**West Sussex Multi-Agency Child Exploitation   
Triage & Panel Meetings Terms of Reference**

The underpinning principal of the West Sussex Multi-Agency Child Exploitation Group (MACE) is to identify our children at risk of child exploitation and consider the wider, contextual harm that extenuates this risk. The responsibility of providing information to this group lies with all partner agencies and begins with the completion of a [Child Exploitation Screening Tool](http://teamspace.westsussex.gov.uk/teams/CSC/Learningfrpractice/Complex%20Safeguarding/Child%20Exploitation/Child%20Exploitation%20Screening%20Tool%20May%202022.docx) that is submitted via the Integrated Front Door (IFD). All submissions are reviewed at the weekly MACE Triage Meeting, and children who are deemed to be experiencing exploitation at a High Risk are further discussed and reviewed at the MACE Panel to ensure that their risk is managed and reduced.

The agreed guidance on how children will be risk rated can be found here (live link to follow).

Neither panel will be used as a substitute for the safeguarding processes that exist in West Sussex in relation to children. Where a professional, person or agency has concerns in relation to the welfare of a child/children, referrals must still be made to West Sussex Integrated Front Door as a matter of urgency or to the Police in emergency situations.

If professionals have immediate safeguarding concerns for children already open to Children’s Social Care or a space that poses an immediate risk then normal procedures should be followed. Professionals should not wait for a MACE Triage or MACE Meeting to discuss these concerns

**Member Responsibilities**

Members of MACE Triage and Panel must;

* Ensure their agency is represented at all meetings by a person with at least the same level of authority as themselves
* Make the MACE Administrator aware of any emerging threats not captured within the CE Screening Tool ahead of the meeting
* Check names and details of new referrals in advance of the meeting so that any relevant contributions can be made at the panel.
* Securely record the relevant details of the case or location of concern on their systems to ensure oversight and actions from the panel is maintained.
* Adhere to and comply with Data Protection laws and regulations, understanding that the purpose of information sharing is to safeguard vulnerable children and/or to detect and prevent crime.

**MACE Triage**

Frequency

Weekly – Every Friday

Principle

All new Child Exploitation Screening Tool submissions are discussed by the multi-agency panel and their level of risk is agreed. Initial contextual plans are formulated and the child’s lead professional and/or the professional who has submitted the tool are informed of the outcome and the child’s file is updated.

Children experiencing other extra familial harm (i.e. involved in serious youth violence) will be considered by the panel and offered signposting by the partnership as required.

Submissions must be made by Tuesday at 5pm for children to be heard at the MACE Triage of the same week, otherwise the submission will be heard at the following week’s meeting. This allows time for attending professionals to review and formulate the information they hold allowing the panel the opportunity to review all relevant information available. On the occasions where the deadline is missed, but the risks to the child are noted to be high, then the chair will offer some brief consultation with the referrer to give consideration to adding them to the agenda.

There will be an additional standing agenda item where professionals are required to inform the panel of their current contextual overview so that consideration can be given to any arising themes within the community that could be impacting on those children discussed, or any children that could experience emerging concerns as a result. This ensures that all partners are able to make accurately informed decisions and take relevant actions to mitigate against any outstanding risks. Information discussed in Peer Group Conferences will be fed into MACE Triage through the Social Workers from the Serious Youth Violence, Missing and Exploitation Team who attend those meetings.

Context weighting will drive decisions within the meeting to establish the primary area of focus for intervention and to allow for wider safeguarding work to be undertaken alongside this activity.

All contextual trends will be sent to the relevant locality Peer Group Conference Chair / Coordinator after the meeting and formulated into a monthly newsletter which will be issued to multi-agency teams to allow for improved contextual practice and ensure that professionals are aware of the contextual backdrop that affects the children they are working with.

Any plans formulated within MACE Triage should be added to any relevant plan that the child is subject to (Early Help Plan, Child in Need Plan, Child Protection Plan or Children We Care For Plan) to ensure that all professionals are working towards one plan. Where interventions are planned for locations of concern or relate to activity already underway in these locations, the relevant locality Peer Group Conference Chair / Coordinator will be notified.

Attendance

This is not an exhaustive list.

* Chair - Children’s Social Care – Team Manager of Serious Youth Violence, Missing and Exploitation Team
* Missing Children’s Team – Missing Team Lead
* Missing Police – Sergeant for decision making and Co-Ordinator for intelligence
* Police Exploitation Co-ordinator
* Youth Justice – Team Manager
* Health – CAMHS Manager, Designated School Nurse, Children We Care For Nurse, Community Public Health Nurse.
* Education – MASH Education Advisor
* Care Leavers – Team Manager
* Early Help – Team Manager
* Contextual Safeguarding Advisor
* Sid Youth & Audio Active Managers

Intelligence trends for Contextual Review

* Missing
* Custody attendance
* Habitual Knife Carriers List
* Acute Hospitals Information to include A&E attendances
* School Exclusions
* Children Missing from Education
* Community Safety spaces of concern fed in from Peer Group Conferences (App. 5)
* County Lines overview
* Children’s Commissioning Team Manager

**MACE Panel**

Frequency

Every Two Weeks – Tuesday

Guiding Principle

Children who are recognised as experiencing a High Level of Criminal Exploitation, Sexual Exploitation or both (including where Serious Violence is the presenting behaviour) will be discussed at MACE Panel where their plans will be reviewed in the presence of their professional network. This will include their Allocated Worker who will be required to provide an update of the child’s current lived experiences so that the multi-agency contextual disruption plan can be reviewed and updated as necessary. The purpose of the plan is to ensure that improvements are being made and focus is wider than just the child and any immediate familial concerns.

