

# West Midlands Metropolitan Area Child Sexual Exploitation Framework

incorporating the See Me, Hear Me Framework<sup>1</sup>



---

<sup>1</sup> The See Me Hear Me Framework resulted from work undertaken by the Office of the Children's Commissioner in 2013

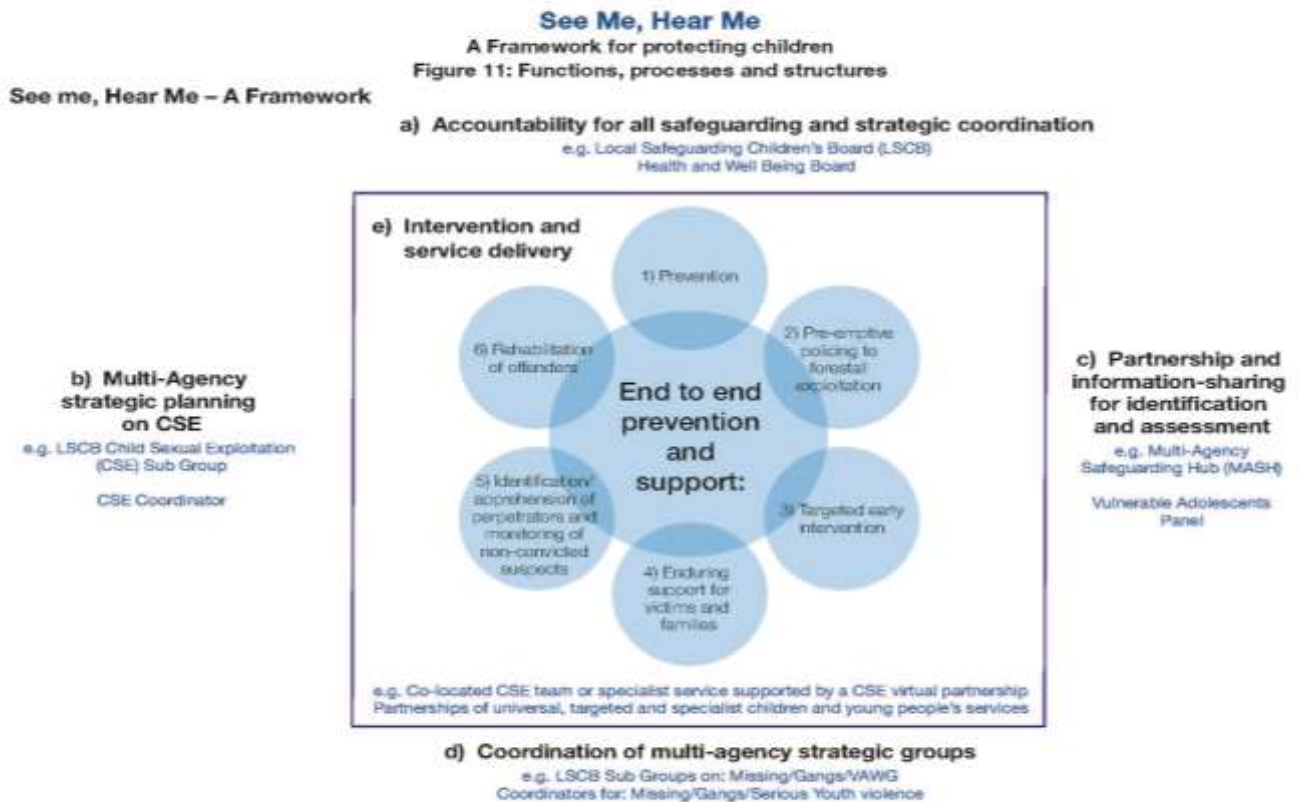
## Contents

Introduction .....	3
Principles of effective practice.....	4
See Me, Hear Me Framework .....	5
(A) Accountability for all Safeguarding and Strategic co-ordination. ....	5
(B) Multi-agency strategic planning .....	5
(C) Partnership and information sharing for identification and assessment.....	6
(D) Coordination of multi-agency strategic groups.....	7
(E) Intervention and service delivery .....	8
Appendix 1 .....	10
Appendix 2 – CSE Coordinator Job description.....	12
Appendix 3 - Guidance on child sexual exploitation problem-profiling .....	15
Appendix 4- Child Sexual Exploitation Performance Framework 2013/2014 .....	17
Appendix 5 - Performance Management Framework .....	18
Appendix 6 - West Midlands Child Sexual Exploitation Multi-agency Information Sharing Protocol (February 2012).....	19
Appendix 7 - Child Sexual Exploitation Workforce Development Strategy .....	28
Appendix 8 - Sexual exploitation screening tool.....	31
Appendix 9 - CSE and Missing Operation Group CMOG Terms of Reference (12.2.2014) .....	34
Appendix 10 Proposed Strategic and Operational groups & regional pathway.....	40

## Introduction

The “See Me, Hear Me Framework”<sup>2</sup> sets out the functions, processes and a proposed structure that will assist the safeguarding of children and young people from child sexual exploitation. Each of these functions and processes when brought together forms a comprehensive response to sexual exploitation. The overarching aim of this framework is that child sexual exploitation is responded to as a child protection and safeguarding issue as per Working Together guidance on child sexual exploitation, (DCSF, 2009).

The following diagram provides a visual demonstration of the functions and processes and a suggested structure within which the framework can be implemented.



<sup>2</sup> “If only someone had listened” Office of the Children’s Commissioner inquiry into child sexual exploitation in gangs and groups report November 2013

## Principles of effective practice

The Office of the Children's Commissioner set out that functions and processes of the See Me, Hear Me Framework, will be underpinned by the following set of principles:

### 1. The child's best interests must be the top priority

The best interests of children and young people and their rights to protection must drive all decision making. The paramountcy principle (Children Act 1989) must be adhered to where applicable and children's rights under UNCRC Article 3 fully honoured.

### 2. Participation of children and young people

Services need to involve children and young people when decisions are being made about their care, protection and on-going support and be kept informed on any issues that affect them throughout. Professionals must be mindful of children and young people's needs and equalities. Their UNCRC Article 12 rights must be honoured.

### 3. Enduring relationships and support

Support must be tailored to meet the needs of the child, according to their age, identity, ethnicity, belief, sexual orientation, disability, language, and stage of development. Children and young people have told us that a consistent person who sticks with them throughout the whole period of their protection and on-going care is crucial to their recovery.

### 4. Comprehensive problem-profiling

It is critical that agencies regularly problem-profile their local area to analyse and understand all the patterns of exploitation to which children and young people are subjected to. A comprehensive problem-profile needs to be compiled with the oversight of the LSCB and should be shared across all key partners to inform the development of a multi-agency strategy and action plans, the commissioning of services and the delivery of training and awareness-raising activity to support local professionals.

### 5. Effective information-sharing within and between agencies

Every area should have a cross sector information-sharing protocol which is predicated on the best interests and safeguarding of children and young people. All relevant agencies and services should be signatories and it should clearly state what information should be shared, by whom and the process for doing this.

### 6. Supervision, support and training of staff

Services should invest in the development and support of staff including providing regular supervision and the opportunities for them to reflect on practice. Those professionals who offer direct support to sexually exploited children and young people might require further intensive training and must have regular opportunities to reflect on their practice with a skilled consultant or supervisor.

### 7. Evaluation and review

Evaluations and regular reviews of the effectiveness of the CSE strategy is necessary to ensure services and interventions are achieving their intended

outcomes and meeting the child and young person's needs. Children and young people must be directly involved in this process in compliance with Article 12 of the UNCRC. This will ensure that performance is driven continuously by a cycle that leads to improvement.

## **See Me, Hear Me Framework**

The See Me, Hear Me framework has 5 components (A-E) and a set of standards has been devised to support consistent application of the See Me, Hear Me framework, across the 7 Local Authorities that work with West Midlands Police.

### **(A) Accountability for all Safeguarding and Strategic co-ordination.**

Standard 1: Every Director of Public Health, in conjunction with the Director of Children's Services, must ensure that the Joint Strategic Needs Assessment includes evidence about the prevalence of CSE, identification and needs of high risk groups, local gangs, their membership and associated females. This should determine commissioning decisions and priorities.

