

**DERBYSHIRE SAFEGUARDING CHILDREN BOARD**

***Safeguarding Children and Young People from  
Sexual Exploitation***

**JANUARY 2015**

Introduction	3 – 4
What is CSE?	5
Toolkit information	6-7
Intervention Strategies	8
Good Practice Principles for Working with CSE	9
Guidance on the use of the Toolkit	10
Appendix 1- CSE Risk Assessment Form	11
Appendix 2 – CSE Risk Indicators Form	12 – 14
Appendix 3 – Risk Assessment Score Sheet	15
Appendix 4 – Identify Vulnerability Factors	16
Appendix 5 – Disruption Strategies Toolkit	17 – 22
Appendix 6 – Guidance on completing the Operation Liberty Form and Operation Liberty Form	23 - 24
Appendix 7 – Disruption letter to known/alleged perpetrators	25
Appendix 8 – Flowchart – vulnerable young people	26
Useful Numbers and details of documents to read in conjunction with Toolkit	27
Useful Web sites	28

## **Safeguarding Children and Young People from Sexual Exploitation in Derbyshire.**

The purpose of this guidance and toolkit, is to enable professionals to assess a child or young person's level of risk of child sexual exploitation (CSE) in a quick and consistent manner. Children and young people under the age of 18 (Children Act 1989) are considered under the scope of this guidance and toolkit.

The aim of this guidance and toolkit, is to support the implementation of the Derby and Derbyshire Safeguarding Children Board procedures DSCB Section 1.6.11 (Children abused through sexual exploitation) and DSCB Section 1.6.21 (Safeguarding children who may have been trafficked). See also, the Derby and Derbyshire Safeguarding Children Boards Child Sexual Exploitation Strategy

<http://www.derbyshirescb.org.uk/>

### **This guidance should help agencies to:-**

- Identify and protect those at risk of being sexually exploited at the earliest opportunity
- Develop local prevention strategies
- Take action to promote the welfare of children and young people who are being or may be sexually exploited.
- Take action against those intent on abusing and exploiting children and young people in this way

## PREVENTION

Enhancing children and young people's awareness of CSE (including on line abuse).

Support children and young people who may be vulnerable to CSE.

Improving staff awareness and support to professionals across all agencies.

Promoting corporate and community understanding of, and responsibility for CSE.

Preventing opportunities for perpetrators, using shared intelligence and focusing on identified hot spots.

## PROTECTION

Ensuring children and young people who are at risk of, or are being exploited:-

- are identified as quickly as possible eg those who self harm or go missing.
- have their needs assessed and the level of risk identified.
- are protected through a multi agency plan at an appropriate level.
- are supported to work with others to reduce or remove the risk.

Making provision available for personal and/or therapeutic support for children and young people affected by CSE.

## PROSECUTION

Maximise the detection and prosecution of perpetrators through:-

- identification of perpetrator behaviour and areas of risk.
- effective evidence gathering.
- successful to victims and witnesses throughout and after conclusion of the criminal justices process.

Disrupting perpetrator behaviour, including use of ancillary orders, with identified individuals.

## What is Child Sexual Exploitation?

**Children and young people who are sexually exploited or at risk of sexual exploitation, are victims of child sexual abuse and therefore safeguarding procedures must be implemented and a referral to Social Care made in order to safeguard them from future harm.**

**Child Sexual Exploitation (CSE)** is defined in the Department of Education 2012 as:-

*“The sexual exploitation of children and young people **under 18** involves exploitative 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 without immediate payment or gain. In all cases those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person’s limited availability of choice resulting from their social/economic and/or emotional vulnerability”.*

CSE happens in a number of contexts, the common contexts include:-

- Peer on Peer
- Adult on Child
- Gang association or membership
- Party Scene/Youth Culture
- Boyfriend/Girlfriend Model
- Constrained Choices Model
- Trafficking, Domestic and International
- Internet based CSE – contact and non-contact offences, including Sexting

## The Toolkit

This toolkit is for **all professionals** who work with children and young people. There are a number of important points to remember when assessing the risk of CSE:-

- CSE is professional terminology and should not be used immediately with young people. **They do not relate to that language**
- Both girls and boys can be victims of child sexual exploitation and can be equally vulnerable.
- The coercers and perpetrators are usually an adult, but can be children and young people (peer on peer abuse) in a position of power (including bullying) of either gender.
- Young people may exchange or sell sex as a result of constrained choices such as poverty, isolation and historic abuse.
- Parents/carers may be involved in the sexual exploitation of their children, or fail to prevent/protect from it.
- Groups of children and young people and multiple perpetrators may be involved (organised abuse).
- **No child under 13 years** can be assessed as Low Risk if behaviours indicate involvement in CSE.
- Children and young people with additional needs require special consideration up to and including those aged 24 years.
- **No child with a learning disability** will be assessed as Low Risk if behaviours indicate involvement in or risk of CSE.
- Be aware: disclosure of information by the young person may take time and evident risks may only emerge during on-going assessment, support and interventions with the young person and/or their family.

Children and young persons who are sexually exploited are the victims of sexual abuse; they must be safeguarded from further harm. The DCSB is committed to ensuring such victims are safeguarded, through all agencies working together.

This toolkit is designed to help professionals explore, identify, and respond to cases where a child is being, or is at risk of being sexually exploited. The toolkit needs to be used flexibly to take account of each child's individuality, the uniqueness of his/her circumstances and the changes that may occur for him/her over time.

The toolkit should be used with children up to the age of 18 (up to and including those aged 24 years with additional needs) irrespective of whether they are living independently, at home, with carers, or in a residential setting. It can be used with Care Leavers up to the age of 21 (or 24 if in full time education).

The DSCB has developed the following tools to help professionals to tackle Child Sexual Exploitation.

