referred. Information would be shared with the team and Multi-Agency Meeting when it is appropriate to do so for the safety and well being of their client and/or other young persons.

Intelligence Gathering

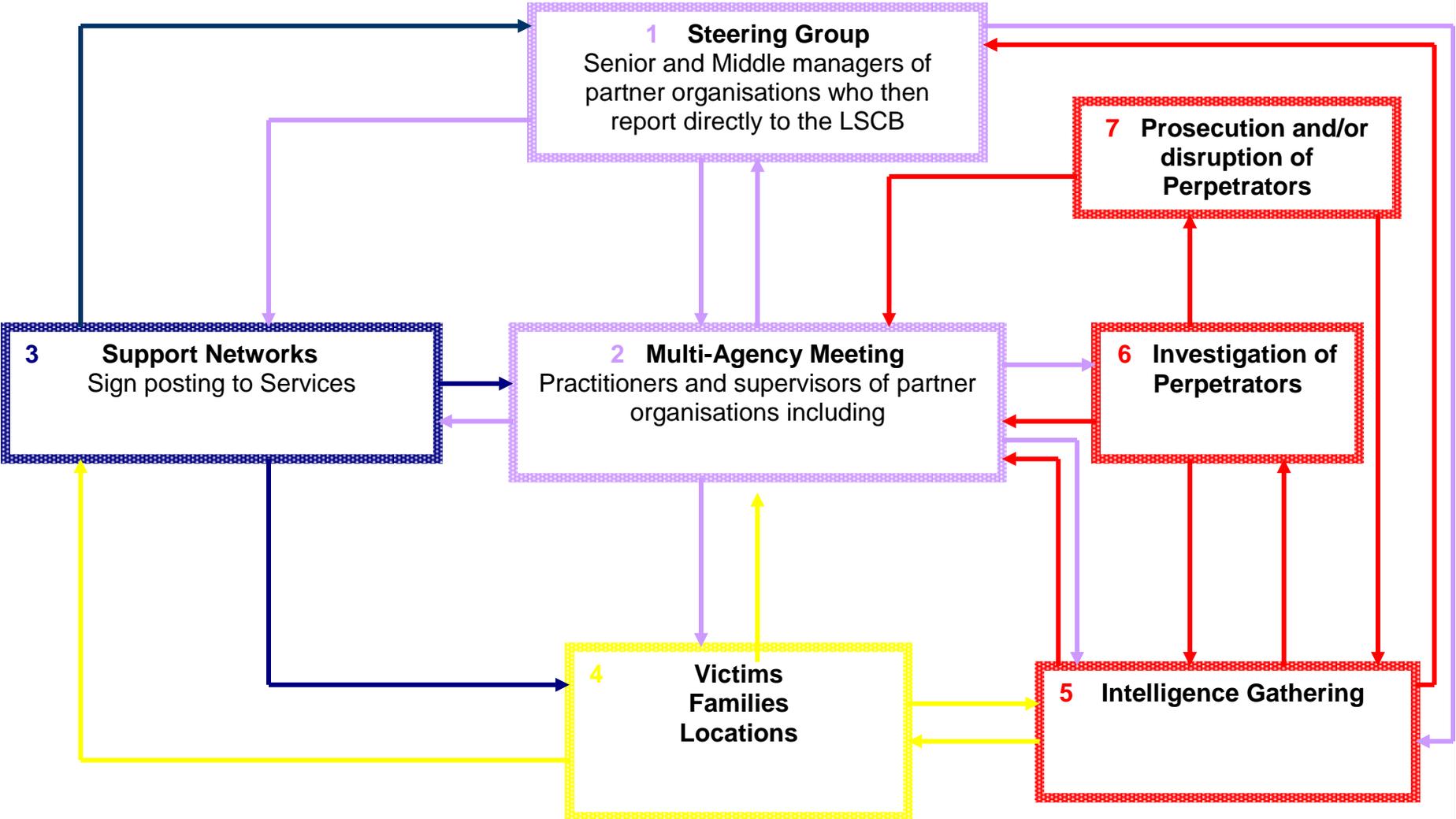
As Intelligence becomes available throughout the process all partners are able to refer through the team. Intelligence relating to the threat posed to victims would be responded to by those organisations with responsibilities for the safeguarding and welfare of children and young people. This would be in accordance with their statutory duties and would be appropriate to the urgency of the situation identified through the intelligence.

Investigation/Disruption of Perpetrators

On receipt of case referrals, an immediate risk assessment will be carried out on the information initially provided. This will enable the higher risk referrals to be prioritised for an earlier response by the team, which may include a joint visit by a Detective and Children's/Social Worker. This visit will enable the team to carry out a more detailed risk assessment leading to a number of actions being implemented. For example, police investigation through an initial 'Achieving Best Evidence' (ABE) interview with the potential victim may then generate Police responses to investigate the perpetrator or identify any immediate and subsequent health needs and any relevant intervention required.