Standard 2: Every Director of Public Health in conjunction with the Director of Children's Services should ensure the current and anticipated health and care needs of sexually exploited children and young people is addressed in the Health and Well-being Strategy.

Standard 3: Each LSCB should develop a child sexual exploitation strategy and action plan to tackle child sexual exploitation and monitor the impact of that plan. The action plan should address the following areas of activity:

- Prevention ( including providing children and young people with information on safe and healthy relationships through a whole school approach to preventing CSE)
- Protection
- Pursue

### **(B) Multi-agency strategic planning**

Standard 4: Each LSCB should have a dedicated sub group to co-ordinate work at a strategic level to tackle child sexual exploitation.

Sample Terms of Reference can be found at [Appendix 1](#) and may be used by the LSCB to develop Terms of Reference for a local LSCB CSE sub group.

Standard 5: Each LSCB should have a designated Child Sexual Exploitation Coordinator to support the work of the sub group/delivery of child sexual exploitation strategy.

A sample job description and person specification can be found at [Appendix 2](#) and may be used at a local level to determine responsibilities of the designated CSE Coordinator.

**Standard 6:** Each LSCB should commission a problem profile<sup>3</sup> which pulls together the intelligence held across member agencies<sup>4</sup> and routinely collate data on the scale and nature of sexual exploitation in their area.

Extracts from the Office of Children's Commissioner (OCC) Report on how to conduct a Problem Profile can be found below for information and West Midlands Police will work with Partners to develop the agreed methodology for conducting a Problem Profile across the force region, see [Appendix 3](#).

**Standard 7:** Each LSCB should, as part of its monitoring effectiveness activity, understand the quality and impact of the operational response of local agencies to individual children and young people and their families and identify any unmet need and/or gaps in service provision/practice<sup>5</sup>.

The previously agreed regional CSE performance management framework can be found at [Appendix 4](#) and is to be used by the LSCB to monitor arrangements to tackle CSE.

A sample outcomes framework for measuring the impact of multi-agency intervention at an individual case level can be found at [Appendix 5](#), and the LSCB may wish to adopt this framework.

### **(C) Partnership and information sharing for identification and assessment**

**Standard 8:** Each LSCB should ensure effective information sharing arrangements/agreement which places the safeguarding of children and young people at their core.

The previously agreed Information Sharing Protocol can be found at [Appendix 6](#) and should be used by the LSCB and its partners (The key components of this Information Sharing Protocol e.g. sharing intelligence with West Midlands Police can be addressed in LSCB CSE procedures where it is felt that existing Information Sharing Protocols provide sufficient guidance on sharing information in respect of child safeguarding concerns).

**Standard 9:** Each LSCB should oversee single and multi-agency training on child sexual exploitation that includes the warning signs and risk indicators for child sexual exploitation and how and when information sharing can take place. Training should also address specific patterns of child sexual exploitation e.g. gangs and/or groups, how to gather evidence to support criminal investigation and place sexual exploitation within the broader context of sexual abuse and gender based violence.

---

<sup>3</sup> These should be used by WMP to inform a Regional CSE Problem Profile

<sup>4</sup> This should include mapping females associated with gang members

<sup>5</sup> The effectiveness of arrangements to tackle CSE should also be addressed in the LSCB Annual Report

A proposed CSE training strategy can be found at [Appendix 7](#) and may be used by LSCBs to agree the CSE training offer.

**Standard 10:** Each LSCB should adopt a purpose made assessment checklist (screening tool) and risk assessment framework that all agencies can use and set out the circumstances for when they should be used. Consideration should be given to the regular review of specific groups of vulnerable children and young people.

The previously agreed CSE screening tool is at [Appendix 8](#), and CSE risk assessment tool (PDF) can be found below and should be used by the LSCB and its partners.



NWG Risk  
Assessment Tool.pdf

**Standard 11:** Each LSCB should have a child sexual exploitation and missing operation sub group (CMOG) to support effective gathering and use of intelligence by WMP and partners and to direct medium and long term actions to disrupt and reduce opportunity for children and young people to be harmed through sexual exploitation and/or missing episodes.

Terms of Reference for CMOG can be found below and to ensure a consistent approach across the West Midlands Police Force Area should be adopted by the LSCB.

#### **(D) Coordination of multi-agency strategic groups**

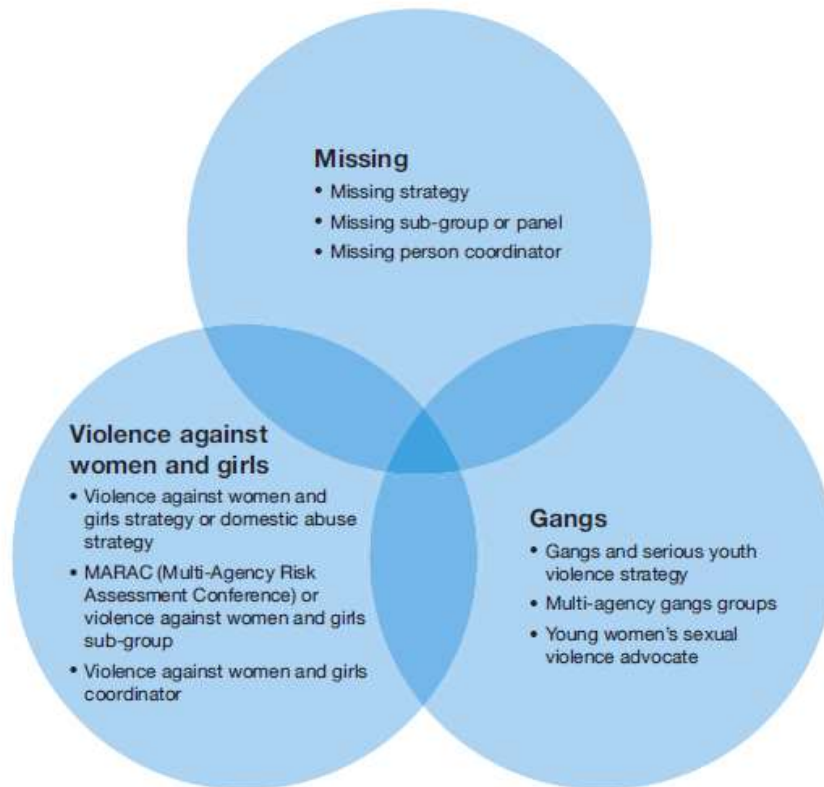
**Standard 12:** Each LSCB should ensure effective strategic and operational arrangements between work to tackle child sexual exploitation and work to tackle:-

- Young people going missing or running away
- Gangs and other youths inflicting serious violence upon young people
- Violence against women and girls

An extract from the Office of Children's Commissioner (OCC) report on how to coordinate work to tackle CSE with other strategic groups can be found below and may assist the LSCB consider how to co-ordinate activity at a local level.



Figure 12: Example of operating model linking strategies and sub-groups



### **(E) Intervention and service delivery**

The Intervention and Service Delivery component of the See Me Hear Me Framework is broken down into 6 areas:

- Prevention
- Pre-emptive policing to forestall exploitation
- Targeted early intervention
- Enduring support for victims and families
- Identification/apprehension of perpetrators and monitoring of non convicted suspects
- Rehabilitation of offenders

The majority of activity that will address these 6 areas of the Framework will be achieved through the delivery of the 12 standards set out above. However, to ensure a comprehensive approach to embedding all 5 components of the See Me Hear Me Framework, each LSCB should fully consider Pages 79-89 of the Office of the Children's Commissioner Inquiry into child sexual exploitation ( "If only someone had listened" November 2013) when implementing Standards 1-12 inclusive.

To support LSCBs and their partners to fully deliver Component E of the See Me, Hear Me Framework as well as to promote effective and consistent practice, three further Standards have been identified as set out below:

Standard 13: West Midlands Police to:



- Ensure clear investigative plans to bring offenders to justice which are monitored through internal police performance management activity
- Work with enforcement agencies and other partners to develop and implement SMART offender management and intervention plans and to regularly review the impact of these plans

Standard 14: Every LSCB should adopt the regional CSE pathway ([Appendix 10](#)) so as to ensure that:

- Each young person who is being sexually exploited has a comprehensive multi agency assessment of their needs completed
- Individual meetings are held to consider the needs of the CSE victim and their family and to devise a plan to meet those needs
- Support services are delivered to meet a child's needs on an individual basis, promote the need to develop an enduring and trusting relationship between the child and professional supporting them and with an understanding that one-size does not fit all.
- Support is provided to parents/carers separate from the support available to the child and information on sources of support e.g. PACE (Parents Against Child Sexual Exploitation) is readily available to all parents/carers
- Disruption and investigation is integral to every child's CSE plan
- Safeguarding and disruption activity is not dependant on a direct disclosure from a young person

[Appendix 10](#) sets out the proposed regional CSE pathway and should be adopted by the LSCB. It is intended that regional CSE procedures (West Midlands Police Force Wide) will be developed to support the implementation of this pathway.