**1 A Risk Assessment Toolkit that:- (Appendix 1, 2 and 3)**

- Details the types of indicators associated with different levels of risk
- Helps professionals to assess the risk of CSE
- Enables professionals to record the principle areas of concern, rationale for the score recorded and intended action.

**2 A toolkit to identify Vulnerability Factors (Appendix 4)**

- Details the types of vulnerabilities to be considered alongside any concerns around CSE.

**3 Disruption Strategies (Appendix 5)**

- This helps professionals identify which disruption tactics may be used for the individual child/young person and helps professionals identify who is responsible and who can monitor the progress.

**4 CSE Information Report – Operation Liberty (Appendix 6)**

- This form provides a multi agency system of sharing information with Derbyshire Police, to aid keeping young people safe
- It helps the Police gain intelligence and helps the identification of alleged or known perpetrators.
- It assists with the prevention and disruption of CSE
- Please note, this form is for reporting intelligence/information and **NOT** to be used for reporting referrals or concerns.

**5 Disruption letter to the known/alleged perpetrator/s (Appendix 7)**

- A draft example letter for professionals to use, to send to known/alleged perpetrators as a way of disruption.

**6. Flowchart for Vulnerable Young People (Appendix 8)**

- A flow chart for vulnerable young people (all children including children in care)

## **Intervention Strategies**

Common strategies for working with children and young people suffering, or at risk of CSE are outlined below:-

- 1) Disrupting the young person's relationship with other young people suspected of introducing them to adults involved in violence, gang activity, drugs and sexual exploitation.
- 2) Disrupting the young person's contact with adults suspected of being involved in violence, drugs and sexual exploitation.
- 3) Gather and record information to assist prosecution and disruption of adults or other young people suspected of being involved in violence, gang activity, drugs and sexual exploitation. Corroboration of evidence is very important to prevent reliance on the young person's statement.
- 4) Promote positive relationships with family, friends and carers.
- 5) Physically protect the young person. Emergency Protection Order or Police Protection Order if required and at the discretion of the relevant authority.
- 6) Maintain contact whilst absent; 'compassion banking'.
- 7) Enhance the return procedure to ensure it is a positive experience.
- 8) Set clear boundaries to acceptable behaviour and motivate positive behaviour through reward.
- 9) Empower the parent/carer/ foster carer, remember they are a key partner in protecting the child or young person and gathering information to disrupt perpetrators.
- 10) Build the young person's self-esteem.
- 11) Raise the young person's awareness of CSE and the dangers of risk taking behaviours.
- 12) Consider health needs of young person.
- 13) Involve the young person in diversionary activities.
- 14) Make home a more attractive place to live.
- 15) Achieve normality.
- 16) Make school a more attractive place to go.
- 17) Provide specialist support through other agencies.
- 18) Plan on positive change for the future and set small targets to achieve monthly.
- 19) Where a young person is refusing or reluctant to engage, and is involved in soliciting or grooming peers discuss with the Police. If they are a persistent offender the case should be referred to a Police Gold Group Meeting (see ACPO Guidance).

**If interventions are failing to change the behaviours or risks to the child or young person, it is not acceptable to either disengage or to carry on trying the same things.**

## **Good Practice Principles for Working with CSE**

- Intensive support around the young person, their family and peers.
- Equal focus on the three pronged governmental approach to CSE; Prevention, Protection and Prosecution.
- Awareness- raising with any professional, family or community.
- Note and disrupt hot spots, houses, hotels, shopping centres being used and report to licensing bodies where appropriate.

**The earlier the intervention, the better the chances of success and is likely to be far more effective than intervention at a later stage, when the impact on the child/young person's health or development, is likely to have escalated.**

## **The seven essential principles for safeguarding children from CSE that underpin the “*See Me, Hear Me*” Framework are:-**

- The child's best interest must be top priority – over and over again, Serious Case Reviews and National Inquiries into child deaths and serious injuries report the same failures. At the heart of these is the failure to see, hear and attend to the child, essentially they are invisible.
- Participation of children and young people
- Enduring relationships and support
- Comprehensive problem profiling
- Effective information sharing within and between agencies
- Supervision, support and training for staff
- Evaluation and review

## **Guidance on the use of the Toolkit**

Practitioners need to be aware that the indicators within the risk assessment, are a guide and should assist the exercise of professional judgment and the list provided, is not exhaustive (the indicators and vulnerability factors for example, are simply the most common indicators of CSE). If a child or young person presents with other factors they need to be included within the screening tool and clearly linked to the actions.

Young people can move very quickly between the risk categories, therefore regular assessment should be undertaken using the **Risk Indicators**. Any escalation of risk should be dealt with immediately through the processes outlined and recorded in the young person's file. Where risk has escalated or reduced a new risk assessment form should be completed and attached to individual files.

If a child or young person presents with any concerns of sexual exploitation, action is required by any professional, parent or carer, who has a good relationship with the child. It is important for professionals to make a holistic assessment, considering indicators of risk and to form a professional judgment after careful analysis. One low risk indicator is unlikely to require social care or specialist services however professionals should consider whether a Child In Need/Network Meeting/Team Around the Child (TAC) could support the child/young person and their parents/carers.

The needs of children and young people who are being or are likely to be sexually exploited will change over time. Service responses need to be flexible to respond to these changes.

**Early intervention is essential to prevent escalation of harm.**

It is important that the professional identifying the concerns is responsible for liaising with other agencies to ensure multi-agency information sharing and support.