The prosecution and disruption of perpetrators is an essential part of the process in reducing harm. It would be a responsibility of the Detectives within the team to gather evidence, investigate and interview perpetrators and prepare case files for consideration by the Crown Prosecution Service (CPS) with the intention of obtaining the successful conviction of offenders.

Appendix A



Appendix B

Terms of Reference

The CSE Partnership and its Multi-Agency Meetings will not supplant, replace or override current safeguarding procedures

Process

The partnership is locally based to facilitate awareness and information-sharing around Child Sexual Exploitation. A tactical approach is applied through an audited process for information exchange, including a monthly or as agreed meeting.

Actions will be generated in response to the sharing of information and risk assessment processes of the partnership, however these will not be permitted to prejudice any existing or future safeguarding plans. For example, a partner may be tasked to liaise with a social work case worker and effectively 'join' an existing safeguarding plan.

The process will not generate "shadow" safeguarding plans and it is therefore important to emphasise that organisations must continue to complete the Common Assessment documentation in addition to referrals made direct to the Partnership.

Scope

References used by the partnership for children and young people are those defined by the Children Acts 1989 and 2004 and they will work with children and young people, up to the age of 18.

Its work will contribute to the county wide safeguarding of children and young people and will develop information sharing arrangements with a comprehensive and multi-disciplinary range of services across Lancashire.

The arrangements will take account of statutory duties and powers of partner organisations, including those contained within the Crime and Disorder Act 1998; Section 82 of the NHS Act 2006; the Mental Capacity Act 2005 and statutory guidance to support the Multi-Agency Public Protection Arrangements (MAPPA) and Working Together to Safeguard Children 2010.

Governance

The Steering Group will be responsible for the governance of the partnership and the Multi- Agency Meeting and will ensure compliance with the following:

- The Multi- Agency Meeting will align to the Lancashire Police Divisional Areas and be accountable to a designated Steering Group and through this to the Local Safeguarding Children Board.
- Regular reports will be made by the Multi-Agency Meeting to the Steering Group on the outcomes of its interventions and in particular any exceptions to effective inter-agency working and the co-operation of partners.
- The partnership will take support, guidance and direction from the Steering Group in relation to its business.
- The partnership will track cases of sexual exploitation which come to the attention of local organisations and maintain accurate, contemporaneous records according to organisational policy .
- The partnership will share information to inform their respective organisations of the risk of harm of sexual exploitation to identified children and young people.
- In cases of concern and where sufficient information is known about the perpetrator, the partnership will check with other organisations to establish what is known about that perpetrator and their associates and share relevant information with the Multi-Agency Meeting or through Strategy discussions.
- The partnership, taking note of each agencies field of expertise, will make recommendations to relevant organisations on action to be taken to disrupt and prevent the activities of perpetrators.
- The partnership will engage with organisations involved with children and young people to raise awareness of information pertinent to those at risk.
- The partnership will raise awareness of the impact of sexual exploitation on the welfare of children and young people.
- The partnership will identify, apply and disseminate good practice and promote consistent implementation.
- The Steering Group will formally review the aims and objectives of the partnership every 6 months.

Meeting Frequency

The Area Steering Group meetings will be held on a quarterly basis and the Multi-Agency Meeting will be held as agreed if practicable at least once each month. Meetings will not be cancelled or re-arranged unless absolutely necessary.

Membership

The partnership is comprised of statutory and voluntary, community and faith sector organisations (VCFS). Specified statutory organisations are mandated to attend and participate in the Multi-Agency Meetings.

Mandatory participation in Multi-Agency Meetings

Divisional Police Public Protection Units
Children's Social Care
NHS Primary Care Trusts
NHS Provider Organisations
Hospital Accident and Emergency Departments
Lancashire Education Authority
Lancashire Youth Offending Team

Voluntary participation in Multi-Agency Meetings

The Children's Society
Housing advisory services
Housing providers
Substance misuse service providers
Sure-Start, Early Years and Childcare Services
Vulnerable Families Projects
Young Peoples Service.
NSPCC
Safe Centres
Barnardo's
Mental health care providers
Carers' organisations
CROP

Reporting Arrangements

The Multi- Agency Meeting will report to the Steering Group who on at least a quarterly basis will report to the local LSCB. The business of the Steering Group and the Multi-Agency Meetings including issues, decisions, actions, responsible individuals and timeframes for communication will be accurately recorded in minutes.

Agendas and supporting documentation for both meetings will be sent out approximately 1 week in advance of the meeting and the minutes will be circulated approximately 7 days following the meeting.

Roles and Responsibilities

The Chair's role in each meeting will be to ensure that:

- All members are offered equity with regard to opportunities to contribute to the meeting
- The function of the meeting is maintained and it is conducted within the agreed timescale
- The efficient administration of the meeting is maintained.
- The information shared is accurately recorded and disseminated through the meeting
- The maintenance of effective communications between the Steering Group and the Multi-Agency Meeting.
- If the Chair is unable to attend, a Vice Chair will be nominated to chair the meeting.

