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This document is a guide for the purposes of Leicester, Leicestershire and Rutland Multi-Agencies involved in the management of protection of children from the risk of Child Exploitation through the agreed meeting framework. The guide details the operating procedures from which agencies will discuss threat, harm and risk on a scheduled, daily, weekly and monthly basis and decide on the appropriate response

Leicester, Leicestershire & Rutland CE Partnership Meetings

Terms of Reference for all
partnership meetings

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Version Control

Name	Amendment	Date	Version Number
Henry Henderson	Draft Original	17/03/17	V 01
Jon Blockley	Minor Amendments	20/03/17	V 01.01 & V01.02
Matthew Ditcher	Minor Amendments	22/03/17	V 1.3.1
Jenni Heggs	Update/ Amendments	15/06/2020	V 1.3.2

Hub Remit

The purpose of the MACE team is to identify and take action to safeguard and protect children at risk of or who are being sexually exploited, criminally exploited, trafficked or have gone missing or run away.

The team will provide a victim centred approach combining criminal investigation, safeguarding and educational programmes.

The team will:

- Form a centre of excellence, knowledge, expertise and skill that will coordinate the first response to concerns about exploitation, trafficking and missing and issues of complex abuse.
- Coordinate and provide targeted early intervention and prevention activity in relation to exploited and missing children.
- Provide bespoke support (according to need) to children, families and other professionals to reduce the risk to children through prevention including awareness raising and disruption activity.
- Provide expertise, advice, guidance, and information where there are concerns about exploitation, trafficking or missing, which can be accessed by all agencies.
- Be proactive in identifying and tackling through criminal prosecutions cases of exploitation and trafficking.
- Understand the prevalence of exploitation, missing and trafficked children in the area and ensure that concerns and risks are appropriately raised and responded to.
- Identify children who are at risk of, or who are being exploited.
- Provide assertive outreach to support appropriate health assessment and referral to health services.
- Assist to increase the awareness, knowledge and responsibilities in relation to exploitation across the health economy and develop local health expertise in relation to CE in Leicester, Leicestershire and Rutland.
- Take assertive action to safeguard and promote the health and welfare of all children at risk of or who are being exploited.
- Ensure an appropriate exit strategy and referral to appropriate services at the end of interventions.
- Gather evidence to pursue perpetrators and achieve prosecutions.
- Support children and their families through the judicial process.
- Ensure the strands of investigations in relation to safeguarding, police, legal, health, administration, media and political issues are all effectively managed and coordinated.

Multi Agency Child Exploitation Daily Risk Management Meeting

DRMM Purpose

To jointly risk assess in a multi-agency context, the exploitation risk to a child with a view to identifying appropriate safeguarding and intervention.

Child Concern

If a child concern is identified it will be highlighted to the Police Child Referral Team.

Children will be identified from information provided to the Police via the following means:

1. Police crime or safeguarding reports including the Public Protection Notice (PPN)
2. Police intelligence post FIB assessment
3. CE Risk Assessment Tools submitted by the local authority (RAT / GAT)
NB: Only if there is a raised risk assessment
4. Referrals from partner agencies

The Child concern will be assessed by the Child Referral Desk Supervisor, or a grade 6 equivalent.

A child concern that identifies exploitation will be sent to an assistant referral officer, or grade 6 equivalent for a THRIVE review prior to discussion at the DRMM. It will also be shared with partner agencies. If the Child Referral Desk Supervisor or grade 6 equivalent assesses the child is at risk of significant harm, they will request a strategy discussion.

A child concern that has no concerns of exploitation will be subject to additional checks to identify whether there have been any previous CE concerns. If it is established that there are previous CE concerns, this will be sent for a THRIVE review prior to discussion in the DRMM. Where there are no exploitation concerns, this is to be shared with partner agencies.

Meeting Chairperson/Attendance

The meeting will be chaired by a Detective Sergeant that is suitably qualified and experienced in the management of Child protection investigations.

Method

The Police will be the lead agency responsible for the collation of the information presented at the daily meeting.

By 4pm the previous day, a list of the cases due to be discussed that day will be sent out to all partners involved in the meeting.