**The Risk Assessment Toolkit is complimentary to, and does not replace existing safeguarding processes (Derbyshire Single Assessment Process – formerly CAF), Early Help Assessment and/or Child Protection.**

See <http://derbyshirescbs.proceduresonline.com> for further guidance along with Derby City and Derbyshire Threshold Document <http://www.derbyscb.org.uk/docs/DSCB-Thresholds-Nov-2013.pdf>

**If you have any questions about the use of the toolkit, please contact Jayne Atkinson  
01629 536474 or email [jayne.atkinson@derbyshire.gov.uk](mailto:jayne.atkinson@derbyshire.gov.uk)**

## APPENDIX 1: CSE RISK ASSESSMENT FORM

<b>Worker completing the form</b>		<b>Agency &amp; contact details</b>	
<b>Child/young person's name/alias/known as</b>		<b>Date of birth</b>	
<b>Child's Address</b>		<b>Local Authority</b>	
<b>Known to Social Care</b>	Yes      No	<b>Date of Risk Assessment</b>	
<b>Age/Dob</b>		<b>Legal Status</b>	
<b>Ethnicity</b>		<b>Gender</b>	
<b>Language spoken</b>		<b>Physical/learning disabilities</b>	
<b>Have Child Protection Procedures been initiated from any other agency</b>	Yes      No	<b>Involvement with youth justice team</b>	Yes      No
<b>Is the child receiving support from any other agency</b>	Yes      No	<b>If other agencies involved, please detail</b>	
<b>Has sexual exploitation been identified as an issue previously for this child</b>	Yes      No		

## APPENDIX 2 : CSE RISK INDICATORS FORM

Name of Child/Young Person:		Name of Person Completing this Form:	
Date of Birth:		Agency and Job Title:	
Is the child/young person TAC/CIN/CP/LAC		Date of Assessment:	
RISK LEVEL	INDICATORS	✓	REQUIRED ACTION
<p><b>LOW RISK – ONE OR MORE INDICATORS IDENTIFIED.</b></p> <p><b>Low risk cases do not usually meet the threshold for Social Care intervention but should have individual or multi-agency intervention through Early Help Assessment (EHA)</b></p>	Regularly coming home late or going missing	<input type="checkbox"/>	<p>Educate to keep safe, including CSE awareness raising, sexual health, risk taking behaviours and consequences. If needs cannot be met by individual agency, then refer to Child in Need/Network Meeting and consideration for EHA. The form and further guidance about the Derbyshire Early Help Assessment procedures can be found at <a href="http://www.derbyshirescb.org.uk">www.derbyshirescb.org.uk</a></p> <p>See Safeguarding Chapter 1.6.11 – Safeguarding children abused through sexual exploitation at <a href="http://derbyshirescbs.proceduresonline.com/">http://derbyshirescbs.proceduresonline.com/</a></p> <p>If the child or young person is already open to Social Care; contact the Lead Professional or Social Worker to share concerns.</p> <p>Call Derbyshire Tel No. (01629 533190) or Out of Hours (01629 532600)</p> <p>If the child or young person is missing from home or from care then follow the procedure set out in the DSCB (Runaway and Missing from Home or Care Protocol) which can be found at:- <a href="http://www.derbyshirescb.org.uk/">http://www.derbyshirescb.org.uk/</a></p> <p>If you believe that a child/young person is at <b>immediate</b> risk this should be reported without delay to the Police:</p> <ul style="list-style-type: none"> <li>For emergencies use 999, or urgent/immediate reporting use 101</li> </ul> <p>Keep detailed records of incidents/risks and use the CSE Information Report Form (Operation Liberty Form) to share information/intelligence on victims/perpetrators. Completed reports should be emailed to: <a href="mailto:CountyReferralUnit@derbyshire.pnn.police.uk">CountyReferralUnit@derbyshire.pnn.police.uk</a></p> <p><b>Social Care will flag on their system that the child/young person is at risk of CSE.</b></p> <p><b>No child under 13 can be categorised as LOW.</b></p> <p><b>No child with additional needs can be categorised as LOW</b></p> <p><b>Ensure all information is recorded.</b></p>
	Overt sexualised dress	<input type="checkbox"/>	
	Sexualised risk taking, including on the internet	<input type="checkbox"/>	
	Unaccounted for monies or gifts	<input type="checkbox"/>	
	Associating with unknown adults, including online and through instant messaging	<input type="checkbox"/>	
	Associating with other young people who are at risk of CSE or who are being sexually exploited	<input type="checkbox"/>	
	Reduced contact with family/friends	<input type="checkbox"/>	
	Sexually transmitted infections	<input type="checkbox"/>	
	Experimenting with drugs/alcohol	<input type="checkbox"/>	
	Poor self-image	<input type="checkbox"/>	
	Eating Disorders	<input type="checkbox"/>	
	Peer on peer issues ie sexualised bullying, consenting sexting	<input type="checkbox"/>	
	Superficial self-harm	<input type="checkbox"/>	