The members' roles will be to ensure that:

- They attend meetings regularly or send a deputy from their own area of expertise
- Contribute to the information sharing which enables the meetings to fulfil their purpose.
- Implement appropriate levels of disclosure of information shared at the meetings to enable further integrated working with other frontline partners
- Contribute to the actions agreed during the meetings and provide timely reports on progress and outcomes
- Represent and act as a communication link with their organisations and local LSCB.

New Members

New members who are invited to partnership meetings will be provided with an overview of the purpose of the relevant meeting and will be introduced to other members by the Chair.

Quorum

No business will be transacted at a meeting unless at least four partner organisations are represented, two of which must be Police and Children Services.

Appendix C

Purpose of the Protocol

What is an Information Sharing Protocol?

Who does the Information Sharing Protocol affect?

The benefits of this Information Sharing Protocol

Principles of Information Sharing

Obtaining and Sharing Information

Confidential Information

Obtaining Consent

Sharing Information Appropriately and Securely

Retaining and Storing Information

Regular Review

Information Sharing Flowchart

Signatories to the Protocol

Information Sharing Checklist

Legislation

Key Messages¹

- The welfare of a child or young person must be the first consideration in all decision making about information sharing
- Professionals can only work together to safeguard and promote the welfare of children and young people if they share relevant information
- Only share as much information as is needed but share enough to achieve the purpose for which information is being shared
- Recognise that where a child, young person or family needs the support of a number of different agencies, information sharing will be an ongoing process
- It is best practice to obtain consent to share information, although there are exceptions to this in child protection cases, for example, situations where a child would be considered to be at risk of significant harm or a Police investigation into a serious offence would be prejudiced.

Purpose of the Protocol

The purpose of this information sharing protocol is to provide a framework for the appropriate sharing of information between partners. The protocol informs all partners about the circumstances when information is shared and how the sharing of information will be managed.

What is an Information Sharing Protocol?

The protocol governs the sharing of information and in doing so it:

- Clarifies the legal background in respect of information sharing
- Sets out the current codes of practice, best practice and guidance
- Outlines the principles of the process of information sharing
- Provides practical guidance on how to share information

Who does the Information Sharing Protocol affect?

The protocol affects all staff engaged with work that requires information to be shared with or is given to them by other organisations.

The benefits of this Information Sharing Protocol

- Help remove barriers to effective information sharing
- Provide guidance to assist in complying with legislation
- Help to ensure that consent to share personal information is obtained whenever it is required
- Help to ensure that information is shared when there is a requirement to do so
- Help to ensure that all agencies comply with relevant legislation
- Raise awareness amongst all agencies of the key issues relating to information sharing and give confidence in the process of sharing information with others

Principles of Information Sharing

Effective information sharing underpins integrated working and is a vital element of both early intervention and safeguarding. Each partner can hold different pieces of information which need to be placed together to enable a thorough assessment to be made.

To share information about a person you need a clear and legitimate purpose to do so, as this will determine whether the information sharing is lawful. For partners working in statutory services, the sharing of information must be included within the powers of the service. This will also apply if partners from the voluntary sector are contracted to provide a service on behalf of a statutory body.

Obtaining and sharing information

The sharing of information must have due consideration with the law relating to confidentiality, data protection and human rights. Having a legitimate purpose for sharing information is an important part of meeting those legal requirements. It is important only to share as much information as is needed and records should be accurate, relevant and up to date.

Confidential information

Confidential information is:

- Private or sensitive personal information
- Information which is not already lawfully in the public domain or readily available from another public source
- Information that has been shared in circumstances where the person giving the information could reasonably expect that it would not be shared with others

This is a complex area and you should seek advice from your organisation's Information Manger, if you are unsure about confidentiality

Signatories to the protocol may lawfully share confidential information without obtaining consent if this can be justified in the public interest. Judgement is required on whether there is sufficient public interest using the facts of each case individually. Public interest can arise when protecting children from significant harm, promoting the welfare of children or preventing crime and disorder.

Proportionality and necessity are factors to be taken into consideration when deciding whether or not to share confidential information. In making the decision, practitioners must weigh up what might happen as a result of the information being shared against what might happen if it is not and apply their professional judgement.

The nature of the information to be shared is also significant where the information is sensitive and has implications for the practitioner's relationship with the individual, recognising the importance of sharing information in a timely manner if it is in the child best interest to do so.

Where there is a clear risk of significant harm to a child the public interest test will almost certainly be satisfied

Obtaining consent³

Consent must be informed, in other words the person giving consent needs to understand:

- Why the information needs to be shared
- Who will see it
- How much will be shared
- What are the purposes and implications of sharing

It is good practice for signatories to set out their policy on sharing information when clients first join a service and when securing information, the process should be transparent and respect the individual. Consent must not be obtained by coercion and must be sought again if there are to be significant changes in the use to be made of the information.

A child or young person, who is able to understand and make their own decisions, may give or refuse consent to share information. This would generally include children aged over 12, although younger children may have sufficient understanding. The child's view should be sought as far as possible. If a child is competent to give consent or refusal but a parent disagrees each individual case should be considered and again professional judgement should be applied.