Standard 15:West Midlands Police, in conjunction with the Crown Prosecution Service, to ensure that tailored witness care (pre trial and post trial) is available and that victims and their families are fully supported through the court process and afterwards

## **Appendix 1 - LSCB Child Sexual Exploitation and Missing Strategic (CSEM) Group Terms of Reference**

### **Membership**

The following individuals/agencies constitute the membership of the group:

LSCB CSE Strategic Lead (Chair)  
LSCB/LA CSE Coordinator  
LA Children's Services Commissioning Team  
West Midlands Police  
Youth Offending Services  
Education Welfare Services/Missing Education  
Housing  
Public Health (and as appropriate sexual health services)  
Children's Social Work Services  
LSCB Lay Member  
Designated Nurse  
School Improvement Service  
Named Nurse  
3<sup>rd</sup> Sector Specialist Providers.

### **Purpose of group**

The purpose of the strategic group is to bring together key partners to ensure an effective response to children and young people at risk of child sexual exploitation or those that are being abused via child sexual exploitation and/or those that are missing/absent from home.

### **Scope of group**

The scope of the group is to:

- Explore best practice and utilise research and learning to ensure an effective response to child sexual exploitation/missing.
- Share good practice, expertise and ensure appropriate procedures are in place and address any cross border issues.
- Identify and monitor the number of children and young people at risk of child sexual exploitation/being abused via child sexual exploitation and those that are missing/absent.
- Explore any gaps in service provision to ensure a safe, responsive and effective service is provided to children and young people at risk of child sexual exploitation/being abused via child sexual exploitation and those that are missing/absent and use this intelligence to influence local commissioning activity.
- Ensure the views of children and young people and parents/carers are reflected in on going service developments.
- Ensure that an awareness raising and training programme is in place for professionals.
- Enhance public awareness of child sexual exploitation, in particular with parents and carers.

- Ensure that young people are made aware of the risk issues and a preventative approach is in place.
- Facilitate a borough-wide multi-agency response to problem solving within local communities promote the disruption of risk activity with a view to achieving prosecution of offenders.

These will be achieved by the delivery of the action plan that supports the LSCB Strategy to tackle child sexual exploitation/missing.

### **Accountability**

The CSEM Strategic Group is accountable to and reports directly to Local Safeguarding Children Board and works closely with all sub-groups of the board. The sub group meeting will be minuted and so a record of the work of the group will be available for the LSCB. Effective relationships will also be created with the Health and Wellbeing Board and Community Safety Partnership.

### **Frequency of Meetings**

The group will meet at a frequency that will support the delivery of the action plan and at least bi-monthly.

### **Evaluation**

Effectiveness of the CSEM Strategic Group is determined through the impact of the delivery plan which supports the LSCB Strategy to tackle the issues of child sexual exploitation and missing. This will be measured through a series of performance measures as well as improved outcomes for individual children and young people.

### **Equality and Diversity**

All work conducted by the CSEM Strategic Group will be done so in a manner which:

- Recognises that children and young people have a right to be safe and their vulnerabilities assessed and supported.
- Considers and addresses issues of diversity in respect of the work of LSCB.
- Encourages empowerment of children, young people and their families as well as the wider community to keep children and young people safe from abuse/neglect.
- Enables the 'voice of the child' to be heard and supports parents and carers to safeguarding their children.

### **Involvement and participation of children, young people, parents and carers**

The Lay Member, as a representative of LSCB and member of CSEM Strategic Group will, as required, be asked to provide consultation and advice on specific activities being undertaken by the group.

All available consultation forums and where appropriate, children at risk of/victims of CSE or missing/absent from home and their parents/carers, will be asked to provide their views and advice on specific activities being undertaken by the Strategic Group to ensure the views of children inform local activity and improve the child's journey through the safeguarding system.

### **Review**

The terms of reference for the CSEM Strategic Group can be reviewed as any time in line with local, regional and national developments and in order to assess effectiveness against the objectives of the group.

The Terms of Reference will be formally reviewed in 12 months

**Date:** xx February 2014 **Review:** xx February 2015

## Appendix 2 – CSE Coordinator Job description

# Job Description



This authority has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

<b>Post Title</b>	Child Sexual Exploitation Officer	<b>Post No</b>	ST333
<b>Directorate</b>	Chief Executive		
<b>Division</b>	Local Safeguarding Children Board		
<b>Salary Band/Range</b>	Band (incremental progression subject to performance)		
<b>Responsible to</b>			
<b>Location</b>			
<b>CRB Check</b>	Yes		
<b>Special Conditions</b>	No		

### 1. Job Purpose

To support the LSCB to ensure an effective multi-agency response to the prevention, identification and disruption of child sexual exploitation as well as prosecution of perpetrators.

### 2.1 Key Responsibilities

- To act as point of contact for the workforce and wider community on matters of child sexual exploitation.
- To provide specialist advice and support across the Children's Workforce on appropriate inter-agency responses to child sexual exploitation in accordance with LSCB procedures including risk assessment framework.
- To develop and maintain LSCB dataset on child sexual exploitation.
- To attend and effectively contribute to the Child Sexual Exploitation Steering group and implementation of LSCB Child Sexual Exploitation Strategy.
- To assist in the development of policy and practice to tackle child sexual exploitation
- To contribute to local need assessments in respect of children and young people at risk of/being harmed via child sexual exploitation.
- To attend and effectively contribute to multi-agency child sexual exploitation meetings to

support the development of effective disruption plans and full consideration of criminal investigation/prosecution.

- To identify unmet local need and bring to attention of LSCB Child Sexual Exploitation Steering group.
- To identify barriers to effective multi-agency responses to child sexual exploitation and tackle these barriers or escalate concerns as appropriate.
- To support the voice and experience of children/young people who are sexually exploited to be used in LSCB training/communication work.
- To contribute to the development of LSCB child sexual exploitation workforce development plan.
- To develop and carry out high quality inter-agency training, using a variety of teaching methods.
- To monitor the progress of cases of child sexual exploitation.
- To promote better understanding of the nature of child sexual exploitation by analysing local data and producing management information and statistics as required.
- To share information with the police to support criminal investigation and prosecution.
- To support LSCB work as a Responsible Authority under Licensing Act 2003 including devising licence conditions that will promote the safety of children and young people.
- To take responsibility for ongoing professional development in this area.
- To explore best practice/ national research to inform local responses to child sexual exploitation.

<b>2.2</b>	<b>People</b>
	None
<b>2.3</b>	<b>Safeguarding</b>
	Solihull Council is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with.
<b>2.4</b>	<b>Financial</b>
	None
<b>2.5</b>	<b>Buildings &amp; Equipment</b>
	None
<b>2.6</b>	<b>Health &amp; Safety</b>
	Health and safety laws require all employees to help the Council maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others' health and safety and co-operate with any reasonable request to support the Council, managers and other employees, in meeting their health and safety

		<p>legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented on a daily basis.</p> <p>All duties and responsibilities must be carried out in line with the Council's Corporate Health and Safety Policy and any local safety procedures.</p>
	<b>2.7</b>	<b>Information Management</b>
		<p>As an employee of the Council, the post holder will be expected to manage information in accordance with standards outlined in the Corporate Records Management and Information Security policies. They will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of the Data Protection Act 1998.</p>
	<b>2.8</b>	<b>Policies &amp; Procedures</b>
		<p>The post holder will be accountable for ensuring that he/she is aware of relevant Council policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.</p>
<b>3. Other Conditions</b>		
None		
	<b>3.1</b>	<b>Mobility</b>
		<p>Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the Council they may be required.</p>
	<b>3.2</b>	<b>Equal Opportunities</b>
		<p>Solihull council is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.</p>
	<b>3.3</b>	<b>Variations to Job Descriptions</b>
		<p>Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Council therefore retains the right to amend job descriptions to reflect changing requirements.</p>
	<b>3.4</b>	<b>Training and Development</b>
		<p>The Council is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.</p>
	<b>3.5</b>	<b>Lean</b>
		<p>The Council is committed to improving and streamlining its processes using 'Lean' techniques and expects all employees to share its commitment to continuous improvement.</p>
	<b>3.6</b>	<b>Core Qualities &amp; Leadership Framework</b>
		<p>The Council expects all staff to demonstrate the behaviours in the Core Qualities Framework and where appropriate, those in the Leadership Framework, to an acceptable level.</p>

<b>Compiled/Reviewed</b>	
--------------------------	--

## Appendix 3 - Guidance on child sexual exploitation problem-profiling

A problem profile on CSE should seek to draw together all the known intelligence/relevant data held across different agencies to inform strategic decision making and local practice development. It requires collective ownership across all partners to support its development and a committed/ effective analyst to review and identify key findings and intelligence gaps. The following steps/ activities are recommended as being followed when undertaking a problem profile in this area.