Each meeting will be audio recorded with a separate recording for each child discussed.

Leicester, Leicestershire & Rutland CE Partnership meetings Terms of Reference

The DRMM will assess the risk in relation to the specific information that has triggered the report and all other relevant information which is known about the child. The purpose of the assessment is to identify the level of risk to the child from exploitation as:

HIGH	A number of indicators of Threat, Harm and Risk of CE where the impact is likely to be significant and likely to be imminent
MEDIUM	A number of indicators of Threat, Harm and Risk of CE where there is likely to be an impact on the child
LOW	Where there is limited or no indication of CE present where there is likely to be minimal impact on the child

Actions

Actions will be generated during the course of the meeting. These actions need to be SMART.

- **Specific** – To do a clearly defined action and allocated to a named person/team
- **Measurable** – Will need to be an action which can be monitored and will be clear to see that it has been completed
- **Agreed** – The action is agreed by the parties that are going to receive the action or are likely to be within the role or remit they work to
- **Realistic** – The action is something which the person receiving is likely to be able to achieve
- **Time based** – A time frame should be placed on the action with owners of the actions striving to meet

Risk Grading

High Risk

If a child is assessed as high risk of CE, a safeguarding investigation will be commenced. Any crime in a high risk CE context will be investigated within the MACE Hub.

For cases that have no criminal investigation but where CE safeguarding is required, the appropriate multi-agency team will be identified to manage any further work. Any child assessed as high risk will be allocated a SW and DC.

Medium Risk

If a child is assessed as medium risk of CE, a safeguarding investigation will be commenced. Any crime in a medium risk CE context will be investigated by an area CID/ Neighbourhood Policing Team.

For cases that have no criminal investigation but where CE safeguarding is required, the appropriate multi-agency team will be identified to manage any further work.

Low Risk

If a child is assessed as low risk of CE, a safeguarding investigation will be commenced. Any crime in a low risk context will be investigated by the appropriate police department.

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For cases that have no criminal investigation but where CE safeguarding is required, the appropriate multi agency team will be identified to manage any further work.

Timing & Duration of the DRMM

- The meeting will take place Monday – Friday
- The meeting will take place at 9:00am
- Scheduled time for the meeting should be 1 hour

Agenda

1. Introductions
2. Case discussion and risk assessment
3. Agree actions, priorities, ownership and timescales
4. Any other business

Minutes/Case Recording

All discussions will be audio recorded by the Police. Other agencies will be responsible for their own minutes/recording.

Agency	System
Police	NICHE
Leicester City Council	Liquid Logic
Leicestershire County Council	Mosaic
Rutland County Council	Liquid Logic
NHS	System One

Contextual Safeguarding Practice Guidance for all exploited children

Strategy Discussion (Including Complex Strategy Discussion)

Introduction

Working Together to Safeguard Children 2018 gives guidance on inter-agency working to enable practitioners to safeguard and promote the welfare of children. The document looks more closely at the challenges around contextual safeguarding and identifies the difficulties associated with investigating complex (i.e. organised or multiple) abuse.

Definition of Contextual Safeguarding

The University of Bedfordshire defines Contextual Safeguarding as,

'an approach to understanding and responding to young people's experiences of significant harm beyond their families. It recognises that the different relationships that young people form in their neighbourhoods, schools and online can feature violence and abuse. Parents and carers have little influence over these contexts, and young people's experiences of extra-familial abuse can undermine parent-child relationships.'

Definition of Complex Abuse

Complex abuse is defined in paragraph 6.24 of Working Together to Safeguard Children as,

'abuse involving one or more abusers and a number of related or non-related abused children and young people. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse.'

Purpose (and Value) of the Strategy Discussion (Including Complex)

The purpose of strategy discussion is to share information in order to decide whether to start an enquiry into concerns about significant harm (s.47) Children's Act 1989, and to inform any criminal investigation. If a s.47 is progressed the strategy Discussion will plan the enquiry and monitor its progress. The Strategy discussion(s) should be thought of as a process rather than a one-off event. They are the means for keeping relevant professionals involved in a child protection enquiry.

