**APPENDIX A**

**FORM FROM THAMES VALLEY POLICE TO LOCAL AUTHORITY**

**PROTECTION OF CHILDREN: REQUEST FOR DISCLOSURE OF MATERIAL:**

**TO: LOCAL AUTHORITY**

**(SPOC)**

1. **The Police are conducting a criminal investigation into allegations made against the following individuals:**

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME:** |  |  |  |
| **ADDRESS:** |  |  |  |
| **DATE OF BIRTH:** |  |  |  |

1. **The circumstances of the allegations are as follows:**

**(Attach case summary, key witness statements, expert reports**

**as appropriate)**

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|  |

1. **Details of child/children involved in the allegations**

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME:** |  |  |  |
| **ADDRESS:** |  |  |  |
| **DATE OF BIRTH:** |  |  |  |
| **RELATIONSHIP TO OFFENDER/S** |  |  |  |
| **VICTIM OR WITNESS:** |  |  |  |
| **SOCIAL WORKER:** |  |  |  |
| **CHILDREN’S SERVICES DEPARTMENT:** |  |  |  |

1. **I believe your Authority may hold the following material relating to the alleged offender/s or the above child/children which may be relevant to my investigation.**

**(Describe material in precise detail, specify relevant time periods, relevant addresses etc.)**

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|  |
| **Any material obtained by us will be treated as sensitive and dealt with in accordance with the Criminal Procedure and Investigations Act 1996. In accordance with paragraph 3.6 Code of Practice CPIA, we are under a duty to pursue all reasonable lines of inquiry, whether these point towards or away from the suspect. Such lines of enquiry include seeking access to the above material which you may hold. Our investigation might be prejudiced or delayed if we are not allowed access to the material.**  **In accordance with the Thames Valley Police and Local Authorities Disclosure Protocol we would ask you to peruse the material in accordance with the request detailed above or to make appropriate arrangements for us to examine the above material. Any material relating to Family Court Proceedings must not be made available except with consent of the Court or in accordance with Family Procedure Rules 2010.** |

1. **In the circumstances of this investigation, it is important that the material is disclosed or made available by:**

**[Date]**

|  |
| --- |
| **Stage reached in investigation:** |
| **Date of next Court hearing:** |
| **Contact details for CPS Prosecutor:** |
| **Officer: Police Station:**  **Date:**  **Tel:**  **Fax:**  **Secure Email:** |
| **Is officer serving in a child protection unit or paedophile unit?** |