**Establish a Terms of Reference** – Sets out aims, objectives, methodology, time frames, required outputs, and resources (e.g. analytical/research capacity) required for completion of the analysis. This should be agreed by the LSCB CSE Sub Group members and signed off by the LSCB independent chair.

**Outline a Data Collection Plan** – A clear plan which set out the data which is required from across all partner agencies to gather a holistic picture of CSE locally. This should be formulated by the project lead (e.g. analyst) in conjunction with the CSE Sub Group and should detail what is to be collected, why and how as a means to coordinate data collection activity. This process should include planning on how to:

- Identify all possible agencies which hold details of **known** CSE cases and the datasets which they collect which correspond with the **indicators/warning signs** that children and young people show when being exploited.
- Gather all available profiles relating to local street gangs, trafficking, organised criminality which pertains to CSE including those produced in neighbouring localities. This should include the result of the profiling of gang associated females, which all Police forces with a gang affected neighbourhood have been recommended to undertake.
- Gather details around where the children's homes, gang territories, drug hotspots and prostitution hotspots are located.
- Obtain local demographic information regarding the profile of children and young people in the area.

From the data collection plan a specific **information requirement** should be formulated for each agency detailing what is required from them in order to build an overall picture relating to CSE victims, offenders and locations of offending. This should be formulated and disseminated through the relevant local CSE agency leads (e.g. education, children's services, children's homes, health, police, YOT etc). This should include requests for the details of children and young people who hit the risk indicators of CSE detailed in the full report. In addition this exercise should include local voluntary sector organisations undertaking work in this area (e.g. gangs, VAWG services).

The **collation** of data/intelligence and monitoring of progress against the data collection plan and regular reporting of progress/issues to LSCB sub-group for action where necessary.

The **analysis** of data including the:

- The abstraction of the key trends relating to the known victim, offender and locational profile of CSE in the area.



- The collation and matching at an individual level the data relating to the risk indicators of CSE (e.g. missing from home, engaged in offending). Through identifying cross overs and repeats within data it is possible to gain an idea of prevalence and begin to proactively direct the use of interventions against those displaying the most warning signs and likely to be at greatest risk
- The layering of geographical information relating to locations of known offending, drug, gang and red light districts.
- A comparison of the known profile/scale of exploitation against those at risk (via the indicator data comparison) and the local demographics to identify potential hidden victims/ communities and enable specific responses to be developed (e.g. BME victims).

Key findings to be written into a 'problem profile' and **disseminated** across partner agencies. CSE Sub Group to formulate a multi-agency action plan based on key findings and to address intelligence gaps. This should include clear action holders and set review periods.

## Appendix 4- Child Sexual Exploitation Performance Framework 2013/2014

### Quarterly Report to Children's Safeguarding Board

<b>(i) Year to Date:</b> Number and profile of CSE victims				
<b>(ii) YTD:</b> Number of young persons missing from (a) home and (b) care 3 times or more in a quarter.				
<b>(iii) YTD:</b> Percentage reduction of frequently missing young people				
<b>(iv) YTD:</b> Number of offenders disrupted or prosecuted for CSE related offences.				
<b>(v) YTD:</b> Solved and resolved rape and serious sexual offences against children and young people				
<b>(vi) YTD:</b> Number of CSE police Operations/investigations.				
<b>(vii) YTD:</b> Number of CSE victims with Children in Need Plan.				
<b>(viii) YTD:</b> Number of CSE victims with Child Protection Plan.				
<b>(ix) YTD:</b> Attendance by Partner Agencies at LSCB CSE training				
<b>(x) YTD:</b> Delivery of PSHE.				

## **Appendix 5 - Performance Management Framework**

### **Measuring impact of service provision on outcomes for young people**

- Increased awareness of risk/exploitative behaviour
- Re-engaged in appropriate education provision/improving school attendance
- Reduction in “missing” episodes
- Reduction in contact (frequency and duration) with coercive/abusive individuals/peers
- Increased knowledge of positive sexual health behaviours
- Engagement (or increased engagement) in positive social/ recreational activities
- Improvement in family relationships
- Living in stable and secure accommodation
- Improving knowledge of safety strategies
- Increased self-esteem (self-report: measured pre and post intervention)
- Disruption of perpetrators
- Investigation of perpetrators
- Increased parental awareness of risk/protective behaviours
- Reduction in young person’s substance misuse

## **Appendix 6 - West Midlands Child Sexual Exploitation Multi-agency Information Sharing Protocol (February 2012)**

- The 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

The protocol will detail:

- Confidential Information
- Obtaining Consent
- Sharing Information Appropriately and Securely
- Retaining and Storing Information
- Regular Review

Contained within are:

- Information Sharing Flowchart
- Signatories to the Protocol
- Information Sharing Checklist
- Legislation
- Information sharing template

### Key Messages

- 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 in cases of CSE 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

- Helps remove barriers to effective information sharing
- Provides guidance to assist in complying with legislation
- Helps to ensure that consent to share personal information is obtained whenever it is required
- Helps to ensure that information is shared when there is a requirement to do so
- Helps to ensure that all agencies comply with relevant legislation
- Raises 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 providing a service on behalf of a statutory body and information sharing should be explicitly addressed in the contract or service level agreement.

### 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, or to prevent and detect a crime the public interest test will almost certainly be satisfied**

### Obtaining consent

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. Practitioners should record the decision and rational for doing so.

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, information and intelligence
- 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



- Know and discuss the risks posed against the young people in respect of whom information is to be shared
- Share information/intelligence relating to the risk posed towards the young person sufficiently to reduce their risk of harm.
- Complete intelligence forms (See below) to share with police and partners for submission via the panel/meetings or inbetween meetings
- Contact police with urgent information/intelligence that increases the risks posed towards a young person being sexually exploited.
- All information and intelligence will be considered to devise a risk management plan to reduce the risk of significant harm; and disrupt offenders and bring them to justice
- Information to be sent using secure e-mail between organisations.