The value of the strategy discussion is that it brings together a range of professionals that can share relevant and appropriate information regarding the child(ren) in order to gain a full understanding of the risks and needs for each child(ren) and plan effectively to safeguard and protect.

When is a Complex Strategy Discussion Required?

If any professional identifies that there are multiple children whereby organised or multiple abuse is evident; a complex strategy discussion should be completed. This should be in line with the Threshold document, Thresholds for access to services for children and families in Leicester, Leicestershire & Rutland.

For children open to any LLR whereby exploitation has been identified, a screening tool must be submitted to the respective Local Authority email inbox. A conversation must take place with the Team Manager or Service Manager based within the MACE hub.

Upon agreement, a request for a Strategy Discussion (complex) must be submitted.

If child(ren) are closed or not known to LLR Children Services, the referring agency needs to send a MARF and Exploitation Screening Tool.

Who Should the (Complex) Strategy Discussion Include?

The complex strategy meeting or discussion must be chaired by a Senior Social Work Manager at a grade no lower than a Service Manager or a Child Protection Chair, with the exception of a Social Work Team Manager, who have proven experience and expertise in this area.

There may be circumstances whereby the Service Managers from the MACE hub may chair the complex strategy discussion. An example of this may be where there are multiple children across different areas. If a complex strategy discussion is required, the relevant local authority safeguarding manager will chair this.

All identified professionals should be invited; this may include professionals from other local authorities as well as external agencies.

A strategy discussion (including complex) may take place via Skype Microsoft Team or an arranged face to face meeting.

Escalation Process

Non-attendance by agencies must be noted as an action for the Chair to formally escalate unless there has been agreement by the Chair that a report would suffice in their absence.

To access Resolving Practitioner Disagreements and Escalation of Concerns, please click [here](#)

Timeliness

A Strategy Discussion (incl: complex) may take place immediately after information has been received which raises child protection concerns and **should** take place within 24 hours. There may be some instances whereby a planned meeting will be required.

Discussion and Planning

The Complex strategy discussion should have a clear safety plan about how a child(ren) are going to be safeguarded during the enquiry. The Home Office Disruption Toolkit should be used as a point of reference to inform part of the overall safety plan. It should also identify what actions are to be taken by whom and when, and in addition, what support is required. In terms of planning for the safety of the child taking a contextual approach; the complex strategy discussion should consider:

- Whether the enquiry is joint s.47 or single agency
- A clear rationale around the reason for the s.47
- How soon the child needs to be seen and by whom
- How as a multi-agency team are we going to engage the child if the child is currently missing and/or not in the location
- Child's voice and parent's views
- Parents' role in safeguarding their child
- Themes and patterns
- Any Police intelligence
- Any adverse childhood experiences
- Clear description of the concerns

Leicester, Leicestershire & Rutland CE Partnership meetings Terms of Reference

- Avoidance of victim blaming language
- Any peers (negative or positive) and/or any peer on peer abuse
- Mapping in terms of locations, buildings, peers and must include safe spaces
- Any information stemming from a return home interview
- Any health information or concerns (sexual /emotional)
- The exploitation screening tool. This must be referenced within the complex strategy discussion
- Children who may be alleged perpetrators. The impact of contextual issues on their safety and welfare should also be discussed to understand
- Interventions should focus on addressing wider environmental factors, which are likely to be a threat to the safety and welfare of a number of different children who may or may not be known to local authority children's social care
- Children not in education (exclusions increase vulnerability), managed moves map patterns of children linked through the alternative provisions
- Teenage brain development
- Any social media sites or activity of concern
- Any current trauma associated with any significant events
- Whether media coverage and a management briefing is required
- Possible victims who are now adults (we will need to consider children preparing for adulthood up to age 25)
- A clear recording of what further information is required at this stage and arrangements for the gathering of such information by whom and by when
- Establish if / to what extent complex abuse has been uncovered
- Consider any information to assist with the initial mapping exercise
- Consider any immediate protective action required (reference application to the National Referral Mechanism)
- Consider and determine any other actions which may disrupt harmful activities, e.g. any relevant orders to be served on perpetrators of abuse or where licensed operations are involved, suspension of licences or contracts, pending further enquiries.