## APPENDIX 2 : CSE RISK INDICATORS FORM

Name of Child/Young Person:		Name of Person Completing this Form:	
Date of Birth:		Agency and Job Title:	
Is the child/young person TAC/CIN/CP/LAC		Date of Assessment:	
RISK LEVEL	INDICATORS	✓	REQUIRED ACTION
<p><b>MEDIUM RISK – any of the above AND one or more indicators identified within this section.</b></p> <p><b>The minimum response should be a EHA but see Required Action for further guidance.</b></p>	Getting into cars with unknown adults		<p>See Safeguarding Chapter 1.6.11 – Safeguarding children abused through sexual exploitation at <a href="http://derbyshirescbs.proceduresonline.com/">http://derbyshirescbs.proceduresonline.com/</a></p> <p>If medium risk is identified, an Early Help Assessment should be completed as a minimum and/or consideration to the need for a Social Care Single Assessment (depending on the context and any other concerns for the child). Consideration to be given to a referral to Derbyshire Vulnerable Young Person’s Panel (this can be discussed with a Child Protection Manager). <b><u>See Appendix 8 – Flowchart for vulnerable young people</u></b></p> <p>If the child is in the care of the Local Authority, the Independent Reviewing Officer (IRO) must be informed of the emerging concerns.</p> <p>Employ immediate disruption tactics (see Appendix 5).</p> <p>Information should also be shared with the Police Central Referral Unit (CRU). Complete the Information Report Form (Operation Liberty Form) and email it to: <a href="mailto:CountyReferralUnit@derbyshire.pnn.police.uk">CountyReferralUnit@derbyshire.pnn.police.uk</a></p> <p><b>ENSURE ALL INFORMATION IS RECORDED</b></p> <p>Further advice will be available from March 2015 through CSE Leads in DCC Districts and localities and Derbyshire partner agencies.</p>
	Associating with known, or suspected, CSE adults		
	Being groomed on/off the internet (perpetrators must be 18 and above)		
	'Clipping' – offering to have sex for money or other payment and then running away before sex takes place		
	Disclosure of physical assault, and then refusing to make, or withdrawing a complaint		
	Being involved in CSE through being seen in hot spots i.e. known houses, premises, or recruiting grounds		
	Older boyfriend/girlfriend		
	Non school attendance or excluded (symptomatic behaviour or being isolated by perpetrator)		
	Staying out overnight with no explanation		
	Breakdown of LAC placements due to behaviour		
	Unaccounted for money or good e.g. mobiles, drugs, alcohol, clothing		
	Multiple sexually transmitted infections		
	Self-harming requiring medical assistance		
	Repeat offending		
Gang association or membership			

## APPENDIX 2 : CSE RISK INDICATORS FORM

Name of Child/Young Person:		Name of Person Completing this Form:	
Date of Birth:		Agency and Job Title:	
Is the child/young person TAC/CIN/CP/LAC		Date of Assessment:	
RISK LEVEL	INDICATORS	✓	REQUIRED ACTION
<p><b>HIGH RISK – any of the above and ONE or more of the indicators within this section</b></p> <p><b>TAKE IMMEDIATE SAFEGAURDING ACTION</b></p>	Child under 13 year of age engaging in sexual activity.	<input type="checkbox"/>	See Safeguarding Chapter 1.6.11 – Safeguarding children abused through sexual exploitation at <a href="http://derbyshirescbs.proceduresonline.com/">http://derbyshirescbs.proceduresonline.com/</a>
	Inciting a child (under 16) to engage in sexual activity	<input type="checkbox"/>	If a child or young person presents with any of the High Risk indicators then immediate safeguarding action should be taken and referral to Social Care to carry out a Section 47 enquiry.
	Pattern of street homelessness and saying with an adult believed to be sexually exploiting them	<input type="checkbox"/>	
	Child under 16 years meeting different adults and exchanging or selling sexual activity for goods/roof for the night (constrained choices).	<input type="checkbox"/>	The practitioner should liaise with their Manager or Safeguarding Lead A Strategy Discussion should take place with the Service Manager to determine if a Section 47 is required and involve Police, Health, Education and any relevant other agencies. - The outcome should be discussed with a Child Protection Manager. (Please note, a Child Protection Manager can be contacted at any point for advice if required).
	Being taken to clubs/hotels for sexual activity with adults	<input type="checkbox"/>	
	Disclosure of sexual assault (with or without withdrawal of statement)	<input type="checkbox"/>	Update the Single Assessment and use the Risk Assessment Toolkits to guide or update the assessments. Where the Section 47 indicates there are a number of other concerns alongside the sexual exploitation, in particular neglectful or collusive parenting or where the CSE risks are high, an Initial Child Protection conference should be called. Consideration should be given to a referral to the High Risk Management Group, should the child continue to be at high risk, despite being subject to a Child Protection Plan. <b><u>See Appendix 8 – Flowchart for vulnerable young people</u></b>
	Abduction and forced imprisonment	<input type="checkbox"/>	
	Being moved around for sexual activity (trafficking)	<input type="checkbox"/>	Use disruption tactics (see Appendix 5).
	Disappearing from the 'system' with no contact or support	<input type="checkbox"/>	
	Peer on peer abuse (sexually harmful behaviour in context to CSE)	<input type="checkbox"/>	For further advice regarding Trafficking, please refer to the DSCB Chapter 1.6.21 at <a href="http://derbyshirescbs.proceduresonline.com/">http://derbyshirescbs.proceduresonline.com/</a>
	Being bought/sold/trafficked	<input type="checkbox"/>	
	Under 16 with multiple miscarriages or terminations (or lots of false/negatives)	<input type="checkbox"/>	ENSURE INFORMATION IS RECORDED
	Indicators of CSE alongside serious self-harming or chronic alcohol/drug use	<input type="checkbox"/>	Further advice will be available from March 2015, through CSE Leads in DCC Districts and localities and Derbyshire Partner Agencies.
Receiving rewards of money or goods for recruiting of peers into CSE	<input type="checkbox"/>		

## Appendix 3 : Risk Assessment Score

RISK ASSESSMENT SCORE		RISK CATEGORY	

### PRINCIPLE AREAS OF CONCERNS

### PLEASE INCLUDE A RATIONALE FOR WHAT YOU HAVE SCORED

### INTENDED ACTION: Please document any further action, treatment or monitoring arrangements

**PLEASE USE ADDITIONAL SHEETS OF PAPER IF REQUIRED**

## Appendix 4: Identify Vulnerability Factors

Underlying vulnerability factors	Comments
Witnessing/experiencing domestic violence	
Children and young people 'Looked After' or history of being in care	
Patterns of abuse and/or neglect in family	
Homelessness/sofa surfing	
Substance misuse by parents/carers/child	
Learning disabilities/ special needs	
Mental health issues	
Homophobia	
Breaks in adult relationships	
Death, loss or illness of a significant person in the child/young person's life	
Financially unsupported	
Some form of family conflict	
Lack of love and security	
Adult in the home known to be soliciting (prostitution)	
Patterns of abuse/neglect in the family	
Migrant/refugee/asylum seeker/new community	
Social exclusion	
Low self esteem	
Other, please detail	

