

Stoke on-Trent Safeguarding Children Board

Multi-Agency Child Sexual Exploitation Panel Operating Principles

October 2018

SECTION D14 E (Stoke-on-Trent)

These Operating Principles should be read in conjunction with the following documents:

	Links
Stoke-on-Trent Multi Agency Child Sexual Exploitation Panel Terms of Reference	Appendix 1
Joint Staffordshire and Stoke-on-Trent Child Sexual Exploitation Procedures	Section D14
Joint Staffordshire and Stoke-on-Trent Child Sexual Exploitation Strategy	Section D14A
Child Sexual Exploitation Risk Factor Matrix	Section D14B
Completing the Child Sexual Exploitation Risk Factor Matrix - Guidance Notes	Section D14C
Staffordshire Police Information Sharing Form	Section D14D
Staffordshire and Stoke-on-Trent Information Sharing Guidance for Practitioners	Section A07

These operating principals do not supplant, replace or override any current safeguarding procedures

Purpose of the CSE Panel

- To maintain oversight of CSE picture across Stoke-on-Trent
- To assess and manage risk for children assessed as medium and high risk
- To formulate and track actions to reduce risk
- To share multi-agency information and intelligence
- To identify individuals and locations of concern; informing disruption activity, police investigation and prosecution

Membership of CSE Panel

The efficacy of CSE panel is reliant on multi-agency engagement; membership consists of:

Staffordshire Police
Health (incl. Sexual Health and LAC and Safeguarding Nurses)
Education Development Officer
Learning Pathways (formerly Alternative Provision)
Shaftesbury
YOS
Ruff and Ruby
YMCA
Colleges (Newcastle, Stoke and Sixth Form)
Catch22
ARCH
Stoke Community Drug and Alcohol Service (SCDAS)
STAR
Savana
Stoke LD Team
Early Intervention
CAMHS
EDT
Staffordshire Families First CSE Coordinator

Panel members should have the ability to act upon panel decisions and affect appropriate action within their own organisation.

Expectations of Panel Members

- To attend panels monthly / appoint an appropriate deputy in their absence
- To contribute effectively to panel discussion by ensuring information shared is up to date
- To implement appropriate level of disclosure of information to enable multi-agency action to safeguard children
- To act upon and provide update reports in relation to formulated actions as appropriate
- To act as a communication link within their own agency
- To ensure update of agency records to reflect panel discussion as appropriate

Lead Workers

A lead worker will be invited to attend CSE Panel at a specific time in relation to a child or young person they are working with. This may be a social worker or workers from locality services, schools or other agencies.

Expectations of Lead Workers

- To ensure the Risk Factor Matrix has been updated prior to each panel; and ensure child's details are correct
- To attend panel in accordance with their allocated time slot / slots; or to inform the CSE Social Worker or panel chair in advance where they are unable to attend and provide email update
- To follow up and monitor actions agreed
- To ensure update of agency records to reflect panel discussion as appropriate

CSE Panel Chair

Chairing of the CSE panel is a role of the Strategic Manager for Safeguarding and Quality Assurance within Stoke-on-Trent City Council. The panel chair is responsible for ensuring that meetings are conducted with the scheduled timeframe, that discussion is appropriate and contributed to by all relevant members; and oversees the administration of agendas, actions and any associated documents.

CSE Social Worker

The CSE Social Worker coordinates the response and intervention of Childrens Social Care and partner agencies between panels, acts as a point of contact for services and external authorities working with children discussed at CSE panel and acts as the conduit for information in the absence of the lead worker.

Information Sharing

Agencies should apply the principles outlined principles outlined within the Staffordshire and Stoke-on-Trent Safeguarding Children Boards Information Sharing Guidance for Practitioners. All practitioners and managers who work with children and families will need to make decisions about sharing personal / confidential information on a case by case basis.

Working Together to Safeguard Children 2015¹ is explicit in stating that “fears about sharing information cannot be allowed to stand in the way of the need to promote and protect the safety of children”. Consent is not required to be sought in the event that doing so might place a child at risk of significant harm; or prejudice the prevention, detection or prosecution of a serious crime. This is likely to cover most criminal offences relating to children.

1 – Working Together to Safeguard Children, Department for Education, 2015 – Accessible [here](#)

Governance

The CSE panel is accountable to Stoke-on-Trent Safeguarding Children Board and to Stoke-on-Trent City Council internal Overview and Scrutiny Panel.



Stoke on-Trent Safeguarding Children Board

Multi-Agency Child Sexual Exploitation Panel Terms of Reference

October 2018

These terms of reference should be read in conjunction with the following:

	Ctrl +Click Links
Joint Staffordshire and Stoke-on-Trent Child Sexual Exploitation Procedures	<u>Section D14</u>
Joint Staffordshire and Stoke-on-Trent Child Sexual Exploitation Strategy	<u>Section D14A</u>
Staffordshire and Stoke-on-Trent Information Sharing Guidance for Practitioners	<u>Section A07</u>
<u>Child Sexual Exploitation Outcomes Framework</u>	

Aims of the CSE Panel

- To maintain oversight of CSE picture across Stoke-on-Trent
- To assess and manage risk for children assessed as medium and high risk
- To formulate and track actions to reduce risk
- To share multi-agency information and intelligence
- To identify individuals and locations of concern; informing disruption activity, police investigation and prosecution

Objectives

The CSE panel operates under the overarching strategic objectives laid out within the Joint Staffordshire and Stoke-on-Trent Child Sexual Exploitation Strategy 2018-2021:

- Children are not victims of CSE
- Children are protected from CSE by parents / carers, communities, professionals and businesses
- Children, young people and adults are not perpetrators of CSE

Structure

CSE Panel is an operational forum where all children identified as medium or high risk of sexual exploitation are discussed and information regarding locations or individuals of concern is shared. Panel discussion is focused around reducing risk to children, identifying and disrupting perpetrators and monitoring actions.