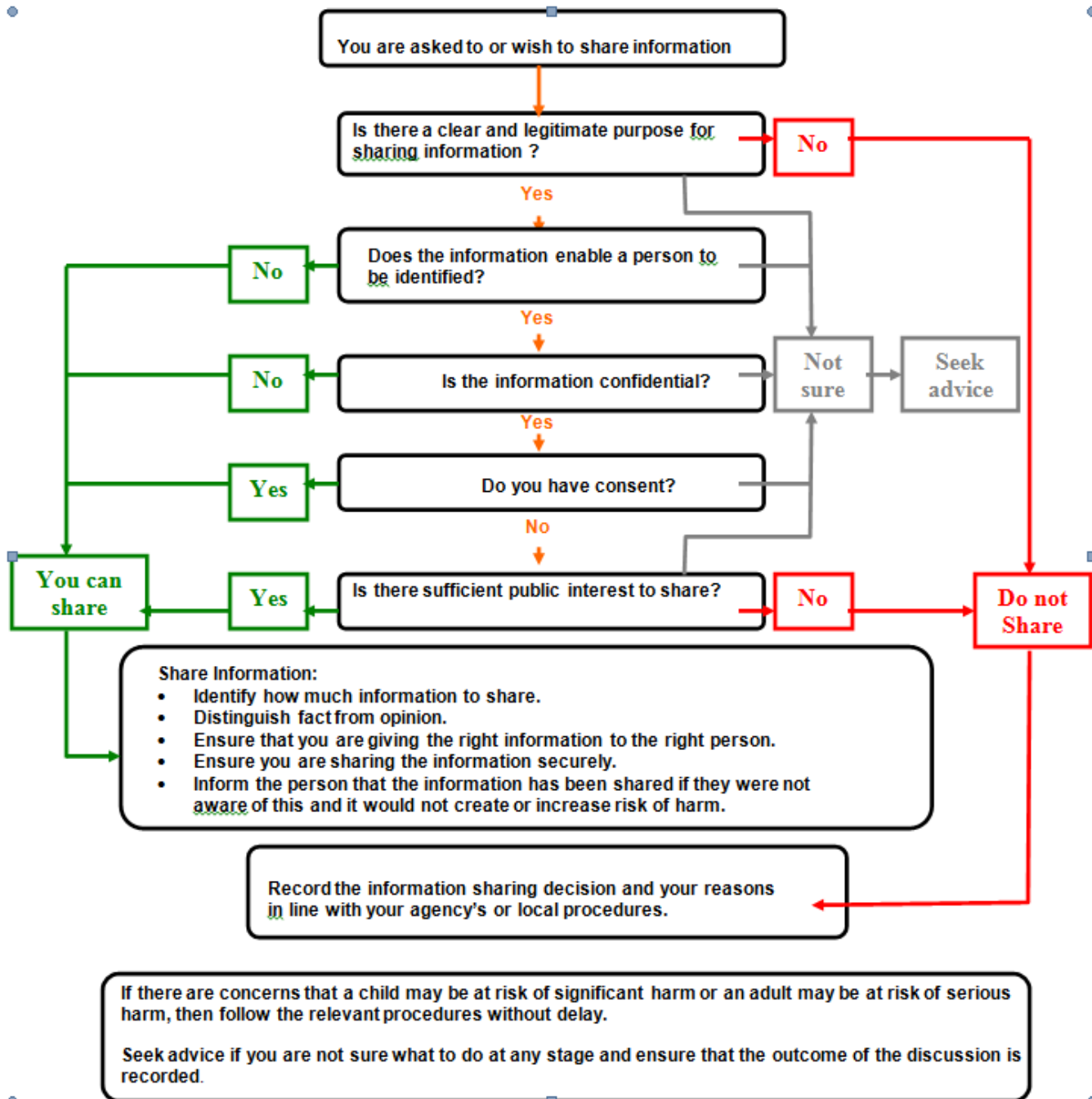
#### Retaining and storing Information

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 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 REPORT**

Date/time of report.....

Details of professional submitting:

Name					
Post/Job Title					
Agency					
Contact details					
Witnessed incident		Professional		Member of the public	

**If the information was supplied by someone other than yourself, on a scale of 1 – 5 how reliable do you think they are ?**

(5 = always reliable and 1 = unreliable).....

**How accurate if the information on a scale of 1 – 5 ?**

( 1 = known to be true without doubt to 5 suspected to be false).....

**If you are not able to say re above two questions please state “don’t know” rather than guess**

**If the information is from a 3<sup>rd</sup> party would they be willing to engage with the police ?**  
 Yes No

**Does this information involve a licensed premises (e.g newsagents, takeaways, pubs, off licences, etc)?**

**If yes please provide trading name and address of premise.....**  
 .....

**Please provide clear & accurate information: Include as much detail as possible re names/descriptions/nicknames/vehicle details/addresses etc: if providing details of specific incidents please put a date and time these were witnessed.**

**If you have access to secure email please forward this report to West Midlands Police Intelligence department on [fib@west-midlands.pnn.police.uk](mailto:fib@west-midlands.pnn.police.uk) or contact the MFH officer in your area.**

## Appendix 7 - Child Sexual Exploitation Workforce Development Strategy

### Overall Communication Strategy

The workforce development strategy is underpinned by a community campaign to raise public awareness including amongst young people, parents and carers.

### Outline of workforce development opportunities

- Through induction and Level 1 single agency safeguarding courses, reference to child sexual exploitation signs and indicators.
- For those parts of the workforce who come into contact with children and young people, a briefing session can be delivered to individual teams/ services.
- Half-day multi-agency course to be offered to those parts of the workforce who regularly work with children and young people.
- On Level 2 LSCB training, a power point slide has been integrated into the course to raise awareness of child sexual exploitation. Workers are then signposted to the relevant Level 3 course as appropriate to their role.
- At Level 3 two courses are offered: Child sexual exploitation: protection, prevention and detection and this course is aimed at those who
  - Work regularly with young people and considered more vulnerable to child sexual exploitation

And/or

- Conduct Welfare Return Interviews (WRIs), or
- Have a lead, or named , responsibility for safeguarding within their organisation/setting/team

A second course: Skills for working directly with young people provide direct care or work one to one being harmed/ at risk of harm via child sexual exploitation.

### Briefing session - Child Sexual Exploitation Awareness (1hr)

**Target Group:** All staff and services, including voluntary sector and workers in the private sector e.g. those working in leisure and hospitality industry that have some, but not regular, contact with children and young people.

### Learning Outcomes:

At the end of the session participants will:

- Understand that Child Sexual Exploitation is child abuse
- Have an awareness of sexual exploitation and its impact on young people
- Understand and recognise the nature of sexual exploitation
- Recognise warning signs
- Have knowledge of how to contact the Lead Professional

## **Child Sexual Exploitation- Half-Day Multi-agency course**

**Target Group:** All practitioners who work with all children and young people including foster carers, those who work with adults who are parents/carers, as well as those who work or visit community locations e.g. school nurses, school staff, foster carers, police officers (LPU), A & E staff.

### **Learning outcomes:**

At the end of the training participants will:

- Understand that Child Sexual Exploitation is child abuse
- Have an awareness of Child Sexual Exploitation and its impact on young people and families
- Be able to understand the nature of Child Sexual Exploitation.
- Be able to recognise the signs and indicators of Child Sexual Exploitation
- Be aware of LSCB procedures including risk assessment framework
- Assess what actions to take in the event of a concern about child sexual exploitation.

### **Targeted Work-Level 3**

#### **Child Sexual Exploitation: Protection, Prevention and Detection safeguarding children and young people (1 day) - Level 3**

*Participants should have completed Level 1 Safeguarding course prior to this course.*

**Target Group:** Staff who regularly work with children and young people who are considered more vulnerable to sexual exploitation and/or conduct WRIs, e.g. Youth Offending Services staff, Youth Services, Police (CAIU and Missing Persons Officers), CAMHS Workers, and Social Workers

### **Learning outcomes:**

At the end of the training participants will:

- Recognise all forms of Child Sexual Exploitation and barriers to disclosure
- Be updated on legislation and government guidance
- Be familiar with the LSCB safeguarding protocol for underage sexual activity and the issue of consent and be able to recognise abusive, coercive relationships
- Recognise factors that increase vulnerability to Child Sexual Exploitation
- Explore best practice and operate within LSCB CSE Procedures
- Know how to use LSCB risk assessment for children abused through sexual exploitation
- Know how to design a multi-agency diversion plan including disruption techniques
- Be familiar with LSCB CSE Outcomes Framework

#### **Child Sexual Exploitation: Skills for working directly with vulnerable young people (1 day) - Level 3**

*Participants should have attended Level 3 Child sexual exploitation: Protection, Prevention and Detection Safeguarding children and young people course (1 day) or Half- Day Child Sexual Exploitation Multi-agency course*



**Target group:** Those who work directly with young people at risk of CSE and can support young people to recognise the abusive nature of their experiences and sources of support.