## Appendix 5: Disruption Strategies Toolkit

**This toolkit identifies which disruption tactics may be used for the individual child/young person, who is responsible and can monitor the progress.**

Strategic Aim	Intervention Options	Responsible
Disrupt the young person's relationship with other young people suspected of introducing them to adults involved in violence, gang activity and sexual exploitation.	<ul style="list-style-type: none"> <li>• Identify whom the young person is spending time with and recognise negative relationships.</li> <li>• Prevent visits to the home by other young people who may either deliberately or unwittingly be recruiting the young person.</li> <li>• Screen telephone calls to the home.</li> <li>• Complete Operation Liberty Form on known associates and any risk they pose and send to the Child Abuse Central Referral Unit (CRU).</li> </ul>	
Disrupt the young person's contact with adults or young people suspected of being involved in violence, drugs and sexual exploitation.	<ul style="list-style-type: none"> <li>• Implement the Abduction Warnings and Orders strategy.</li> <li>• Recognise and acknowledge abusive relationships.</li> <li>• Deny individuals suspected of abusing, grooming, or recruiting the young person access to the child's home.</li> <li>• Secure mobile phones and Sim cards, particularly if supplied by abusers and pass to the Police.</li> <li>• Consider removing mobile phones at night for the purpose of charging the batteries and monitor internet, call and text use.</li> </ul>	
Gather information to assist prosecution and disruption of adults suspected of being involved in violence, gang activity, drugs, sexual exploitation.	<ul style="list-style-type: none"> <li>• Obtain as much information as possible to identify associates and those who pose a risk to children and young people. Good information includes full names, nick names, telephone numbers, addresses and car registrations etc.</li> <li>• Keep accurate records and retain the information on children's personal files; it is important to date and time the information and note who is involved in incidents and any interventions.</li> <li>• Complete Operation Liberty Form on known associates and any risk they pose and send to the Child Abuse Central Referral Unit (CRU).</li> <li>• Ensure all professionals from the child in need/network meeting are updated as and when information is accessed.</li> <li>• Be aware of specific agency responsibility and interventions re Abduction Orders, licensing remedies, checks on persons etc.</li> </ul>	

Strategic Aim	Intervention Options	Responsible
Strategic Aim	Intervention Options	Responsible
Promote positive relationships with family, friends and carers.	<ul style="list-style-type: none"> <li>• Carers/parents should be actively engaged in searching for the young person to show that they care.</li> <li>• Promote positive relationships with family and friends.</li> <li>• Promote the need for carers/parents to show attention.</li> <li>• Encourage honesty. Reinforce the nature of the crime.</li> <li>• Involve parents/young person in tackling the problem and also in any child in need/network meetings.</li> <li>• Identify suitable long-term key workers who can befriend the young person.</li> </ul>	
Physically protect the young person.	<ul style="list-style-type: none"> <li>• It is permissible to physically intervene to prevent a young person running from care as an emergency intervention.</li> <li>• However, physical intervention does not offer a long-term risk management strategy and if the only way to prevent the young person repeatedly running away is by physically restraining the young person on a regular basis, an alternative or reciprocal placement should be considered.</li> <li>• Consider removing and preserving clothing and passing it to the Police if it will aid the Police in an investigation</li> <li>• Police and Social Care Protection Powers to be used as appropriate.</li> </ul>	
Maintain contact whilst absent.	<ul style="list-style-type: none"> <li>• Ring the young person's mobile phone.</li> <li>• There must be 24/7 contact available so that the young person does not feel isolated during evenings or at weekends.</li> <li>• Ensure the number of the Missing People Helpline and Childline is in the young person's mobile phone address book or text the numbers to them.</li> <li>• Compassion banking - send text messages to the young person. Consider using 'text language' that the young person relates to, tell them you are worried and care about their safety and encourage them to contact you or another adult.</li> <li>• Consider informing appropriate outreach workers, Safer Neighbourhood Team Bulletins, border alerts (UKBA/UKHTC) and agencies in other cities such as Social Care, Police and specialist services. If whereabouts are unknown consider publicity</li> </ul>	

Strategic Aim	Intervention Options	Responsible
	and posters; their design should be young person centred. After 7 days young people must be referred to the Missing Person's Task Group.	

Strategic Aim	Intervention Options	Responsible
Enhance the return procedure to ensure it is a positive experience.	<ul style="list-style-type: none"> <li>• Identify an individual that the young person respects and wants to talk to. This person should conduct the return interview on every occasion wherever possible. This will ensure consistency and facilitate a positive relationship between the young person and the interviewer.</li> <li>• Interviews by Police Officers that are no more than an admonishment of the young person should be avoided, as these may exacerbate the situation. Threats to prosecute for wasting Police time or threats to take out an ASBO are rarely effective at engaging young people who regularly go missing, and are unlikely to positively change their behaviour.</li> <li>• Independent interviews should be arranged and would preferably be conducted by Staff who have received specialist training and have a good relationship with the young person.</li> <li>• Return interviews should be followed up by active support of the young person to ensure the return interview is seen as a positive experience.</li> <li>• Where child or young person is involved in petty offending consider Restorative Justice Solutions as the offending could be symptomatic of abuse; particularly recognised in young males.</li> </ul>	
Set clear boundaries to acceptable behaviour and motivate positive behaviour.	<ul style="list-style-type: none"> <li>• Consult the young person and agree rewards and penalties. Consider reward schemes i.e. monetary/ vouchers.</li> <li>• Be flexible.</li> <li>• Adopt a behaviour management strategy.</li> <li>• Give the young person more independence in response to responsible behaviour.</li> </ul>	
Empower the parent/ carer/ foster carer.	<ul style="list-style-type: none"> <li>• Raise the awareness of parent, carers and foster carers of relevant policies, procedures, their responsibilities, duties, legal powers, their options and restrictions upon them. Consider family support services.</li> <li>• Maintain active support of parents, carers and foster carers.</li> </ul>	

