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**CSE Screening Tool – Guidance for completing the revised CSE screening tool**

This guidance is meant as help and direction for the completion of the revised CSE screening tool. The tool has been revised following the publication of the Gloucestershire Safeguarding Children Board Child Sexual Exploitation Commissioning Strategy 2014. It has been developed by a joint working group from Social Care, Education, Police and Youth Support, and uses best practise from other local authorities.

**1.0 - What is Child Sexual Exploitation (CSE)?**

**Revised statutory definition of child sexual exploitation (Feb 2017)**

‘Child sexual exploitation 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 (a) in exchange for something the victim needs or wants, and/or (b) 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.’

The new Working Together advice on CSE and the new definition can be found here:

<https://www.gov.uk/government/publications/child-sexual-exploitation-definition-and-guide-for-practitioners>

Both the definition and guidance document can also be downloaded from the GSCB website, alongside other resources for professionals including the CSE Screening Tool and guidance notes, CSE Protocol, CSE Strategy and links to both e-learning and multi-agency CSE training:

<http://www.gscb.org.uk/i-work-with-children-young-people-and-parents/issues-affecting-children-and-young-people/child-sexual-exploitation-and-missing-children/>

In Gloucestershire the strategy also includes (where appropriate) young people who are 18-25 years, for example when the young person has already been engaged with CSE work before they are 18 years of age.

**2.0 - Purpose of the screening tool, what it’s for, how it will be used**

* These tools help to build a picture for the Police, Youth Service and Social Care. They can help to give an indication of concern about an individual, a district or the county, perhaps something happening in a particular school or education setting. They can help police and youth workers make connections and identify networks between young people who associate together, or through mutual acquaintances.
* You may have a lot of detail about one aspect of a young person’s life, which can be very informative. Alternatively, you may know a little about lots of areas.
* Tools will be recorded and stored allowing information to be gathered over time to strengthen or clarify what is known.

**3.0 - Importance of completing the tool**

Something has prompted your concern about a child or young person. Please complete the form. CSE may be ruled out at a later step however it may still be appropriate for the child to receive support or intervention.

**4.0 - Advice for completing the form**

* The form does begin with guidance about information sharing and this is statutory guidance. For further information there is a link at the bottom of the screening tool.
* Complete as much as you can – it is not expected that every box to be ticked. Please put down whatever evidence or information you have. Please don’t delay in submitting the form in the hope of getting more information; you can always add information at a later stage if you learn more.
* If you want to update a screening tool that you have already submitted, do not start a new one from scratch. Update the existing tool using a differently coloured font.
* Detail is particularly important, so put down what you know, even if it does not seem like very much.
* If you are completing the form with the young person themselves, please choose a location that they are comfortable with; think about privacy.
* The form MUST be submitted as a Word document and not a PDF to enable teams to process and update.

**5.0 - Sections: what each section is for, what info is needed**

**Section 1** – This is for the details of the person who is completing the form. It is important that we know who has submitted the form.

**Section 2** – This is for the details of the referrer if they are different from the person completing the form e.g. a social worker may complete one of these over the phone with a concerned parent. The parent would be the referrer (section 2), and the social worker would put their details in section 1. If the person referring and completing are the same, section 2 should be left blank. It is important that we know where concerns have originated. Professionals, such as teachers, are expected to complete a form for themselves, and should not expect another professional to complete it for them. However, it is reasonable that professionals might seek support and guidance to help complete the form.

**Section 3** – This is the section for recording the personal information of the young person about whom there are concerns. Please complete as much of this section as you can; it’s unlikely you’ll know everything so don’t be concerned about sections left blank. All the information that can be gathered helps builds a picture of the young person’s life. This section also asks for some back ground information about the young person’s family, health, education and social care involvement.

**Section 4** – Looked after status: this helps us understand the young person’s background and legal status, and where additional information about them might be found.

**Section 5** – This section indicates experiences that may make the young person vulnerable.

**Section 6** – This section records what the concerns are about this young person, and why CSE is suspected. Please include anything that you are concerned about; your referral may only be one part of the puzzle. Something has prompted you to complete this form, so please do log your concerns. There is a specific question regarding information about known suspects and perpetrators which is important to complete if you do know anything.

**Section 7** – A space for any additional concerns or information that you think would be useful to know regarding the young person and their circumstances.

**Section 8** – A place to write any information you have about safeguarding practices that may have been implemented (or planned) in regards to the young person.

**Section 9** – Please indicate whether you are aware of any other screening tools completed for this young people, for example substance misuse or domestic abuse. This supports work to identify children at risk at an early stage across all agencies ensuring appropriate assessments are in place and referrals to relevant services for intervention and support are made.

**Sections 10** – Please do not complete these sections; this section is only for the **CSE Coordinator** or **allocated social worker** and their supervisor to complete.

If you are the **allocated social worker** this must be completed prior to sending it to the CSE team

**6.0 - Next steps for the completed Screening Tool**

Upon completion this form may contain data categorised as ‘official sensitive’. You therefore need to be very careful when submitting the completed Screening Tool.

The Screening Tool is sent to the Children and Families Helpdesk through a secure route:

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| **Allocated GCC social**  **worker** | Once form is recorded on Liquid Logic please send a copy from  your normal GCC e-mail using ‘Egress’ to Francesca Price, CSE co-ordinator  **at** [csescreeningtool@gloucestershire.gov.uk](mailto:csescreeningtool@gloucestershire.gov.uk) |
| **Internal GCC**(but not the allocated social worker) | If you are an internal GCC staff member) use the ‘Egress’ system to send the email securely to [childrenshelpdesk@gloucestershire.gov.uk](mailto:childrenshelpdesk@gloucestershire.gov.uk) |
| **Non GCC** | * If your organisation has access to government secure e-mail   (GCSX / PSN / .net / CJSM) please use  [Childrenshelpdesk-gcsx@gloucestershire.gcsx.gov.uk](mailto:Childrenshelpdesk-gcsx@gloucestershire.gcsx.gov.uk)   * You can also use the ‘Egress’ system to send the email securely to [childrenshelpdesk@gloucestershire.gov.uk](mailto:childrenshelpdesk@gloucestershire.gov.uk) |
| **By post** | If you do not have access to any of these email addresses or systems please send the document in the post recorded delivery or deliver it by hand, marked ‘official sensitive and confidential’ and ‘For the attention of the Children and Families Helpdesk’ to Shire Hall main reception, Westgate Street, Gloucester. |

**7.0 - What happens when a form is submitted? (see CSE process map)**

* The customer service officers will log the contact and send it to the Police CRU and the CSE Coordinator
* The form will be logged and the information compiled, and links are made to MASH or other areas where required
* Daily decision meeting takes place within the CSE team, and the tool will be rated for levels of concern and priority.
* Actions are recorded and feedback will be provided to the original referrer
* Different activities take place depending on the level of concern, with different roles for Police, Youth Services, Social Care and CSE staff