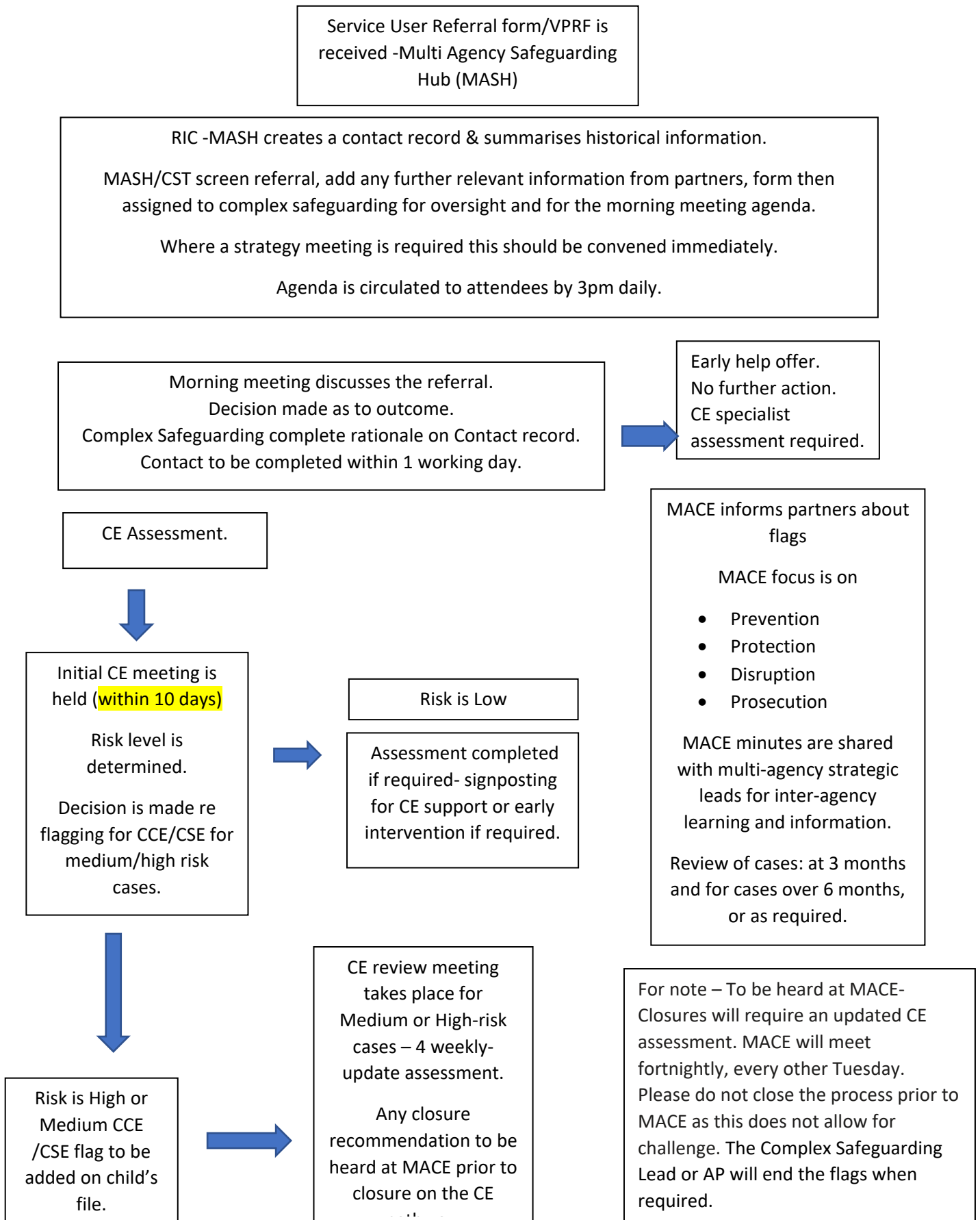


St Helens Child Criminal and Sexual Exploitation Flow Chart



CE PATHWAY GUIDANCE

Complex Safeguarding Team Profile

Service Lead: Responsibility for ensuring procedure, practice and policy adhered to in respect of complex safeguarding. Responsibility for developing CE practice across teams and tracking and monitoring/developing performance data in relation to this area. Attendance at key meetings for exploitation, developing partnership responses with key stakeholders and the police in the Protect, Prevent, Pursue Prepare agenda. Collating local intelligence, mapping of CE concerns in St Helens and providing reporting mechanism to the various boards/meetings in respect of this area.

Advanced Practitioner- Supporting the management of the referrals through the front door and immediate responses, attending key meetings for children deemed to be at high/medium risk of exploitation or for significant events including multiple children. Supporting the service lead in the tracking of performance and ensuring thresholds of decisions made in relation to CE assessments are proportionate where required. Attendance at morning meetings, and CE initial meetings.

Advice/ consultation/support on care planning to local teams, facilitating local briefings, and development/training sessions.

Social Workers x2- Attending morning /initial meetings, support and screening of referrals, working closely with MASH. Advice/consultation to teams, co working responsibility for complex high-risk CE cases. Joint visits where necessary to support care planning for high/medium risk children.