When assessing a child's ability to understand, practitioners should explain in a way suited to their age, language and likely understanding. Where a child cannot consent, a person with parental responsibility should be asked to do so, on their behalf, although there are circumstances where this might be inadvisable. Where parenting is shared only one person with parental responsibility for a child needs to give consent.

It may not be appropriate to let a person know that information about them is being shared nor to seek their consent to share the information. For example, this would arise when sharing information is likely to hamper the prevention or investigation of a serious crime or put a child at risk of significant harm. In these circumstances, practitioners need not seek consent from the person or their family nor inform them that the information will be shared.

Similarly, consent need not be sought when practitioners are required to share information through a statutory duty or court order. However, in most circumstances they should inform the person concerned that they are sharing the information, why they are doing so and with whom.

Sharing Information Appropriately and Securely

Information should be shared in accordance with the principles of the Data Protection Act 1998 and follow the policy and procedures of the signatory service.

Practitioners should:

- Only share the information which is necessary for the purpose
- Understand the limits of any consent given, particularly if it is from a third party
- Distinguish between fact and opinion
- Only share it with the person or people who need to know and check that the information is accurate and up to date
- Record decisions on sharing information and the reasons for doing so or not
- If deciding to share the information, record what was shared and with whom

Retaining and storing Information

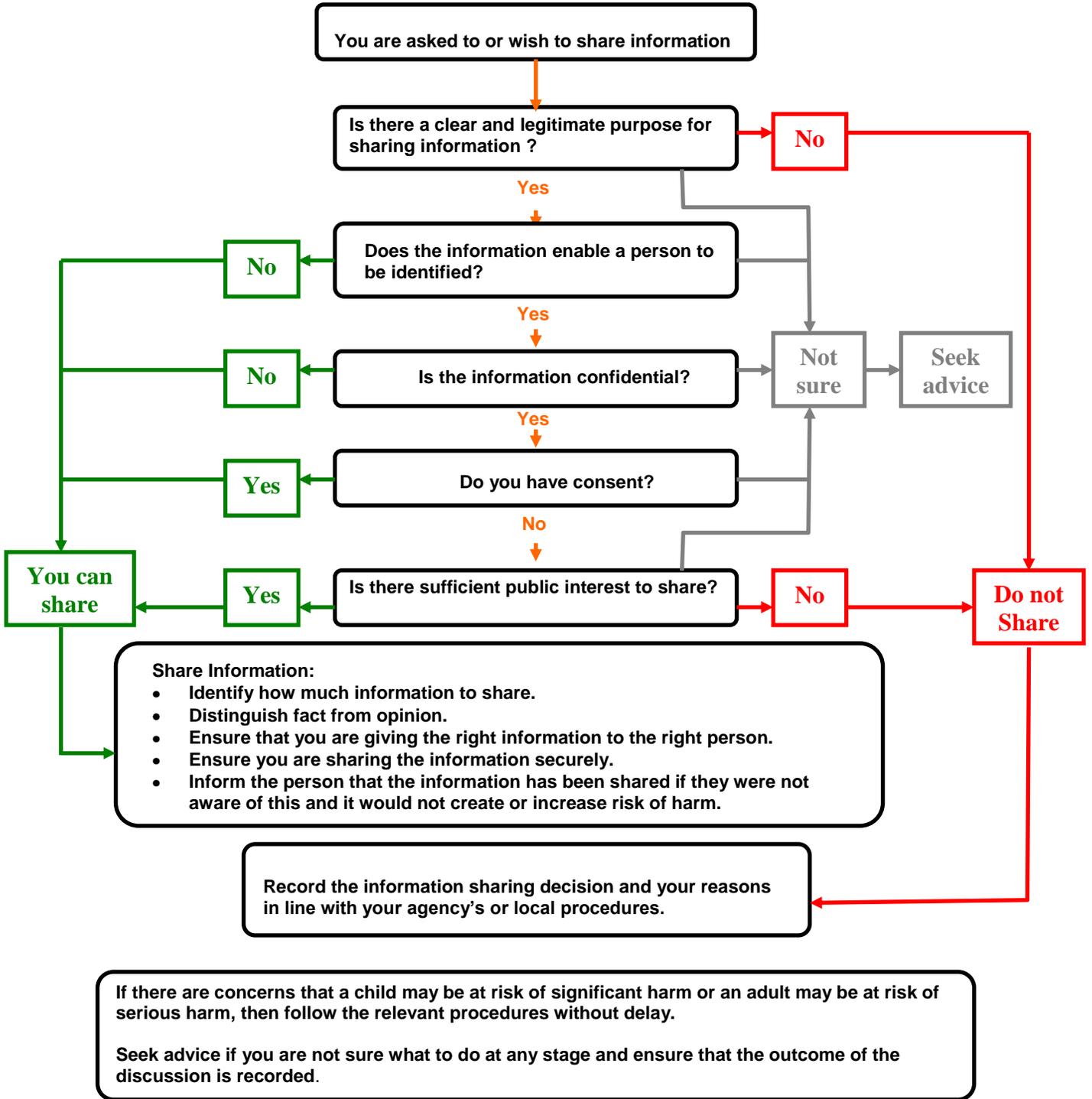
Information must not be retained for longer than necessary for the purpose for which it was obtained. Signatory services should ensure that they have physical and electronic security in place for the stored data and that there is awareness, training and management of the systems where the information is stored.