The responsibility for case management remains with the identified lead professional, case management discussions should be held outside of the panel.

Scope

CSE Panel will discuss children up to the age of 18 residing within Stoke-on-Trent (inclusive of those placed within the area by another local authority). Where a child reaches 18 and it is felt by the panel chair and CSE social worker that discussion at panel is still beneficial, or in cases whereby a young adult over 18 holds an association to younger people; cases will be discussed at panel until removal is deemed appropriate.

Accountability

Panel members are accountable to their individual agencies and shall be expected to adhere to their internal policies and codes of conduct. The CSE panel is accountable to Stoke-on-Trent Safeguarding Children Board and to Stoke-on-Trent City Council internal Overview and Scrutiny Panel.

Membership of CSE Panel

The efficacy of CSE Panel is reliant on multi-agency engagement; membership consists of:

Staffordshire Police
Health (incl. Sexual Health and LAC and Safeguarding Nurses)
Education Development Officer
Learning Pathways (formerly Alternative Provision)
Shaftesbury
YOS
Ruff and Ruby
YMCA
Colleges (Newcastle, Stoke and Sixth Form)
Catch22
ARCH
Stoke Community Drug and Alcohol Service (SCDAS)
STAR
Savana
Stoke LD Team
Early Intervention
CAMHS
EDT
Staffordshire Families First CSE Coordinator

Panel members should have the ability to act upon panel decisions and affect appropriate action within their own organisation.

The CSE Panel is chaired by the Stoke-on-Trent City Council Strategic Manager for Safeguarding and Quality Assurance, supported by the CSE Social Worker.

Administration

Prior to each panel date members and lead workers will receive an agenda detailing cases to be discussed and timeslots for discussion.

Record of panel discussion is held within minutes of meetings, alongside a record of all actions and updates. Minutes of meetings will be circulated to all panel members, with master copies held by the CSE Social Worker.

Circulation of panel documents is in accordance with the Staffordshire and Stoke-on-Trent Information Sharing Guidance for Practitioners.

See process chart for detail of staged processes surrounding Stoke-on-Trent CSE panels using the below key for terminology guidance.

CSE

•**Child Sexual Exploitation**

•CSE is a form of child sexual abuse, it occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity in exchange for something the victim needs or wants; and/or for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology. **DfE 2017**

RFM

•**Risk Factor Matrix**

•The RFM is a screening tool owned jointly by the Stoke-on-Trent and Staffordshire Safeguarding Children Boards. A part of the the joint CSE policy and procedure, the RFM acts as both the tool for any professional working with children in Stoke-on-Trent or Staffordshire to screen for CSE risk; and as the referral form to access Catch 22 support. The RFM can be accessed using the content table on page 1 of this document, or via the Stoke-on-Trent Safeguarding Children Board website.

CSE SW

•**CSE Social Worker**

•The CSE Social Worker supports practitioners across the childrens workforce, offers drop in sessions at Swann House and provides an oversight of CSE cases through Stoke-on-Trent Multi Agency CSE Panels.
•The CSE Social Worker can be contacted for support around CSE cases, for further information about CSE panel and its processes; and for any CSE specific social work queries. CESocialWorker@stoke.gov.uk / 07769238950

CATCH 22

•**Catch 22** is a service commissioned jointly by Stoke-on-Trent City Council, Staffordshire County Council and the Staffordshire Commissioners Office. The service delivers a range of early work and targeted support with children and families, carries out return home interviews for all missing children and works with local partners to improve recognition and awareness of CSE. Practitioners can refer to the service by completing the CSE RFM. Enquiries can be directed to catch22cse@catch-22.org.uk / 01782 237106

LL

•**Liquid Logic**

•Liquid Logic is the software platform utilised by Stoke-on-Trent Childrens Social Care Services. For advice around how to record CSE concerns accurately within the LL system practitioners can contact the CSE SW / attend one of the monthly drop ins.

Prior to Panel

- RFMs are sent to CSE SW and Catch22 from professionals involved with the child where there are concerns about risk of or involvement in CSE (For LOW RISK cases, consent to share must have been obtained and detailed on RFM)
- RFMs are triaged and put onto LL with outcomes - if appropriate (Medium or High) the child will be placed onto the next Panel Agenda – CSE SW completes this action.

7-10 days prior to Panel

- CSE SW compiles Panel Agenda;
- Invites are sent to the allocated Social Workers/Lead Professionals inviting them to panel - with appropriate reminders ie 'please review RFM' etc - if an invite is declined this is forwarded to the pod co and pod in order for someone to attend in the place on the allocated worker;
- Agenda sent to Panel Members, Practice Managers, Chairs and Locality Social Workers.

Panel

- Information gathered by CSE SW for professionals unable to attend - these updates are shared at Panel;
- Lead Professionals attend and discuss their child;
- Suggestions and Actions are assigned to the relevant professional eg Catch22, Social Worker etc.

Afternoon following Panel

- CSE SW circulates an Action Log to all attendees of the Panel and lead professionals;
- CSE SW compiles panel data and provides to Stoke-on-Trent City Council Business Support Team for use within internal monthly business reports.
- CSE SW updates LL - removing and adding CSE status.

Following Panel

- Minutes are typed by the Minute taker and sent to CSE Social Worker for proof reading - corrections made and the CSE SW sends out to the distribution list for Panel;
- Minutes sent to Pod Coordinator - added to LL.

7 days following Panel

- CSE SW chases outstanding actions, reviews RFMs in readiness for the next CSE Panel.