Planning should consider:

- A clear plan that includes diversion tactics to disrupt the perpetrators/locations and identify which professional is taking what action and by when
- Intervention and support that focuses on addressing wider environmental factors
- Implementation of any safeguarding measures

The outcome of the strategy discussion (complex or not) should conclude whether there is a need for an individual assessments and/or commencement of s.47 investigations

The complex strategy discussion meeting should also consider the following:

Confidentiality

All information shared within the meeting must remain confidential. Should any information need to be shared outside of the meeting, this should be shared with the prior consent of the sharing agency.

Recording on Children Recording systems:

All requests for Strategy Discussions should be completed on the child's record via the LA Children Recording systems. All information needs to be recorded directly on the child's record in the LA Children Recording systems on the strategy discussion form. Any reports or additional information needs to be attached to the strategy discussion form on the child's record on the LA Children Recording systems.

Minutes of the discussion should be shared with all attendees at the meeting within 24 hours.

References

- Working Together to Safeguarding Children 2018
- NRM Referral mechanism
- Thresholds for access to services for children and families in Leicester, Leicestershire and Rutland.
- Home Office Disruption toolkit - Access [here](#)

Child Exploitation Meetings

Child exploitation meetings will be chaired by the Safeguarding and Quality Assurance Unit.

Child exploitation CIN meetings will be required when an assessment has been completed that concludes that a child/young person is unlikely to achieve or maintain or to have the opportunity to achieve or maintain a reasonable standard of health or development without provision of services from the Local Authority and the primary factor is in relation to being exploited.

Child exploitation LAC meetings may also be convened to coordinate a risk management plan for children and young people who are Looked After, and the assessment identifies that they are at risk of exploitation, being exploited or the exploiter. This meeting will initially be held separate to a LAC review with a clear plan of moving to one plan as soon as possible. The chair of the LAC CE plan will be a different chair to the IRO and the plan will be reviewed under CE until the risks have reduced and can be managed by the LAC review process.

If a child is judged to be at continuing risk of significant harm, then an ICPC should be convened.

The CE team manager is responsible for the decision making on children's cases and deciding on the appropriate threshold response.

The social worker will contact the safeguarding unit diary to book a CE (CIN/LAC) meeting. The meeting will be held within 15 working days of the authorisation of the decision to progress to a CE meeting. The invite list will be also provided at the time the meeting is booked. The SGU will send out invites as per child protection conferences and LAC reviews and the same arrangements where invites are not received in time.

The IC/IRO who will be chairing the meeting will consult on the threshold with the Team Manager within 48 hours of the meeting being booked.

The social worker will prepare well for the meeting to ensure appropriate invites, assessments and safety planning are up to date including CE/CSE risk assessment tools and family and young person are well prepared for the meeting. The report will be shared with family and young person prior to 48 hours before the meeting.

IC/IRO will chair the CE meeting, complete outcomes (including the plan, if available on LL) and complete a quality assurance feedback form including RAG rating for tracking of the case.

The CE plan can only be ended at a CE meeting.

If the child remains subject of the CE plan, then future meetings will be convened by the IC/IRO 3 monthly with the SW team holding a CIN/LAC progress meeting 3 monthly.

Throughout the duration of the CE plan the team manager will remain operationally responsible for the management of the case and progressing necessary operational actions and responses e.g. strategy discussions, associate mapping, responses to increased risk.

A SM from the SGU will attend the monthly operational CE multi agency meetings to assist good working arrangements across the partnership.