**Training Outcomes:**

At the end of training participants will:

- Have explored issues of child sexual exploitation
- Have discussed frameworks for raising young people's awareness of CSE
- Have explored practical techniques for working with young people identified at risk
- Have developed strategies to protect the young people from further exploitation
- Explored reasons young people may be involved in Child Sexual Exploitation and how to gain insight into young people's circumstances
- Have increased confidence in working with young people being harmed or at risk via Child Sexual Exploitation
- Have knowledge of local resources available in Solihull for young people being harmed or at risk of harm via Child Sexual Exploitation
- Have considered some of the good practice issues and how to respond to concerns

## Appendix 8 - Sexual exploitation screening tool

<b>Name:</b>		<b>Also known as:</b>	
<b>Date of Birth:</b>		<b>Gender:</b>	
<b>Ethnicity:</b>		<b>Disability:</b>	

<b>Address:</b>	
<b>Contact number:</b>	
<b>Lives with:</b>	
<b>Parental Responsibility:</b>	
<b>Relationship to young person:</b>	

<b>Referrer's details</b>
Name:
Agency:
Telephone:

<b>Reason for completing screening tool:</b>

**Child sexual exploitation is a form of abuse. It involves children being forced or manipulated into sexual activity in exchange for something- money, gifts or accommodation, or less tangible goods such as affection or status. The sexual activity and exchange may be seen as consensual, but is based on an imbalance of power which severely limits victims' options. This Tool has been developed to enable the identification of children and young people at risk of sexual exploitation.**

**Name of child/young person:** \_\_\_\_\_

Significant Risk Indicators	Current or during the past 6 months:	Prior to 6 months ago:
Repeat periods of absence/missing (day and/or night)		
Relationship of concern with a controlling adult (male or female) or young person, which might involve physical and/or emotional abuse and/or gang activity		
Entering/leaving vehicles driven by unknown adults (not car theft)		
Unexplained amounts of money, expensive clothes or other items; including phone credit		
Frequenting areas known for risky activities		
Groomed/abused via the Internet and mobile technology and/or excessive use of mobile phone including late at night		
Having unexplained contact with hotels, taxi companies or fast food outlets		
Recurring sexually transmitted infections/repeat terminations		

Risk Indicators	Please tick
Whereabouts unclear or unknown – day and/or night	
Absences/exclusion from school or not engaged in school/college/ training/work	
Regular/Multiple contacts from unknown adults/young people	
Physical injuries without plausible explanation	
Sexually transmitted infections/ Pregnancies / termination of pregnancies	
Drugs Misuse	
Alcohol Misuse	
Self-harming/ suicide attempts/ eating disorders/aggression	
Use of a mobile phone which causes concern – including sexting/multiple phones/sims	
Unsafe use of internet	
Has been sexually assaulted	
Disclosure of sexual/physical assault followed by withdrawal of allegation	
Risky/inappropriate sexual behaviour	
Lack of awareness/understanding of being safe	
Peers involved in sexual exploitation/risky or concerning behaviours	
Living independently and failing to respond to attempts by workers to keep in touch	
A&E attendance because of alcohol/drug misuse	
Being accompanied to appointments by an unknown person that causes concern	
Association with gang members that suggests sexual exploitation is a possibility	
Volatile behaviour/hostility in relationships with parents/carers and other family members	

Vulnerability Factors	Please tick
Unsuitable/inappropriate accommodation/sofa surfing/financially unsupported/migrant/refugee	
Isolated from peers/family/social networks	
Learning disabilities/special needs or mental health issues	
History of Local Authority Care/looked after child status	
Involvement in criminal activities and/or at risk of gang involvement	
Family conflict/ breakdown, lack of love/security, death, loss, illness of a significant person in child's life	
History of Child Protection involvement in relation to neglect, physical sexual or emotional abuse	
Family history of domestic abuse and/or substance misuse and/or mental health difficulties	
Risk of forced marriage	
Recent bereavement and loss	

The framework includes three categories of risk and is intended to inform appropriate responses in relation to children and young people's safeguarding needs. The presence of one significant risk indicator will necessitate action as set out in LSCB procedures.

Please use your professional judgement to reflect upon the indicators you have ticked above and consider the health, welfare and safety of the child in question. (NB: A 'child' is any person under the age of 18, male and female, and older children can be equally as vulnerable)

	Description	Associated actions
	<b>Category 1 – at risk of harm</b> A child who is at risk of being groomed for sexual exploitation.	Liaise with Agency Designated Safeguarding Advisor for any advice/guidance. Inform LSCB CSE Coordinator of young person considered at risk of CSE (so information about the extent and profile of CSE is captured by LSCB).  Work with child, young person and family to develop an awareness of the risks that can lead to a situation in which they may be exposed to sexual exploitation - delivered on a single agency basis or integrated into existing early help multi-agency plan. . Ongoing review of risk required particularly if there are any changes in circumstances.
	<b>Category 2 – significant risk of harm</b> A child who is targeted for abuse through exchange of sex for affection, drugs, accommodation and goods etc. The likelihood of coercion and control is significant	(1) A multi-agency approach will be needed to promote child's safety and well-being. (2) Follow local procedures including referral to Children's Social Work Services who will lead the completion of a specialist CSE Risk Assessment on a multi-agency basis. A multi-agency child sexual exploitation meeting should be held to devise the child's plan or such activity should be integrated into the existing child's plan. The plan should include actions in relation to disrupting, investigating and prosecuting perpetrators. Risk should be closely monitored and regularly assessed as part of the risk management process. (3) Inform LSCB CSE Coordinator of young person considered at risk of CSE (so information about the extent and profile of CSE is captured by LSCB).
	<b>Category 3 – serious risk of harm</b> A child who is entrenched in sexual exploitation, but often does not recognise or self denies the nature of their abuse often in denial, and where coercion/control is implicit.	(1) A multi-agency approach will be needed to promote child's safety and well-being. (2) Follow local procedures including referral to Children's Social Work Services who will lead the completion of a specialist CSE Risk Assessment on a multi-agency basis. A multi-agency child sexual exploitation meeting should be held to devise the child's plan or such activity should be integrated into the existing child's plan. The plan should include actions in relation to disrupting, investigating and prosecuting perpetrators. Risk should be closely monitored and regularly assessed as part of the risk management process. (3) Inform LSCB CSE Coordinator of young person considered at risk of CSE (so information about the extent and profile of CSE is captured by LSCB).

### Where to refer or discuss your concerns:

*Anyone who completes a CSE screening tool, or is considering the need to do so, can seek advice from the Designated Safeguarding Advisor in their agency/service/setting*

*Advice can also be sought from the LSCB CSE Officer, **LOCAL AREA TO INSERT DETAILS***

*If the screening tool indicates that the child/young person is likely to be at significant risk or serious risk of harm from sexual exploitation you should contact Children's Social Care or the Police:*

Children's Services	<b>Social Care/MASH DETAILS TO BE INSERTED AT A LOCAL</b>
Emergency Duty Team (EDT) (out of hours)	<b>Insert local details</b>
Police Central Referral Unit	101 or 03451135000
Police emergency	999

### Where to get more information:

Child Exploitation and Online Protection (CEOP) [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

PACE – Parents Against Child Sexual Exploitation. [www.paceuk.info](http://www.paceuk.info)

UKHTC – UK Human Trafficking Centre. [www.soca.gov.uk/about-soca/about-the-ukhtc](http://www.soca.gov.uk/about-soca/about-the-ukhtc)

## **Appendix 9 - CSE and Missing Operation Group CMOG Terms of Reference (12.2.2014)**

### **Purpose of CMOG**

The CSE and Missing Operation Group (CMOG) is a multi agency tasking group which meets with the sole purpose of directing medium and long term actions to safeguard, disrupt and reduce opportunity for children to be harmed through sexual exploitation and missing episodes.

### **Accountability**

The CMOG will report on activity to the CSE strategic group however each agency represented at CMOG retains their own existing line of accountability for safeguarding.

### **Outputs of CMOG**

- Determine plans and actions to protect children identified as being at risk of sexual exploitation or who go missing from home or care (<sup>6</sup>see below criteria)
- Direct intelligence collection and/or disruptive actions with regard to individuals who are believed to be harming children through sexual exploitation activities.
- Direct safeguarding and disruptive activities in locations considered vulnerable to sexual exploitation activities.
- Provide oversight of ongoing criminal investigations to ensure interventions reflect the risk of harm.

### **This will be achieved by**

- Sharing information and intelligence with regard to children whose behaviour and activities indicate they are at risk through missing episodes or sexual exploitation.
- Sharing information and intelligence with regard to individuals involved in perpetrating abusive and criminal behaviour.
- All CMOG member agencies being actively involved in plans to protect children and to prosecute/disrupt perpetrators.