MACE will only discuss individual children to ensure that planning continues to have a multi-agency focus that is ensuring improved outcomes for the child. Groups level concerns will continue to be addressed at locality Peer Group Conference meetings and Multi-Agency scoping meetings as required.

Attendance

This is not an exhaustive list

* Chair - Children’s Social Care – Service Manager of Serious Youth Violence, Missing and Exploitation Team
* Child’s Allocated Worker
* Missing Police – Detective Inspector
* Police Exploitation Manager
* Youth Justice – Service Manager
* Health
* Education – Safeguarding in Education Manager
* Care Leavers – Service Manager
* Early Help – Service Manager
* Community Safety & Wellbeing – Community Safety Manager, Serious Violence Lead Officer
* Children’s Commissioning Service Manager

**Action Tracking**

Decisions made at MACE Triage and MACE will be recorded within the “Agreed Actions” heading of the Child Exploitation Screening Tool to allow for transparency of decision making. The referrer and/or

professional with lead responsibility for the child (Social worker or Early Help worker) will also be notified of the outcome if they are not in direct attendance.

All agreed child or contextual actions will be allocated to specific partners and must be completed within two weeks. An Action Tracker will be used to monitor progress, with action owners or managers expected to report back on any outstanding matters to the MACE Administrator.

**Review**

It is the responsibility of the child’s lead allocated worker to report into MACE Triage any updating concern so that the child’s risk can be reviewed and updated by submitting.

“Emerging” children will be reviewed every 8 weeks in MACE Triage.

“Medium Risk” children will be reviewed every 6 weeks in MACE Triage.

“High Risk” children will be reviewed every 4 weeks in MACE.

The responsibility for tracking the review of children lies with the MACE Administrator.

**Children Placed Out of County**

If submissions are received for Child We Care For who are placed outside of West Sussex, this submission must be redirected to the Local Authority’s equivalent of MACE. This is the responsibility of the referrer, and they will be redirected as such by the MACE Administrator.

If a child has been rated as experiencing exploitation, but are later placed out of county, it is the responsibility of the MACE Administrator to ensure that child is referred to the Local Authority’s equivalent of MACE.

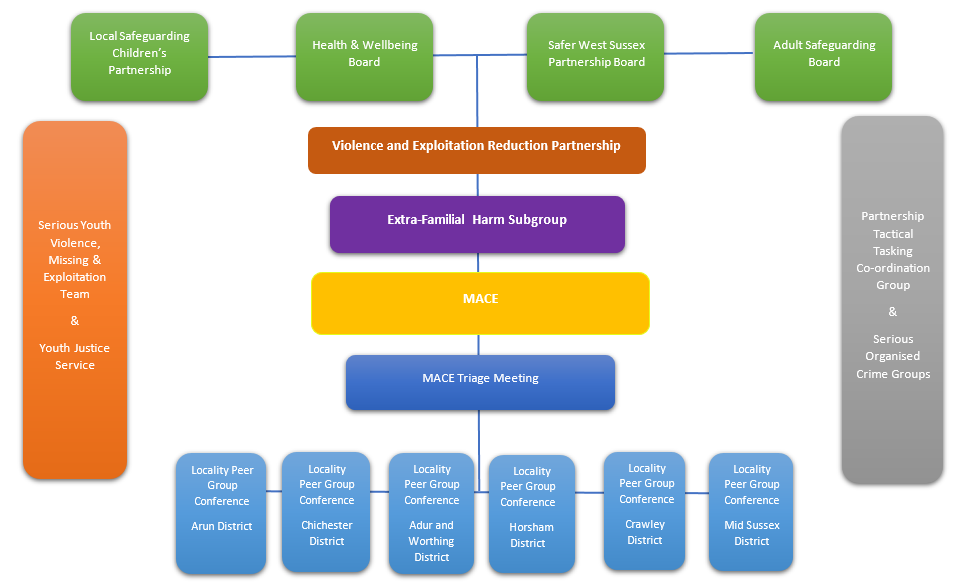
**Children Placed in West Sussex**

When Children who are cared for by another Local Authority who have placed their child in West Sussex and there are concerns that they are experiencing exploitation, their allocated Social Worker will be invited to complete a Child Exploitation Screening Tool so that they can be considered within the MACE Process and offered the correct level of support whilst they are resident in West Sussex.

**Escalation**

If after further review, within MACE Triage or MACE, professionals agree that a specific child or contextual concern requires escalation, then the chair will take the action of escalating to the Extra-Familial Harm Subgroup for their consideration.

**Flow Chart**

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