Ensuring records and decision making is evident on children's files for complex safeguarding decisions. Management and oversight of CICOLA's.

NB: Complex Safeguarding Team do not hold responsibility for the care planning of children. This is the responsibility of the lead social worker and manager. The social worker and manager must attend key CE meetings to ensure to lead on this care planning for children at risk of exploitation. The Complex Safeguarding team will provide advice/support and scrutiny to care planning of children at risk and ensure all key information, local intelligence and local responses are provided.

The Complex Safeguarding Team will support and assist in the management of high-risk cases and attend strategy meetings where significant incidents have occurred. The Complex Safeguarding will provide an oversight of any linked cases/per associations by triangulating meetings where necessary.

CE PROCESS.

Contact/Referral- once a referral or VPRF form (police notification) is received into MASH the referral information coordinator will create a contact record for new cases. MASH /Complex Safeguarding will screen the information held in systems across the MASH partnership. The case will then be placed on the agenda by 3pm on that day for the morning meeting.

In cases where immediate risk is identified then the correct statutory responses should be followed e.g.: strategy meeting/allocation to duty.

On open cases the process as above will remain the same, and information will be shared with the allocated social worker.

Morning meeting.

The morning meeting is a forum involving key partners, with the key focus reviewing all referrals and contacts in respect of exploitation. A decision will be reached by the partners as to whether a case requires a specialist CE assessment due to the initial information indicating medium or high risk, or whether a case requires early help support or other.

The meeting will also share and track local intelligence, understanding key themes, hot spots, exploiters, emerging gang and peer associations and missing's. This shall be collated and analysed monthly to be able to provide key updates to MACE in respect of triangulating intelligence information across professionals. The morning meeting will also review all missing episodes and action needed to be taken in relation to any open cases or CICOLA's (children in the care of another local authority)

Key professionals attending the meeting will be representatives from Complex Safeguarding, Police, Community Safety, Safeguarding unit, Catch 22.

Where a decision is made that a CE assessment is required the contact record is completed by Complex Safeguarding and assigned to the duty tray for new cases. The case is then allocated to a duty social worker who will start a Children and Family Assessment. This decision will be recorded on the child's file by the Complex Safeguarding Social worker. This decision must be made within one working day of the contact being received.

On open cases – a case note is recorded by the Complex Safeguarding Social Worker, to indicate the case has been discussed in the morning meeting and the decision made with the supporting rationale. Complex Safeguarding will ensure the team manager of the allocated case is also alerted to this case note.

It is no longer necessary for social workers managing open cases where they identify a CE concern to complete a contact record for MASH- as this just creates duplication. For instance, it may be through supervision you identify a concern for possible CE, and feel it will be necessary to convene a specialist CE assessment. It will be the allocated social workers responsibility to convene a CE assessment meeting inviting Complex Safeguarding to this initial meeting.

A date will be proposed for an initial CE assessment within 10 days of the contact /decision being agreed. It is the responsibility of the social worker to ensure all the relevant professionals can attend that meeting date.

CE Assessment Meeting.

This meeting will involve the key people working with the child/family.

Complex Safeguarding representative will attend the meeting to ensure that the information from the morning meeting is represented fully. The meeting will be chaired and or attended by the team manager /or advanced practitioner and allocated social worker. Also, key professionals representing health, education, police, catch 22, or community safety might also attend.

The meeting will consider the CE assessment, and this will be completed by the social worker but will need to involve multi agency input. In order to trigger the CE assessment, the social worker will need to start this assessment in the forms section of Liquid Logic. The social worker will indicate this is an initial CE assessment by clicking the initial option in the form. The outcome of the level of harm indicated to the child will be agreed by the professionals as a collective decision. Social Care however will hold the final accountability for decision making, and where disagreement is raised regarding decisions made, the multi-agency safeguarding escalation policy should be triggered.

The following outcomes of the assessment are indicated below, the outcomes have now changed from what was high, medium, low risk. The assessment template now takes into account contextual elements to safeguarding and the judgements are to be based on professional judgment and evidence. In cases that are assessed as a higher or medium risk, the assessment must be reviewed every 4 weeks until the assessment indicates the risk to have reduced.

Where the initial meeting identifies high/medium risk the Complex Safeguarding social worker will start the CCE/CSE flag. The Complex Safeguarding Social worker will also email the MACE inbox to identify the case and decision made to ensure this can be reviewed as part of the MACE agenda.

It is the responsibility of the allocated the social worker to complete the assessment.

**Child is being exploited and presents a risk of exploitation towards children
(Evidence of exploitation or multi-agency professional judgement**

This level of risk would equate to a high-risk scenario and will require statutory intervention, these children will require frequent management oversight and stringent care planning. These children may need to be visited more than the expected 4 weeks timescales until such a time that the risk appears to be reducing in which management oversight would agree the future visiting frequency. Reviews should be no longer than 4 weekly.

- **Child is being exploited (Evidence of exploitation or multi-agency professional judgement)-**

As above if there is clear evidence that supports children being exploited these children would require regular management oversight and robust care planning. Review will need to be held 4 weekly.