Strategic Aim	Intervention Options	Responsible
	<ul style="list-style-type: none"> <li>• Raise the awareness of parents and carers to help them to identify the signs of child sexual exploitation and encourage use of the information report forms.</li> <li>• Consider Parenting Orders.</li> <li>• Provide training in self-protection.</li> </ul>	

Strategic Aim	Intervention Options	Responsible
Build the young person's self-esteem.	<ul style="list-style-type: none"> <li>• Identify and encourage positive activities that the young person may engage in and encourage the young person to make positive contributions at home, school, leisure or work; positive activities should build self-esteem, not just entertain.</li> <li>• Assist the young person to look at the consequences of their behaviour.</li> <li>• Take time to explain the issues and keep the young person informed.</li> <li>• Involve the young person in looking at alternatives and decision making.</li> </ul>	
Raise the young person's awareness of the dangers.	<ul style="list-style-type: none"> <li>• Work with schools to raise awareness of risk.</li> <li>• Develop or identify internet sites aimed at young people to raise their awareness of the dangers of going missing. They must be young person focussed, accessible and user friendly to ensure that young people will be attracted to them and motivated to use them i.e. 'Ask Frank' and 'Think U Know' websites.</li> <li>• Arrange inputs by professionals to groups or individuals explaining the dangers.</li> <li>• Organise individual or group discussions with adults that the young person respects.</li> <li>• Facilitate peer mentoring (buddies) by young people who have been through similar experiences and learnt how to cope and protect themselves from exploitation.</li> <li>• Arrange personal safety training for the young person and family.</li> </ul>	
Consider the health needs of the young person.	<ul style="list-style-type: none"> <li>• Sexual health and contraceptive advice.</li> <li>• Medical treatment if suffering neglect, injury or poor health.</li> <li>• Therapeutic Interventions.</li> </ul>	

Strategic Aim	Intervention Options	Responsible
Involve the young person in diversionary activities.	<ul style="list-style-type: none"> <li>• Enable the young person to participate in exciting positive activities and leisure activities such as drama or dance.</li> <li>• Activity weekends or team building exercises through multi agency provision.</li> <li>• Arrange work experience opportunities or vocational training.</li> <li>• Use all agencies involved such as YOS, Police, Voluntary Sector and Social Care.</li> </ul>	
Strategic Aim	Intervention Options	Responsible
Make home a more attractive place to live.	<ul style="list-style-type: none"> <li>• Identify push/pull factors and deal with them.</li> <li>• Tackle relationship problems.</li> <li>• Address domestic violence issues.</li> <li>• Tackle drug/ alcohol problems of other family members.</li> <li>• Consider an alternative placement that gives the young person a feeling of more independence and responsibility.</li> <li>• Consider a placement that has continuity of staff and extra support for evening shifts.</li> <li>• Consider extended stay with a family member in a different city to break the cycle OR consider specialist placement options.</li> </ul>	
Achieve normality.	<ul style="list-style-type: none"> <li>• Enforce bed times/ waking times.</li> <li>• Promote attendance at school.</li> <li>• Encourage young people to eat together at meal times.</li> </ul>	
Make school a more attractive place to go.	<ul style="list-style-type: none"> <li>• Tackle bullying, truancy and peer pressure.</li> <li>• Provide 'Personal, Social and Health Education'.</li> <li>• Encourage engagement with alternative and educational provision.</li> <li>• Provide funding for after school activities.</li> </ul>	
Provide specialist support through other agencies.	<ul style="list-style-type: none"> <li>• Sexual, Drug and Alcohol Counselling, Therapeutic Services or other Services.</li> <li>• Advocacy Services/Mentoring Services.</li> <li>• Child and Adolescent Mental Health Services (CAMHS).</li> </ul>	

Strategic Aim	Intervention Options	Responsible
	<ul style="list-style-type: none"> <li>• Involve Education Welfare and Youth Services.</li> <li>• Refer to Safe and Sound.</li> <li>• Positive activities.</li> <li>• Provide self-referral systems so that young people can refer themselves.</li> <li>• Provide parent-referral systems that deal with parent's concerns that their young people will be taken into care if they report abuse.</li> </ul>	
Plan on positive change and set small targets to achieve monthly	<ul style="list-style-type: none"> <li>• Targets need to be agreed with young person and parents.</li> </ul>	
Where a young person is refusing or reluctant to engage, and is involved in soliciting or grooming peers, ensure all engagement and disruption activities detailed above have been considered.	<ul style="list-style-type: none"> <li>• Where the police are considering criminal action against children and the final decision rests with the police, they should consult with partner agencies through a Strategy Discussion, to ensure that all alternatives and appropriate actions have been considered for that child, in line with ACPO guidance in relation to not criminalising young people where possible.</li> </ul>	

The Information Report Form offers a multi-agency system of sharing information with Derbyshire Police to aid keeping young people safe.

This form should be used to provide details of any concerns about people who pose a risk to or target, groom or sexually exploit young people, about risk taking behaviours of a young person, or to provide information regarding locations or circumstances relating to CSE.

Please ensure that information is accurate, current and factual, and without opinion. However, reporting may include low level, unconfirmed information/suspicious but please highlight that if the submission is unconfirmed.