Health

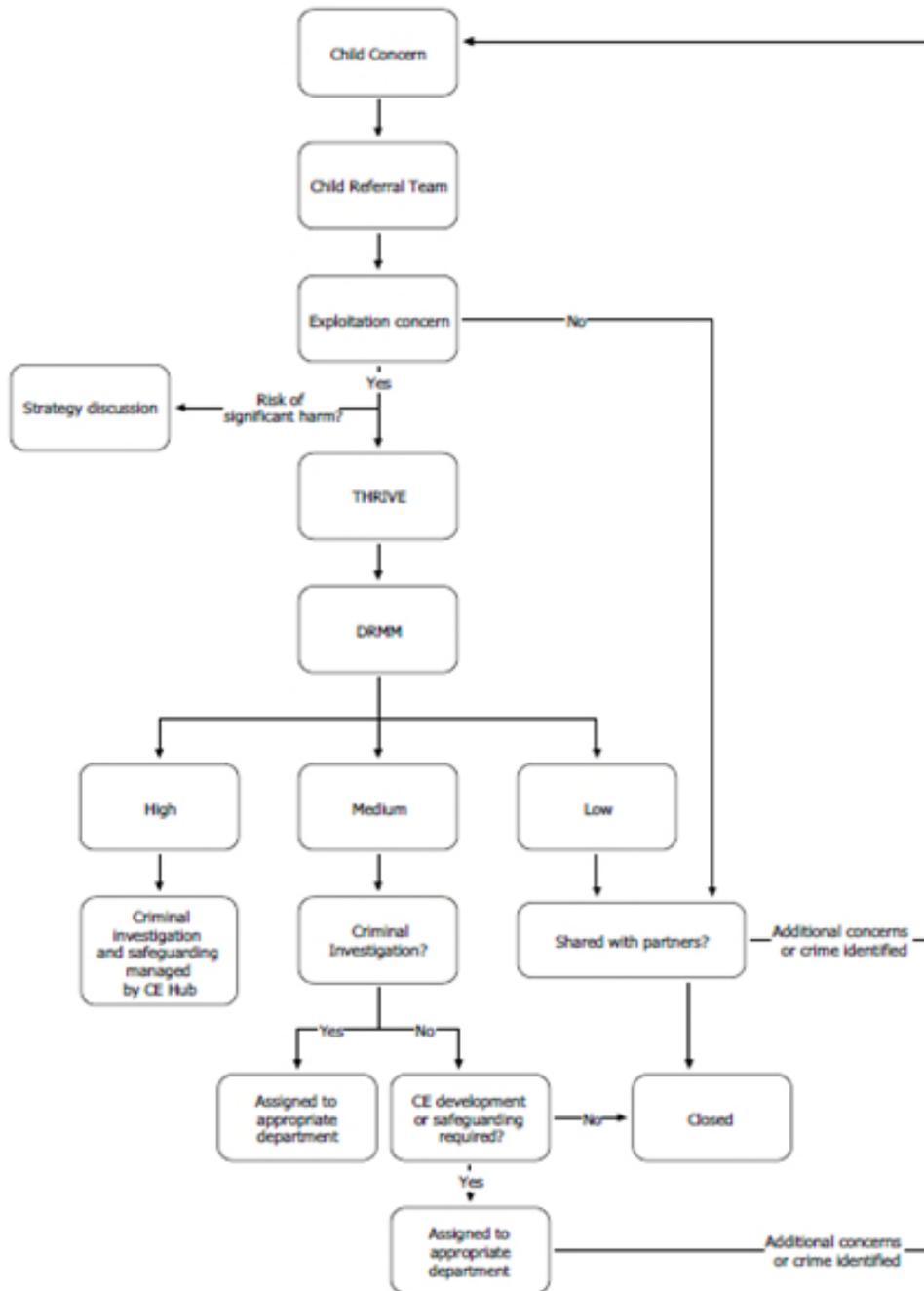
As most health provision is provided universally, health professionals may often be the first to be aware that a child may be at risk or a victim of CE. These children may be in contact with a range of services, including their General Practitioner (GP), Public health nurse/school nurse, sexual health services, child and adolescent mental health (CAMHS), substance misuse services, accident and emergency, and out of hours services if they are children looked after by the local authority (LAC) or their LAC nurse.

Health Professionals worried about a child at risk of CE should:

1. Follow the Leicestershire Partnership Trust (LPT) CE pathway (see [Appendix A](#))
2. Any child under 13 or any child or young person at immediate risk of harm needs to be referred to the local social care duty team.
3. Health professionals are to contact the local social care duty team to discuss and liaise with the CE Specialist Nurse concerns about the child or young person they suspect is involved in CE.
4. The CE SP Nurse in the hub is able to offer any health professionals advice, guidance and support during the referral process.
5. Health professionals are to access CE training and education and should have the skills and competence to identify and act upon concerns that a child is a risk or a victim of CE. They are able to access specialist advice and training from the CE SP Nurse.