Regular review

This protocol will be reviewed at least annually and amended to take account of changes in law, guidance and lessons learned from sharing data.

Flowchart for Information Sharing²

Flowchart of key questions for information sharing



Signatories to the Protocol

This protocol is provided to meet the needs of partners and it is intended that all signatories will use the protocol. More detailed information on the parties to this protocol is set out below.

ORGANISATION	SIGNATORY PERSON AND POSITION	NOMINATED REPRESENTATIVE	CONTACT DETAILS (Include telephone number and e-mail address)

Information Sharing

Checklist²

- Do I already have informed consent to share this information?
- Is the information sensitive and personal?
- Do I need consent to share the information?
- Have I a legal duty or power to share the information?
- Whose consent is needed?
- Whose information is this?
- Would seeking consent place someone at risk, prejudice a Police investigation, or lead to unjustifiable delay?
- Would sharing the information without consent cause more harm than not sharing the information?
- How much information is it necessary to share in this situation?
- Am I giving this information to the right person?
- Am I sharing this information in a secure way?
- Does the person I am giving it to know that it is confidential?
- What will they do with it?
- Is the service user aware that the information is being shared (where this would not place someone at risk or prejudice a Police investigation)?
- Have I distinguished between fact and opinion?
- Does the person who is giving consent understand the possible consequences of sharing the information?

Legislation/Guidance

The Data Protection Act 1998

The Human Right Act 2000

The Children Act 2004

The Crime & Disorder Act 1998

Freedom of Information Act 2000

NHS Act 2006

Working Together 2010

Notes

¹ Key messages from “Every Child Matters in Lancashire”
Information Sharing- A guide for people working with children, young people
and families

² Information sharing checklist from “Every Child Matters in Lancashire”
Information Sharing - A guide for people working with children, young people
and families

³ Refer to the Fraser Guidelines

⁴ Seven golden rules for Information Sharing, HM Government

Appendix D

CSE Referral Form

CSE 1

PART 1 REFERRER'S DETAILS	
Name:	
Agency:	
Address:	
Telephone:	
Date Completed:	

PART 2 SUBJECT'S DETAILS	
Family name:	
First name:	
Middle name:	
Alternative name(s):	
Date of birth:	
Address:	

Parent/Guardian	
Ethnicity See <i>Appendix 1</i>	
Schools/Education establishments/ Year	
Health Worker	
Are Parent (s)/ Guardian aware of the report?	

Looked after status

Lives with family, no experience of care		Young person is looked after: foster family	
Lives with family members, previous experience of care		Young person is looked after: residential unit	
Care Leaver		Young person is in Secure Accommodation	
Unknown		Section 20 -Voluntary Section 38 -Interim Care Order Section 31 -Care Order	

**Basis of concerns regarding sexual exploitation (reason for referral)
(For guidance see Appendix 2)**

Disclosure of exploitation		Going missing	
Incident or suspected incident of sexual exploitation		Breakdown in communication with carers	
Concerns about relationship with older male/female		Unexplained money or items	
Alcohol/drug use		Changed behaviour	
Peers involved in prostitution		Preventative work	
Other (please state below)			

Experience of violence in past

Domestic Abuse		Physical violence from family	
Sexual Abuse		Violent towards others	
Physical violence from boyfriend/girlfriend		Peers are violent	
Unknown			

PART 3 DETAILS OF CASE/ INCIDENT/ INTELLIGENCE

PART 4 DETAILS OF AGENCY INVOLVEMENT

Name	Agency and Address	Telephone Number

Referrer's Signature:	
Date:	

Please forward:

Tel:

Fax:

Appendix 1

Ethnicity

CODE	DESCRIPTION
W1	British
W2	Irish
W9	Any other white background
M1	White and Black Caribbean
M2	White and Black African
M3	White and Asian
M9	Any other mixed background
A1	Indian
A2	Pakistani
A3	Bangladeshi
A9	Any other Asian background
B1	Caribbean
B2	African
B9	Any other black background
01	Chinese
09	Any other ethnic background

Referral Risk Assessment

CSE 2

Name:	
Agency:	
Address:	
Telephone:	
Date Completed:	

PART 2 SUBJECT'S DETAILS

Family name:	
First name:	
Middle name:	
Alternative name(s):	
Date of birth:	
Address:	
Parent/Guardian	

1) Missing		2) Education	
0 No missing episodes.		0 Engaged in full time education, training or employment	
1 Stays out late, no missing.		1 Registered in full time education, irregular attendance or Young person is attending PRU/receiving private tuition (full time equivalent). or Young person is attending college or a training scheme (part time or irregular attendance) or is employed on a part time basis	
2 Occasionally goes missing, prolonged episodes or Occasionally goes missing, short episodes.		2 Young person excluded from school, no provision being made or Young person undertaking some education or training (part time). Poor attendance. or Young person is attending PRU/receiving private tuition (not full time)	
3 Frequent and short missing episodes.		3 Not engaged in full time education, training or employment BUT shows an interest in accessing opportunities.	
4 Frequent and prolonged missing episodes.		4 Not engaged in education, training or employment.	