Ensure that full names and details of victims, and where possible perpetrators, are provided where known. If you are unsure of the information then make checks before completing the form and sending it to the Central Referral Unit (CRU). If the information is unconfirmed or you are uncertain about the content, you may wish to seek guidance from a line manager before completing the Information Report Form.

Completed forms should be submitted via email to the police CRU.

Please note - if the circumstances have already been reported to the police via another means and this is confirmed, this form is not necessary as details will be passed to the CRU or Child Exploitation Investigation Unit (CEIU) for their information.

If the circumstances on the form identify a young person and you have knowledge of other practitioners involved with them, you should share the form with those professionals. If the young person is known to Children's Service's you must send a copy of the form to the young person's Social Worker or Children's Practitioner.

**If the information is about significant harm to a child or young person then normal Social Care referral systems must be used to report those concerns.** Please see DSCB Safeguarding Children procedures via [www.derbyshirescb.org.uk](http://www.derbyshirescb.org.uk) or via the direct link <http://derbyshirescbs.proceduresonline.com/index.htm>

Alternatively, please contact police on 101 for non-emergency matters. (In an emergency always dial 999).

You can contact Crimestoppers anonymously on 0800 555 111 or visit [www.crimestoppers-uk.org](http://www.crimestoppers-uk.org)

**NEVER assume someone else has passed on the information that you have.  
Duplicate information is better than none.**

## E Information Report Operation Liberty

Date/Time of report:

### Details of Professional submitting

<b>Name</b>			
<b>Post/Job Title</b>			
<b>Agency</b>			
<b>Contact details</b>			
<b>Is the witness</b>	Member of Public		Professional

Are you reporting the information as a third party?  
If so, details of witness, if known:

Would they be willing to engage with the Police?

**Please provide information about SPECIFIC EVENTS/INCIDENTS. Include as much detail as possible (where known) regarding name's / descriptions / nicknames / vehicle details / addresses. Do not use abbreviations. (Please use one form for each victim):**

*Note: Use this space to report an incident even if this **does not** relate to a victim.*

**Victim (if known):**

**DOB:**

**Address:**

**Details and date of Incident:**

**Details of others person present at the incident (if known):**

**Alleged offender(s) (if known):**

**Name(s) and contact details of persons/professionals this information has been shared with:**

**Send to:** Central Referral Unit (CRU)

**Email address:** [childabuse.cru@derbyshire.pnn.police.uk](mailto:childabuse.cru@derbyshire.pnn.police.uk)

(NB please use a secure email address to send if the form contains personal details. If you do not have access to secure email, please ring your information through on 101).

**PLEASE NOTE THIS IS NOT A REFERRAL FORM TO CHILDREN'S SOCIAL CARE.**

If the information is about significant harm to a child or young person then normal Social Care referral systems must be used to report the concerns. If the young person is already known to Social Care you must also send a copy to their Social Worker or Children's Practitioner.

**Issues to consider when using this template letter:-**

- This letter applies when the Local Authority does **NOT** have parental responsibility.
- There should be written and informed consent from the person(s) with parental responsibility and from the young person, taking into account their capacity to give consent (Fraser Competence).
- Should a decision be made to send the letter without the consent of the young person, there will need to be a clear assessment of risk and what issues have been balanced in deciding to send the letter without obtaining the young person's consent.
- We cannot require/order people to do any actions if we are not able to enforce this, hence the language of request. If we do have evidence that the person does present an immediate risk (i.e. has a risk to children status) we should be looking to other legal actions; for example Emergency Protection Order or Police Protection to ensure the young person is removed.
- We have to be clear what we can enforce through our civil and legal responsibilities and what the Police can enforce through criminal action; hence stating we will refer to the Police and the act under which they will consider any action.
- Where we have put that the person should contact the Police, we need to be confident that the Police will act appropriately on that contact.
- Where the young person is subject to a Care Order, then again different legal actions can be applied, in terms of Recovery Orders (Sections 49-50 Children Act, 2004).