Health Boards, Health Trusts, Clinical Commissioning Group and health providers should identify a lead officer for CE.

CSE Process Map



Multi-Agency CE and Missing Weekly Exploitation Meeting

Multi-Agency CE and Missing Weekly Exploitation Meeting Purpose

A weekly meeting to review the multi-agency response and safeguarding plan to medium and high risk exploited children across LLR. The meeting will also review exploitation perpetrators, high risk geographical areas and high risk and medium risk children that have been missing within the previous 7 days.

Meeting Chairperson

The meeting will be chaired by a Detective Inspector from the CE Hub and in the event of non-availability will be chaired by an LLR Service Manager.

Method

The Police will be the lead agency responsible for the collation of the information presented at the weekly meeting.

The CE Analyst responsible for the collation of data in the DRMM will also attend this meeting and will provide the following data:

CE High and CE Medium Risk Children
CE High Risk Perpetrator Considerations
CE High Risk Downgrade Considerations (Children and Perpetrators)
Missing High and Missing Medium Risk Children
MPET Considerations
Any Other Business

Actions

Actions will be generated during the course of the meeting. These actions need to be SMART.

- **Specific** – To do a clearly defined action and allocated to a named person/team
- **Measurable** – Will need to be an action which can be monitored and will be clear to see that it has been completed
- **Agreed** – The action is agreed by the parties that are going to receive the action or are likely to be within the role or remit they work to
- **Realistic** – The action is something which the person receiving is likely to be able to achieve
- **Time based** – A time frame should be placed on the action with owners of the actions striving to meet

Actions will be forwarded to the next Multi-Agency CE and Missing Weekly Exploitation Meeting. It is the responsibility of the individual and their respective organisation to bring the action to a satisfactory conclusion as soon as possible to prevent unnecessarily delaying the meeting with recapping open actions.

Timing & Duration

- The meeting will take place on Wednesdays
- The meeting will take place between 10:00 and 12:00
- The meeting will be scheduled to last 2 hours

Attendance

Attendance will be required from [key partner agencies](#)

Agency	Role
Police	Chair – Detective Inspector / Managers
Police	Detective Sergeant
Police	Analyst
Police	MPET Sergeant
Police	MPOT Hub Team Manager
LLR Service Manager	Deputy Chair
Leicestershire County Council (MACE Team)	Team Manager
Leicester City Council (MACE Team)	Team Manager
Rutland County Council (MACE Team)	Team Manager
Leicestershire County Council/ Leicester City Council	Admin – Minutes
LPT	CE Nurse Specialist
City Children and Young People’s Justice Service	Team Manager
County Children and Young People’s Justice Service	Team Manager
Early Help Targeted Youth	Team Manager
Education	Team Manager
School Inclusion	Team Manager
MST	Team Manager
Turning Point	Representative
Barnardo’s	Representative

Notification of cases

The CE analyst from the MACE Safeguarding Hub will be responsible for producing the CE and Missing document.

The email containing the document for the Multi-Agency CE and Missing Weekly Exploitation Meeting will be sent out on the Monday prior to the Wednesday meeting.

Agency	Email
Police	SafeguardingHubSupervisors@leicestershire.pnn.police.uk
Police	FIBSafeG@leicestershire.pnn.police.uk
Police	MPTS@leicestershire.pnn.police.uk
NHS	cse.nurses@nhs.net
County MACE Team	cfs.cse.team@leics.gov.uk
City MACE Team	CSE-team@leicester.gov.uk
Rutland Social Care	childrensduty@rutland.gov.uk
City Children and Young People’s Justice Service	CYP-Justiceservice@leicester.gov.uk
County Children and Young People’s Justice Service	youthoffendingservice@leics.gov.uk

Agenda

1. Introductions and apologies
2. Confidentiality statement by the chair
3. Review of actions
4. Review of document
5. AOB

Minutes

Minutes will be taken on behalf of the partnership by the administration support on the Leicestershire County Council/ Leicester City Council MACE Team.