PROTECT-POLICY

3) Drug use	
0 No concerns.	
1 Some concern about use of drugs.	
2 Problematic drug use, of concern.	
3 Suspected drug use or dependency.	
4 Drug use known-disclosure. Appears dependent on drugs.	

Shows no interest in accessing educational or training opportunities.	
4) Relationship with carers	
0 Significant understanding and good communication.	
1 Some mutual understanding and positive communication.	
2 Some mutual understanding. Poor communication.	
3 Poor and negative communication, some warmth.	
4 Poor communication, low warmth, attachment or trust.	
5. Any Domestic Abuse	

5) Accommodation	
0 Young person is satisfied with accommodation. Meets the young person's needs.	
1 Young person is generally satisfied with accommodation. Accommodation meets most of the needs of young person. Some concerns about longer term stability.	
2 Unstable or unsuitable accommodation. Young person is not satisfied where they are living.	
3 In temporary accommodation.	
4 Homeless	
7) Risk to others	
0 No concerns about placing others at risk.	
1 Reduced concerns about influence on other young people	
2 Some concerns raised about influence on other young people.	
3 Concerns raised that young person may be exposing other young people to risk	
4 Places other young people at risk.	
9) Engagement with service	
0 Good engagement,	
1 Reasonable engagement, regular contact.	
2 Some engagement with service, occasional contact.	
3 Brief engagement with service: early stages or sporadic contact.	
4 Not engaging with service/no contact	

6) Alcohol Use	
0 No concerns	
1 Some concerns about use of alcohol.	
2 Moderate alcohol use, increasing concerns.	
3 Alcohol dependency suspected.	
4 Young person is dependent on alcohol	
8) Rights and Risk awareness (sexual)	
0 Asserts own rights, recognises risk and exploitation.	
1 Knows rights and risk in self and others.	
2 Some sense of own and others' rights.	
3 No awareness of own, some sense of others.	
4 No awareness or assertion of rights.	
10) Sexual health awareness	
0 Good engagement with sexual health issues / no longer at risk	
1 Engaging with sexual health issues / reduced risks to health	
2 Young person is beginning to engage with sexual health issues / decreasing risk to health	
3 Minimal engagement with sexual health issues / health is at risk	
4 No engagement with sexual health issues / health is at high risk-.Is there any Physical/Emotional Health Issues	

PROTECT-POLICY

11) Sexual exploitation	
Item	Guidance
0) Exited, no longer at risk or No/minimal risk.	Young person has exited sexual exploitation and no longer places self at risk. Concerns regarding referral appear to relate to 'normal teenage behaviour'.
1) Low risk/ preventative work; or Reduction in risk	Early intervention through outreach work e.g. contact with PRU. Some concerns initiated referral e.g. young person has older boyfriend, but does not appear to be exploitative. Previous exploitation but now significant protective factors in young person's life; reduction of previous SE risk.
2) Medium risk	Young person remains vulnerable to exploitation but not at immediate risk. Concerns are not immediate, but some behaviour in young person's life put them at risk, e.g. young person has exited exploitation and has new set of peers, though still goes missing. Some protective factors e.g. engaged in education, can assert rights in young person's life.
3) High risk (previous history) or High risk, (no previous history)	Known or suspected exploitation in the past, e.g. young person has previously accessed service. Urgent and immediate concerns about risk. Young person's lifestyle places them at a high risk e.g. associating with peers involved in prostitution or sexually exploited, multiple risk taking e.g. missing frequently and concerns about drug taking/ alcohol use. As above, but no previous history of concerns.
4) Experiencing current exploitation: known or Suspected	Young person has disclosed current exploitation (does not have to have recognised it as this). Evidence of exploitation e.g. police proceedings against perpetrator. Sexual exploitation not confirmed, but behaviours and information given strongly suggest exploitation.

RISK THRESHOLD CATEGORY:

GREEN	LOW	0 to 11 points
AMBER	LOW/MEDIUM	12 to 22 points
	MEDIUM	23 to 33 points
RED	MEDIUM/HIGH	34 to 44 points
	HIGH	45 to 54 points

RISK THRESHOLD CATEGORY

IS: -
GREEN
AMBER
RED

FINAL SCORE =

Appendix E

Case Notes

CSE 3

Confidentiality

Those persons present are reminded that the matters discussed at the meeting and any notes taken are strictly confidential and shall not be shared outside the meeting. These notes will provide a record of the meeting. Similarly, copies of these minutes shall not be photocopied or shared without the express consent of the agencies represented. All agencies shall ensure that the minutes are retained in a secure location and destroyed when no longer relevant or required. Agencies are reminded of the requirements of the information sharing protocol for the partnership and shall adhere to its terms and conditions in relation to all information shared in this meeting.