---

<sup>6</sup> Missing From Care or Home

The Local Safeguarding Children Board Protocol for children and young people missing from home and care, should be read in all cases where there is concern for a child/young person considered to be “missing” (accessed via the LSCB Website).

CMOG will consider a child/young person who has been missing from home or placement for:

- three missing episodes within a 30 day period
- three episodes in twelve months or
- one episode of three or more days.

CMOG will also discuss those young people identified who may be at particular risk from a one off or infrequent episode. Such young people will be identified in advance of the meeting with agreement of the Chair/Co-Chair.

## **Confidentiality Statement**

Any agency in attendance or in receipt of information circulated from CMOG will be signed into the local Information Sharing Protocol.

All CMOG members will sign a confidentiality form at the start of each meeting based on the following statement:

*All information discussed at CMOG is strictly confidential and must not be disclosed to third parties. All documents circulated in connection with CMOG are to be considered restricted documents and must not be disclosed to third parties.*

*The retention of all CDOP documentation in a secure location is the responsibility of the receiving agency. If disclosure is sought to a third party then permission must be received from the Chair/Co-Chair of CMOG.*

*The disclosure of information outside of CMOG will be deemed to be a breach of the subject's confidentiality and a breach of the confidentiality of the agencies involved. **It may be considered an offence under the Data Protection Act.***

## **Sexual Exploitation**

LSCB Child Protection Procedures should be read in all cases where there is a child/young person considered to be at risk of sexual exploitation.

CMOG will consider any child/young person where there are concerns that they are at risk of sexual exploitation. CMOG uses the following definition for determining child/young people at risk of sexual exploitation.

*The 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, gifts, money) as a result of performing, and/or others performing on them, sexual activities.*

*Child sexual exploitation can occur through use of technology without the child's immediate recognition, for example the persuasion to post sexual images on the internet/mobile phones with no 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.*

***(The National Working Group for Sexually Exploited Children and Young People, 2008)***

Where information or intelligence exists to suggest individuals are arranging, facilitating, organising, encouraging or allowing such activity to take place they will be subject of referral into CMOG via the single entry pathway – see below for referral pathway.

## **Referral Pathway**

If any agency is aware of intelligence regarding individuals or locations where the above criteria are satisfied should make a referral via the single referral pathway.

Any referral to CMOG DOES NOT replace the need to refer to Children's Social Care Services where there is concern that a child/young person is in need of support services, protection or accommodation.

### **Pre-CMOG meeting/review**

The CMOG Chair will conduct a review of new referrals with support from LA or LSCB CSE Coordinator working days prior to CMOG. Those cases considered in need of medium/long term intervention will be identified to the CMOG administrator and be circulated to CMOG members prior to the CMOG meeting.

Any urgent submissions after the Pre-CMOG, should be in agreement with the CMOG Administrator who will contact the Chair. In such cases the CMOG Administrator will take all reasonable steps to update the agenda however, where this is not possible, details and reports will be provided at the meeting.

Pre-CMOG will use information contained in Welfare Return Interviews and CSE risk assessments and plans as their primary information source for decision making, however will also consult where relevant, Police safe and well checks and case notes to support the assessment of cases to be discussed.

### **CMOG Process**

1. The agencies listed on appendix 1 are considered to be full members of the CMOG and consistent named representation is required at the CMOG meeting.
2. The agencies listed on appendix 2 are considered virtual members of the CMOG. They will [~~delete as appropriate~~] routinely / on a case by case basis receive a copy of the agenda and will provide the Chair with any relevant information or intelligence by secure email in advance of the CMOG meeting. Their personal attendance at the meeting is at the discretion of the Chair.
3. In advance of the meeting the CMOG administrator will circulate the agenda which will detail the young people, risky individuals and locations to be discussed prior to the meeting. This circulation will include the CSE risk assessments and WRI forms.
4. The Chair will conduct the meeting on the understanding that attendees have read the circulated documentation and are attending briefed to share any other relevant information or intelligence that their agency has.
5. CMOG members will be responsible for bringing their own copies of all the relevant paperwork to this meeting.  
CMOG will record all actions agreed upon during the CMOG meeting in a single document and circulate this as soon as possible to CMOG members. (NB The purpose of this document is to record current actions and it is not intended to be a diary of actions taken. Once an action is completed or considered no longer necessary it will be marked as such by instruction of the Chair and removed.)
6. Actions will be assigned to agencies and/or individuals present at the meeting who take responsibility for completion by the date decided upon by the Chair.
7. All action updates are to be provided in advance to the CMOG administrator on a date to be determined at the CMOG meeting. The action document with action updates will be circulated prior to the CMOG meeting to all members.
8. If members disagree with the actions recorded within the document they should email the Chair to request amendments.

### **Frequency of the Meetings.**

The panel will meet monthly on **TO BE AGREED AT A LOCAL LEVEL**, however additional meetings may be held, if deemed necessary by the Chair/Co-Chair.

### **Chairing of the Meeting**

The CMOG meeting is chaired by PPU (Child Abuse Unit) Detective Inspector **(to be inserted)**. At a local level it may be agreed the meeting should be co-chaired by a member of staff from Children's Services.

### **Role and Responsibilities of CMOG Members**

#### **The CMOG Chair/ Co-Chair will:**

- Chair the meeting
- Confirm the CMOG confidentiality statement.
- Authorise action document for distribution.
- Ensure all allocated actions are reviewed and formally subject of closure once completed or dismissed.
- Raise any concerns/issues raised from the CMOG meeting to the Strategic CSE Meeting.
- Attend the CSE Strategic group when requested to do so by the Chair.
- Ensure appropriate membership of CMOG and ensure all new members are fully inducted into the process.
- Monitor attendance at the panel and challenge persistent non- attendance.

#### **All Panel Members will:**

- Be the single point of contact (SPOC) for their respective agency.
- Be responsible for collating any relevant information pertaining to involvement/intervention from their own service/agency.
- Be responsible for sharing information held by their agency in line with the Confidentiality Statement.
- Be responsible for progressing and updating actions tasked to them as individuals or within their agency by the specified date.
- Feedback updates to the next CMOG meeting via email in advance of the agreed date.
- If CMOG members are unable to attend they must provide apologies and updated information via the CMOG administrator and state if anyone will be attending in their absence.

The **police** will take the lead responsibility for providing missing reports to the CMOG administrator one week prior to the pre-CMOG meeting.

#### **The lead organisation(s) for completing WRI's who go missing from home or care will:**

- Prioritise and assess missing episodes and ensure WRI are conducted within 72 hours.
- Send completed WRI's to the CMOG administrator one week prior to the CMOG meeting to allow Pre CMOG meeting to assess those required to be discussed.



### **The LA/ LSCB CSE Lead will**

- Provide completed screening tools and risk assessments to the CMOG administrator one week prior to the pre-CMOG meeting.

### **The CMOG Administrator will:**

- Support the panel Chair/Co-Chair
- Compile agendas for the CMOG, circulating these with CSE RA's and WRI forms and updated actions document.
- Attend CMOG, record actions generated and agreed. These will include dates of when the action was initiated and dates of further updates where necessary.
- Distribute the actions to all CMOG members and any other agencies identified by the Chair/Co-Chair.
- Support the Chair/Co-Chair to ensure operational effectiveness of the CMOG.

### **Membership**

The listed agencies are considered to be the minimum full members of the CMOG and require routine attendance at the CMOG meeting.

#### **Core members**

- West Midlands Police
  - (i) DI (PPU Child Abuse),
  - (ii) Missing Persons Officer,
  - (iii) LPU CSE Lead
  - (iv) Intelligence Officer
- Childrens Social Work Services, including as appropriate, Lead for CAF/Early Help
- Education (Missing or absent from Education including links with PRU's)
- Housing – ASBO Team
- LA Commissioning team (LAC placements)
- Any specialist provider of services to sexually exploited or missing child/young person.

