

Horizons Risk Assessment Process Map

Child/ YP identified at risk of exploitation. Complete child exploitation risk assessment form. Send CE risk form to CE_Team@sandwellchildrenstrust.org
Resp: Allocated or responsible SW
Timescale: 24 hours

Practice Note
Risk Assessment Form is available: xxxx
Any agency can make a referral to Horizons

BSO to create in LCS a CE Risk Assessment Case note to alert Horizons Coordinator of CE Risk Assessment email.
Resp: BSO
Timescale: 24 hours

Horizons Coordinator to add any additional information or intelligence to the CE risk assessment email and forward Horizons Team Manager
Resp: Horizons coordinator
Timescale: 24 hours

Practice Note
Intelligence includes information on: Area, Young Person, Young Person's associates, contextual, environmental

Horizons Team and Police to triage CE Risk Assessment email and decide if it meets SCT threshold for MACE process.
Resp: Horizons Team Manager
Timescale: 24 hours

MACE Required

MACE Not Required

Following triage where threshold is met Horizons Manager or Coordinator to record Horizons Management Decision case note with outcome.
Resp: Horizons Manager / Coordinator
Timescale: within 15 working days

Following triage where threshold is not met Horizons Manager or Coordinator to record a Horizons Management Decision case note with outcome and any additional information.
Resp: Horizons Manager/ Horizons Coordinator
Timescale: within 24 hours

Practice Note
Best practice is to review Risk Assessment every 3 months and if changes noted resubmit to CE_Team@sandwellchildrenstrust.org
If SCT staff member carrying out review Risk assessment and there are no changes; attach copy of reviewed Risk Assessment to child's LCS record

BSO to issue a calendar invitation to attend CE meeting inviting allocated social worker and any other service identified in CE risk assessment.
Resp: BSO
Timescale: within 15 working days

Allocated social worker responsibility to invite child/ YP, parents, and any other service involved.
Resp: SW
Timescale: within 15 working days

For next step please refer to MACE process map within Horizons Process Map