	INFORMATION SHARED	ACTIONS ARISING	FURTHER UPDATE
NAME			
HOME ADDRESS			
DATE OF BIRTH			
RISK LEVEL			
MAIN RISK FACTORS			
STRATEGY MEETING UPDATE			
SUPPORT OFFERED			

PROTECT-POLICY

LEVEL OF ENGAGEMENT			
OFFENDING/ ANTI SOCIAL BEHAVIOUR			
SIBLINGS & PEERS			
PERPETRATOR INVESTIGATION UPDATE/ OUTCOME			
DISRUPTION TACTICS			
PERPETRATOR INVESTIGATION UPDATE/ OUTCOME			
DISRUPTION TACTICS			

PROTECT-POLICY

PERPETRATOR			
INVESTIGATION UPDATE/ OUTCOME			
DISRUPTION TACTICS			
PERPETRATOR			
INVESTIGATION UPDATE/ OUTCOME			
DISRUPTION TACTICS			
VULNERABLE LOCATIONS			
TARGET HARDENING			
DISRUPTION TACTICS			
DATE OF REFERRAL			
DATE CLOSED			

Appendix F

LEGISLATION

Summary of some civil actions relative to child protection

Children Act 1989

- Section 17 Children Act 1989 relates to a child considered in need.
- Section 47 Children Act 1989 relates to children at risk of significant harm and the duty of the local authority to investigate the concerns and promote welfare.
- Section 46 Children Act 1989 permits Police Officers to take a child into protective custody for up to 72 hours if they are likely to suffer significant harm, known as P.P.O. (Police Protection Order)
- Section 49 Children Act 1989 – Abduction of Children in care. This offence applies to any child/ young person subject to a care order, emergency protection order or in police protection. This applies even if the child/ young person is 16 or over. A person is guilty of an offence if, knowingly and without lawful authority or reasonable excuse, he
- Takes a child to whom this section applies away from the responsible person
- Keeps such a child away from the responsible person; or
- Induces, assists, or incites such a child to run away or stay away from the responsible person.

Injunction: A type of order issued by Court to stop a person committing an unlawful act. This can be applied for by a parent or the local authority in certain areas. Some injunctions have a power of arrest dependant on the type of act detailed in the application (used or threatened violence)

Section 2 Child Abduction Act 1984 – (Offence)

A person not connected with the child is guilty of an offence if, without lawful authority or reasonable excuse, they take or detain a child under the age of 16 so as to remove the child from the lawful control of any person having lawful control of the child. This offence applies to any child under 16.

Once a potential perpetrator has been identified they can be served with notice requirements under S2 and S49 on behalf of the parent, carer or guardian of the child/young person. The notice clearly states that the individual does not have any permission or authority to allow the young person to enter or stay in their home, vehicle or be in their company at any time of day or night before they reach the age of 18 years.

It also includes that they must not:

- Allow the young person to enter or stay in their house, flat or place of work;
- Allow the young person to enter/stay in any other property they are present in
- Allow the young person to enter or travel in any vehicle or caravan they own or are travelling in;
- Meet with this young person or allow them to remain in their presence;
- Telephone, text, e-mail or communicate with this young person in any way;
- Contact this young person through any internet or chat room site.
- Provide this young person with any food, drink, gift or any other item.
- Refuse to allow them to enter the property or vehicle they are in.

If the young person approaches them, they must immediately:

- Ask them to leave
- Contact the Police (0845 125 35 45) if they refuse to leave.

If they do not co-operate with this request and the young person, or any other young person in the care of the Local Authority, is traced to their home or is found in their presence, then they are liable to arrest and prosecution under S49 Children Act 1989 or S2 Child Abduction Act 1984 which carries a maximum sentence of 7 years imprisonment. Alternatively, the Local Authority may seek an injunction against them and any breach of this could lead to their committal to prison.

The Sexual Offences Act 2003

There were a number of changes that relate to sexual exploitation. The items detailed below are intended as a guide to powers that the Police can utilise in certain areas. Criminal charges can be brought against a person who is involved in a sexually exploitative relationship with a child.

In practice, bringing criminal charges against an individual is often difficult, as the required evidence may not be available, usually because the young person does not wish to make what is called a formal complaint. There are also actions that could be taken in cases where a complaint is not required from the young person. Any decision to prosecute is made by the Crown Prosecution Service.

The Sexual Offences Act 2003 offences linked to CSE (this list is not extensive, but indicative of the offences which can be linked to CSE)

Rape

Section 1 (Maximum penalty: Life)

Where a male intentionally penetrates the vagina, anus or mouth of another with his penis and the other person does not consent and the male does not reasonably believe that the victim consents.

Assault by Penetration

Section 2 (Maximum penalty: Life)

If person intentionally penetrates (sexually) the vagina or anus of another with part of his body or anything else without consent to penetration and the offender does not reasonably believe that the victim consents. The offence can be committed by a man or a woman.

Sexual Assault

Section 3 (Max penalty 10 years 14yrs if the child is under13)

This refers to the intentional sexual touching of another without consent or with no reasonable belief to the consent.