#### **Ad hoc members**

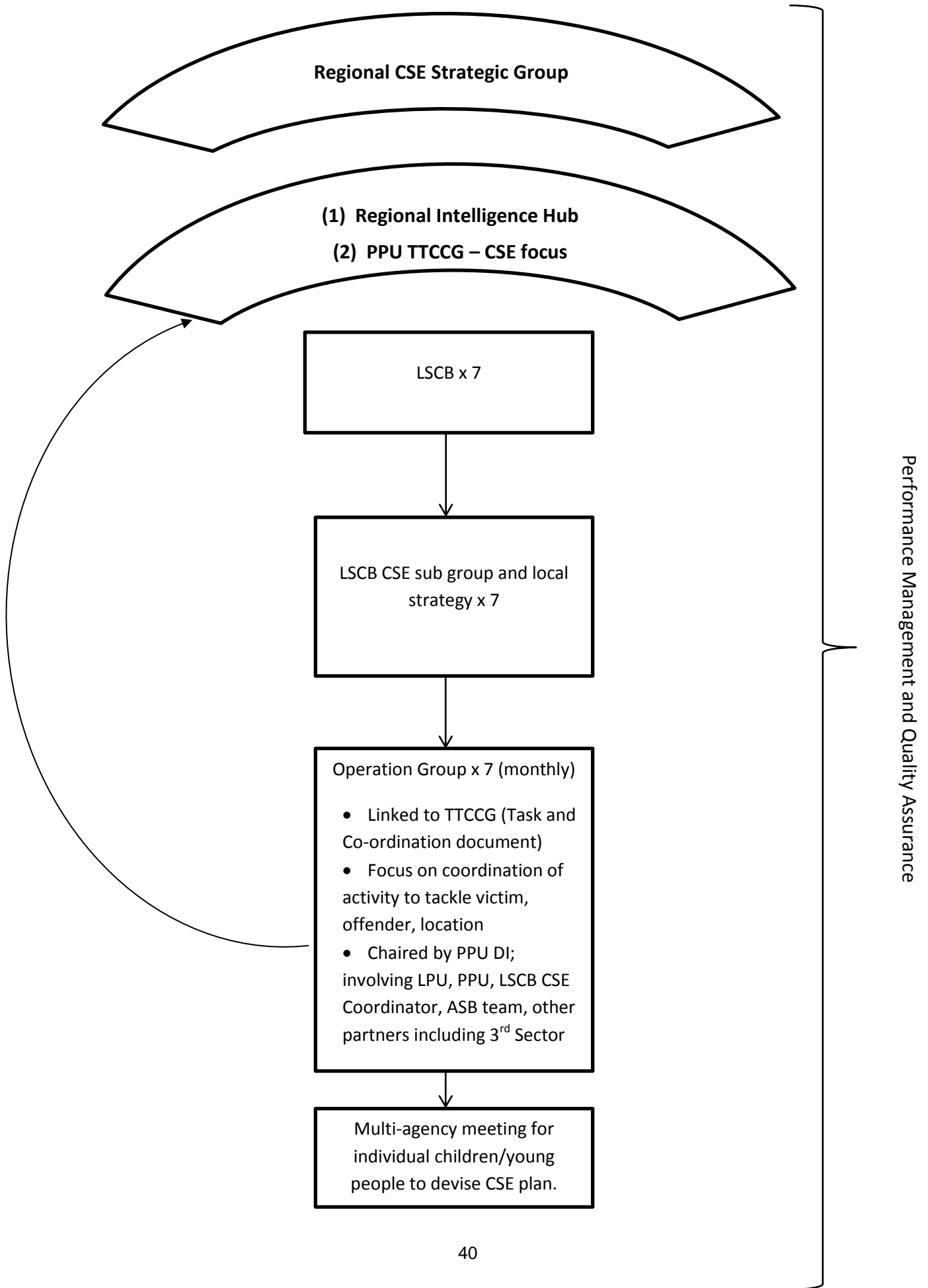
The agencies listed at appendix 2 are considered potential virtual members of the CMOG. They will [~~delete as appropriate~~] routinely / on a case by case basis receive a copy of the agenda and will provide the chair with any relevant information or intelligence by secure email in advance of the CMOG meeting. Their personal attendance at the meeting is at the discretion of the chair/co-chair.

#### **To be determined at a local level and could include:-**

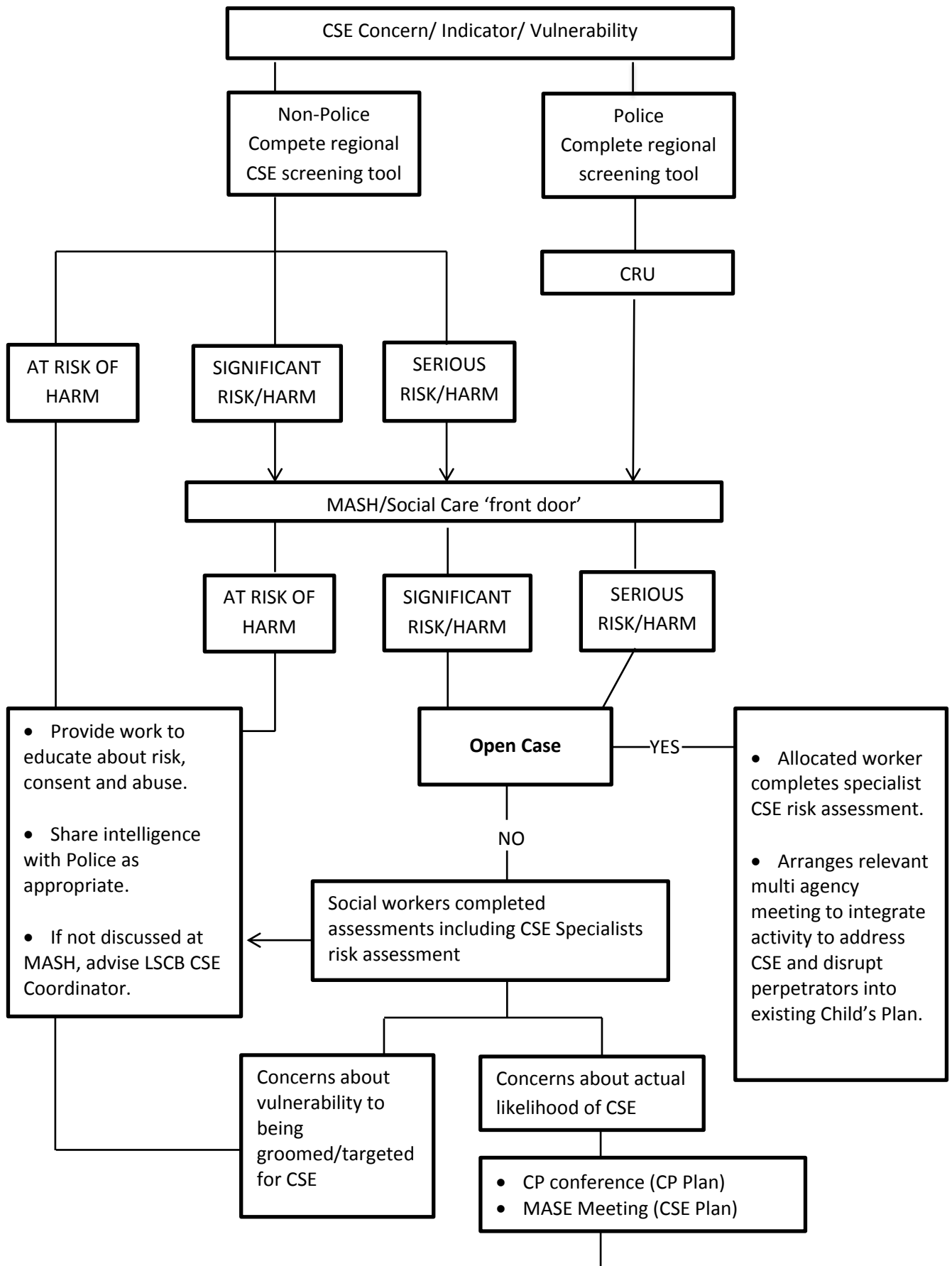
- Lead for tackling gang violence
- Youth Offending Services
- Youth Services
- Residential care homes/homeless accommodation providers
- Education establishments
- Troubled Families Team
- Young People's Drug and Alcohol Services

- CAF team/service
- Sexual Health Services
- CAMHS
- WMP Sex Offender Manager
- Probation

**Appendix 10 Proposed Strategic and Operational groups & regional pathway**



## Regional Pathway



Regular review and evaluation of impact and ongoing sharing of intelligence with West Midlands Police