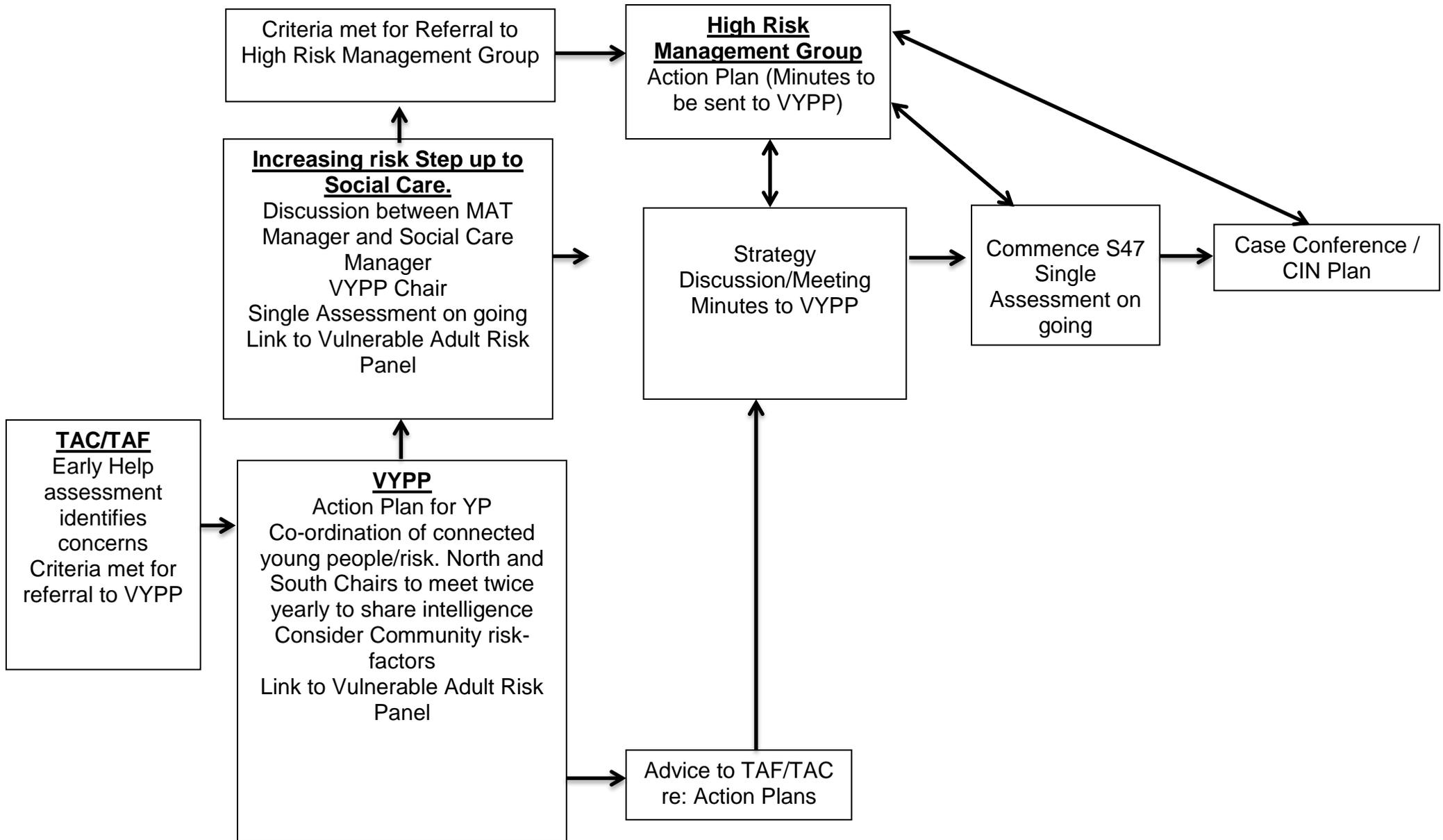
**To Whom It May Concern:**

The young person named above is under 16 years of age and s/he and their family are being supported by the Derbyshire Children and Young People's Services. We are working closely with the family to reduce any episodes of running away and prevent any risk to him/her from known or unknown persons.

His/her parent(s)/carers do not wish him/her to have contact with you; this position is supported by the agencies working with the family. The purpose of this letter is to request that you do not contact or associate with (*name of child*) again. If s/he turns up at your address we would request that you ask him/her to leave and if s/he refuses, please call the Police on 101 to report the situation. If you do not comply with this request, we will refer the matter to the Police who will consider taking action against you under Section 2, Child Abduction Act 1984.

Yours sincerely.....

**Appendix 8 –  
Flow Chart - Vulnerable Young People (All Children including Children in Care)**



### Useful Numbers

<b>Call Derbyshire</b>	01629 533190 (office hours) 01629 532600 (out of office hours)
<b>Child Protection Development Manager (Jayne Atkinson)</b>	01629 536474
<b>Police Central Referral Unit</b>	0300 1228719
<b>Derbyshire Police</b>	Emergency 999, Non Emergency 101
<b>Safe and Sound</b>	01332 362120
<b>NSPCC Child Protection Helpline</b>	0808 800 5000
<b>Childline</b>	0800 1111
<b>Missing People Helpline</b>	0808 800 7070
<b>NHS Direct</b>	111

### This guidance should be read in conjunction with:-

- Derbyshire and Derby 'Runaway and Missing from Home or Care Joint Protocol' 2014. [http://derbyshirescbs.proceduresonline.com/pdfs/runaway\\_missing\\_home\\_care.pdf](http://derbyshirescbs.proceduresonline.com/pdfs/runaway_missing_home_care.pdf)
- DSCB Escalation Policy (2010)
- Working Together to Safeguard Children (DFE, 2013)
- Safeguarding children and young people from sexual exploitation (DCSF 2009)
- Tackling child sexual exploitation action plan (DFE, 2011) and Tackling child sexual exploitation action plan; progress report (DFE, 2012)
- Statutory Guidance on children who run away and go missing from home or care (DSCF, 2009)
- Safeguarding children who may have been trafficked; practice guidance (DFE & HO, 2011)
- Victims of Human Trafficking – guidance for frontline staff (UKBA & HO, 2013)
- National Referral Mechanism: guidance for child first responders (PDF) (Home Office, 2013).
- Sue Berelowitz, Jenny Clifton, Carlene Firimin MBE, Dr Sandra Gulyurtlu & Gareth Edwards: "If only someone had listened" 2013 Office of the Children's Commissioner's Inquiry into Child Sexual Exploitation in Gangs and Groups. Final Report November 2013.

**Useful Websites:****CEOP**<http://ceop.police.uk/>**Derbyshire Safeguarding Board**[www.derbyshirescb.org.uk](http://www.derbyshirescb.org.uk)**National Crime Agency**[www.nationalcrimeagency.com](http://www.nationalcrimeagency.com)**UKBA**[www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk)**Department for Education**[www.education.gov.uk](http://www.education.gov.uk)**National Referral Mechanism**[www.gov.uk/government/publications/human-trafficking-victims-referral-and-assessment-forms](http://www.gov.uk/government/publications/human-trafficking-victims-referral-and-assessment-forms)**College of Policing Guidance**<http://www.app.college.police.uk/app-content/major-investigation-and-public-protection/child-sexual-exploitation/>**PACE Guidance for Parents – ‘Working with the Police- The role of parents in investigating child sexual exploitation -**<http://www.paceuk.info/wp-content/uploads/2013/11/Working-with-the-Police-final.pdf>