Minutes will be distributed to the [Attendance](#) list. Any queries or concerns regarding minutes should be fed back to the administration support for amendment and redistribution to the attendance list.

Multi-Agency Monthly Exploitation Meeting

Purpose

In development by DCI Gavin Drummond – To be added

Meeting Chairperson

The meeting will be chaired by the Detective Chief Inspector responsible for Child Safeguarding in Leicestershire Police and in the event of non-availability will be chaired by the Head of Service from LLR.

Method

The Police will be the lead agency responsible for the collation of the information presented at the monthly meeting.

The CE Analyst responsible for the collation of data in the Multi-Agency CE and Missing Weekly Exploitation Meeting will also attend this meeting and will provide the following data:

Daily Risk Management Meeting (DRMM) referrals for CCE/CSE
Open Investigations/Cases
CSE Risk and Gang Assessment Tools (RAT/GAT) (numbers)
Missing from Home
CSE High Risk
CCE High Risk
Location (under development)
Education
Three or more referrals to DRMM

Exceptional reporting from this meeting should be reported in to the LLR CE Operations Group.

Actions

Actions will be generated during the course of the meeting. These actions need to be SMART.

- **Specific** – To do a clearly defined action and allocated to a named person/team
- **Measurable** – Will need to be an action which can be monitored and will be clear to see that it has been completed
- **Agreed** – The action is agreed by the parties that are going to receive the action or are likely to be within the role or remit they work to
- **Realistic** – The action is something which the person receiving is likely to be able to achieve
- **Time based** – A time frame should be placed on the action with owners of the actions striving to meet

Actions will be forwarded to the next Multi-Agency Monthly Exploitation Meeting. It is the responsibility of the individual and their respective organisation to bring the action to a satisfactory conclusion as soon as possible to prevent unnecessarily delaying the meeting with recapping open actions.

Timing & duration

- The meeting will take place on the second Wednesday of each month
- The meeting will take place between 10:00am – 11:30am
- The meeting will be scheduled to last 1.5 hours

Attendance

Attendance will be required from [key partner agencies](#)

Agency	Role
Police	Chair – Detective Chief Inspector
Police	Detective Inspector
Police	Analyst
Police (MPOT)	Detective Inspector
LLR	Service Manager
LPT	Head of Service/Child Safeguarding Lead
Leicester City Council	Head of Service
Leicestershire County Council	Head of Service
Rutland County Council	Head of Service
Education	Manager
Probation	Representative
YOS	Representative

For agencies unable to provide representation in person at the meeting there will be a conference call option where professionals can dial in.

Notification of cases

The CE analyst from the MACE Hub will be responsible for the report which will extract all cases and information to discuss at the Multi-Agency Monthly Exploitation Meeting.

The email containing the relevant persons and locations will be sent on the Monday prior to the Wednesday meeting that they relate to.

Minutes

Minutes will be taken on behalf of the partnership by police admin support.

Minutes will be distributed to the [Attendance](#) list on the day of the meeting. Any queries or concerns regarding minutes should be fed back to the administration support for amendment and redistribution to the attendance list.

Governance

The Multi-Agency Monthly Exploitation Meeting reports into the LLR CE Operations Group. The LLR CE Operations Group reports in to the Chief Officer Vulnerability Executive Group.

Location

The meeting will be run from a meeting room at:

Safeguarding Hub
Wigston Police Station
Bull Head Street
Wigston
LE18 1WX

and will be arranged from an Outlook meeting invite coordinated by Leicestershire Police.

Data Protection and Information Sharing

The report that the Police email to partners is to be treated as:

SENSITIVE – CONFIDENTIAL information in line with GDPR

This report contains sensitive and personal information and should not be printed

All agencies are subject to information sharing protocols and information shared during these meetings is for the purposes of prevention and detection of crime and for protecting vulnerable persons.

Appendix A: Leicestershire Partnership Trust (LPT) CE Pathway



Families, Young People and Childrens Services Child exploitation care pathway