Causing a person to engage in sexual activity without consent Section 4

Intentionally causes another person to engage in a sexual activity without consent or reasonable belief that consent exists. This covers situations where a victim masturbates a third person or performs a sexual act where the offender is a spectator.

What is meant by sexual?

Penetration

Touching (with any part of the body, with anything else, through anything and where it amounts to penetration). Any activity if the "reasonable person" test is applied or the action is obviously sexual. There is a requirement to consider the circumstances or the reason for the contact to determine if it was a sexual act (i.e. touching breast for medical reason)

Consent is not valid if:

- Violence or threat of violence to complainant (or another person) at time or immediately before act
- Victim was (but offender was not) unlawfully detained at the time of the act
- Victim asleep or unconscious (any reason i.e. illness)
- Victim unable to communicate non-consent due to temporary or permanent physical disability.
- Any person had administered / caused to be taken a substance by victim in order to stupefy them at time of act.

Where the victim is under 13, CONSENT is not an issue for the above offences. In these circumstances the relevant sections of the Act are 5, 6, 7 and 8.

Under 13's can never legally give consent to sex. The maximum penalty for adults who have sex with under 13's is life imprisonment.

What is the Age of Consent?

The Age of Consent is 16 for all, whether gay, lesbian, heterosexual or bisexual but young person should not be criminalised for consensual sex with each other.

Sexual Activity with a child Section 9 (Max penalty 14 years)

This applies when the offender intentionally touches (sexually) a child under 16 years.

Cause or incite a child to engage in sexual activity Section 10 (Max pen 14yrs)

This relates to the offender encouraging or causing a child to engage in sexual activity with another person or inciting them to engage in sexual activity. The sexual activity does not actually have to take place. For example, an offence is committed if a child is offered money to perform a sexual act, even if the child refuses to perform the sexual act. Examples of incitement include promise of reward or persuading the child that the sexual behaviour is acceptable / formal.

Engaging in sexual behaviour in presence of a child Section 11 (Max pen 10 yrs)

A person intentionally engages in sexual activity for the purpose of sexual gratification when a child under 16 years is present or in a place where the offender can be observed and knowing or believing that the child is aware or intending that the child should be aware that the offender is engaging in sexual activity. This addresses situations such as an adult masturbating while a child covers his / her face but the offender describes what is happening, or the offender performs sexual act in front of webcam.

Causing a child to watch a sexual act Section 12 (Maximum penalty 10 years)

Where, for the purpose of sexual gratification a person intentionally causes another to:

- Watch a third person engaging in sexual activity or
- Look at an image of any person engaging in sexual activity (film / video / photo)

Meeting a child following sexual grooming Section 15 (Max penalty: 10 years)

Meeting, or travel intending to meet a child under 16 in any part of the world if, having met or communicated with victim on at least 2 earlier occasions a person intends to commit a relevant offence (which doesn't have to take place) or at subsequent meeting. A relevant offence is related to any offence as described in sections above. Contact can be in person, by telephone, internet, letter, text message.

There does not have to be sexually explicit content in the contact but this could assist with proving the intent of adult to engage in unlawful sexual behaviour.

Indecent Photographs of Children (Protection of Children Act 1978 and Section 45 Sexual Offences Act 2003) (Maximum penalty: 10 years)

It is an offence for a person to possess, take, make distribute, show, possess with a view to being distributed, any indecent image of a child. This includes still photographs and computer images.

The new legislation extends the act to cover children aged under 18. (Except when there is an existing relationship with the 16 or 17 year old and the photographs remain in their possession).

Prostitution

Section 47-Paying for sexual services with a child when child is under 18
Payment (not just money) made or promised in advance of obtaining a service. This is an arrestable offence but the severity sentence depends on the age of child and activity performed (i.e. under 13 and penetration is life imprisonment)

Section 48 -Causing or inciting child prostitution or pornography A person intentionally causes child under 18 into prostitution or to be involved in pornography in any part of the world. This relates to first time recruitment. Causing / inciting must take place in UK but activity can occur in any part of the world. No requirement for prostitution or pornography to be done for gain. (Maximum Penalty: 14 years)

Section 49 -Controlling a child prostitute or child involved in pornography. This can occur in any part of the world. It relates to the offender specifying certain things such as prices to charge, or posing for certain photos. (Maximum Penalty: 14 years)

Section 50-Arranging / facilitating child prostitution or pornography. This covers delivering a child to a location for the purposes of prostitution, making practical arrangements, a landlord knowingly allowing his flat to be used as a location for child prostitution. (Maximum Penalty: 14 years)

Trafficking within the UK for Sexual Exploitation

Section 58- Max Pen 14 yrs

A person commits an offence if he intentionally arranges or facilitates travel within the United Kingdom by another person (B) and either:

a) he intends to do anything to or in respect of B, during or after the journey and in any part of the world, which if done will involve the commission of a relevant offence, or

b) he believes that another person is likely to do something to or in respect of B, during or after the journey and in any part of the world, which if done will involve the commission of a relevant offence.