- **Child may be being exploited (Signs the child is exploited but no clear evidence)-**

Depending on the nature of the concerns these children could be seen as medium risk and may require statutory intervention depending on the professional judgement and outcome of assessment. There will be some children where vulnerabilities are identified but there is no evidence and it may be felt more appropriate for earlier intervention services to support these children to reduce any future risk of exploitation and this should be included clearly in the rationale for decision making and plan recommended for these children. As with all other cases where a statutory response is required these will require 4 weekly review.

- **Child is not being exploited (No signs or evidence the child is being exploited)**

It will be clear there is no evidence identified and professionals will agree to no further action required or signposting/advice and /or early help where required.

Review CE assessments.

The lead social worker will be responsible for ensuring that reviews will be held every 4 weeks; reviews can be coordinated with other care planning meetings such as child in need or core group meetings. The review CE assessment, will be started in the same way as the initial CE assessment, however it is critical that the social worker ticks that the CE assessment is a review to capture this. The review again will ensure the key professionals can attend, and relevant information is shared in order to review the risk level at that time. The assessment and plan should be updated at these intervals by the social worker and team manager/advanced practitioner.

The reviews are the responsibility of the lead social worker and manager.

Review performance will be regularly tracked and where drift and delay are identified, practice alerts will be triggered.

MACE

MACE will meet fortnightly every other Tuesday.

In order for cases to be heard, social workers must submit the most up to date CE assessment to the MACE email inbox (MACE@sthelens.gov.uk) – the Thursday prior to the meeting. Social workers will be invited to the meeting.

Initial CE assessments: MACE will hear all initial cases that have been assessed as medium or high-risk cases. The case holding social worker will ensure that the updated CE assessment is sent to the MACE inbox, the Thursday prior to the meeting. This is to ensure that partners have enough time to review all the information prior to the meeting. Social workers/advanced practitioners will be invited to the MACE meeting to represent their case and to be available to answer any questions.

Reviews – MACE will review all cases at 3 months and 6 months. The chair reserves the right to review cases earlier if it is felt necessary. The same process in terms of submission of up to date assessments will be required and social workers will be invited to attend the meeting.

Closures: Social workers will not close cases without the oversight of MACE. For any cases where the risk has been assessed as reduced, the social worker will send the updated assessment to the MACE inbox, ensuring that the rationale is clear for reduction in risk and MACE will consider the closure request.

If MACE agrees that a case can close to MACE, the complex safeguarding social worker will end the CCE/CSE flag in the system.

Social workers must attend MACE meetings to represent their case. Where social workers cannot attend, managers or advanced practitioners must attend on their behalf with a full knowledge of this case. ASYE social workers may require support to attend and this should be considered.

The meeting will be recorded by the nominated MACE business support. The key decision will be recorded on the case note and the minutes once recorded will be uploaded to the child's record and then circulated to all partners.

MACE meeting template.

It will be the social worker's responsibility to record the MACE meeting template, this can be started in the forms section of liquid logic. This will capture key decisions and will support future key performance data. This will be the social workers record of the meeting, this can be triggered prior to the MACE meeting and then updated as the meeting is progressed. This is a similar process to a child in need meeting/core group template. The MACE template must be updated and completed within 5 days of the meeting being held. The MACE template is not a verbatim record of the meeting, as this meeting will be minuted by the MACE business administrator.

The template should capture key information discussed in the meeting in relation to that case and any relevant police, intelligence updates. This will ensure any key

information sits on the child's file and can be easily identified for care planning responses where necessary.

Escalation/Practice Alerts.

Should the key performance data indicate any drift in care planning for children in this area, the Complex Safeguarding Team will raise practice alerts. Practice alerts can also be triggered by the Safeguarding Unit.

Morning Meeting- where a decision cannot be reached between partners in relation to decision making or where there is a disagreement, this case will be reviewed by the Complex Safeguarding Lead or Head of Service. A decision will then be reached, and rationale communicated for this. If partners still disagree with this decision partners can raise a further escalation via the safeguarding board escalation process.

MACE – if a decision is reached in MACE that the social work teams do not agree with, the responsible team manager should then raise an escalation to the MACE chair. The MACE chair/co-chair will be responsible for reviewing the decision and provide a rationale for the outcome of the review within 5 working days.

The number of escalations will be tracked and monitored to provide an oversight of emerging themes which will influence further practice across both MACE and social work teams.

Review of Cases open at 3 months and 6 months.

Social workers will be invited to MACE to review their cases as stated previously within the 3 month and 6-month timeline. These cases will require management oversight to influence any key decisions that need to be made and ensure a review of the plan. Where cases have reached 6 months of being open on the CE pathway a head of service must undertake a case review and provide management oversight of the case and the plan.

Quality Assurance/Audits

It will be the allocated team manager's responsibility to ensure that all CE assessments are quality assured and authorised.

The safeguarding unit will undertake monthly audits on a random sample of CE cases. The learning and feedback of these audits will be shared across teams and services to ensure learning and practice development.