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**RISK MANAGEMENT MEETING**

**Exploited and missing children**

Last reviewed: November 2023

Reviewed by: Jackie Clementson

Next review date: April 2024

**Operational Guidance and Procedure**

Risk Management Meetings (RMM) are a forum for multi-agency information sharing and discussion but do not replace the need for wider information sharing which should also take place between relevant practitioners outside the meeting. Likewise, they are not a replacement for good case management with assessment, planning, intervention and professional supervision also still being needed outside the meeting. The RMM will however be the decision-making forum in respect of the overall risk rating and safety and disruption plan. This decision making will be based on information provided in advance, information shared in the meeting and the ensuing discussion.

**PURPOSE**

To share information between relevant agencies in respect of all children who are considered to be at ***risk of child exploitation or where the child is a high-risk missing person.*** The meeting will identify the specific risk to each child, ensuring that a multi-agency safety and disruption plan is put in place with immediate effect.

**OPERATION OF THE RISK MANAGEMENT MEETING**

**Referrals -**

Risk Management Meetings take place weekly in each area and are chaired by Children’s Services.

Children discussed at the RMM will be

* Children considered at Emerging, Significant or Experiencing risk of child exploitation
* Children who have been missing 3 times in 90 days or for a period of 48 hours and have a link as a victim or suspect on a Police crime report or where factors indicate that the child is a risk of significant harm or at risk from crime.
* Children newly identified as at risk of child exploitation.
* Children linked to, or at risk from Modern day slavery or Trafficking

Referrals will be made to the RMM Duty Mailbox for each quadrant.

Referral should be made using a fully complete and up-to-date Exploited and Missing Child Risk Assessment Tool. Or a CSE Screening Tool as used by MHS acute trust or GP

and/or the most recent Return Home Interview form.

The list of children to be discussed at the meeting will be sent to all attendees 48 hours before the nominated meeting by RMM admin support.

For Health information should be sent to the child’s GP, Named Nurse (Acute Trust), Named Nurse (Community), Sexual Health and CAMHS –

The Risk Assessment Tools for all children to be discussed will be sent out in one email to all attendees no less than 2 working days before the meeting. (See attached Admin Workflow)

Any new referrals or paperwork received after this time will not be considered (until the following week).

**ATTENDEES**

The attendees will ordinarily comprise the following, with as a minimum, quoracy being achieved by the attendance of Police, Children’s Services and Health practitioners.

Each agency representative must be of a position within their organisation that they are able to make decisions, accept and direct actions. It is proposed that attendees will be as follows;

* Children’s Services Service Manager (chair)
* Police Detective Sergeant - Safeguarding Unit
* Education Area Lead for Education Welfare
* Health Community Named Nurse
* CAMHS

Case by case invites for:

* School DSL
* CSP Manager (delegate)
* Neighbourhood policing Sgt
* Specialist agency (Catch 22, WISE, St Giles. Etc)

It is expected that the child’s caseworker will attend the RMM to speak to about a child allocated to them. ***If they are unable to attend, their manager should attend on their behalf and must provide an update to the chair, completed on the update form prior to the meeting.***

Cases should take no longer than 15minutes in general for Child Exploitation and no longer than 10minutes for Missing children discussed at RMM. In most cases, the meetings and attendance will be face to face, but when representatives are in agreement, this may change to a phone or video conference.

**Escalations**

All partner agencies attending the RMM have agreed the authority of the Chair and should support intervention and disruption planning accordingly. There may be instances when it is necessary to use the escalation policy where the agreed actions have not been completed or where information has not been shared. Examples may include:

* The need to defer discussion about a child because insufficient information has been provided to the meeting by the lead case holder or their manager;
* When the actions agreed within the RMM have not been completed to the satisfaction of the RMM.

Should this happen more than once for a child and cannot be resolved, the RMM Chair will raise this with the accountable agency lead within the RMM outside of the meeting. If this does not resolve the issue, then the [FAST Resolution Process](https://surreyscb.procedures.org.uk/skyqox/complaints-and-disagreements/inter-agency-escalation-policy-and-procedure) will be enacted.

**DECISION MAKING AND RECORDING**

The meeting will:

* consider whether there is a risk of child exploitation or a risk to the child due to their missing episodes. Note: there may be more than one risk to the child (see risk ratings in Appendix 3.).
* action or request as appropriate any immediate activities required to ensure the risk to the child is fully considered and assessed (where the threshold is met for a strategy discussion this meeting will be held outside the RMM to ensure appropriate membership and accountability).
* Agree a risk rating
* Develop an appropriate safety and disruption plan and/or agree a lead professional
* Make any recommendations for disruption activity to be taken to the CHaRMM by Police

Following the meeting, the Child Exploitation Risk Management Meeting recording template

(Appendix 2.) must be completed to reflect the current situation for the child and must include:

* The identified risk and updates from all agencies involved.
* A list of current risk factors (which must be checked and updated following each discussion).
* the Risk Rating given.
* For Emerging, Significant and Experiencing risk children, details of the Safety Plan, to include the details of any immediate activities required
* For Emerging risk cases, which may close to services a decision as to the lead professional (if not already established) and any recommendations the meeting feels should be passed to that lead professional.
* Any other activities required including recommendations and/or a referral to CHARMMs for disruption activities
* The next review date.

However, if the child is being removed from RMM review

* The update should include a full rationale as to why the child is no longer deemed at risk or is now being placed on the Minimal risk (previously Archive) List.

***Note:*** *if any sensitive/confidential intel is shared during the meeting this should be included on a separate appendix to the Risk Assessment Tool.*

Following the meeting, the notes will be shared with all agencies attending the meeting or named in the Terms of Reference.

Health information should be sent to the child’s GP, Named Nurse (Acute Trust), Named Nurse (Community), Sexual Health and CAMHS –

If the child is given a risk rating and added to the Child Exploitation list: the RMM Admin is responsible for uploading the updated Risk Assessment Tool and updating the child’s child exploitation record on LCS.

As part of the RMM minutes the agreed safety and disruption plan will be shared with appropriate agencies through the minutes. This will be sent to agencies in line with ToR and any additions agreed during the RMM. It is an expectation of the RMM that Safety plans will directly update any current CiN, CP or Placement plans.

Any information pertinent to specific agencies can be shared by the attending representatives and acted upon as appropriate.

Intelligence forms will be shared with the police as appropriate by the primary holder of information.

**ON-GOING REVIEW**

Review dates should be set using professional judgement and a consideration of a combination of the level of risk and the likely time required to undertake activities / effect changes. This will be a minimum of every three months for EMERGING risk cases and monthly for those children EXPERIENCING exploitation

When a review date is set the lead professional will be notified and a calendar invitation sent to enable good diary planning and to ensure that the worker is prepared to attend and speak about the child (also having updated documentation as required)

**SPECIFIC GROUPS OF CHILDREN**

**Surrey children placed out of county**

These are our children and RMMs need to be aware and that there is a Safety Plan in place that addresses the risk of child exploitation. These children will also be subject to care planning processes and where they are not returning to Surrey (in either an unplanned or planned way) then the consideration at RMMs may well be relatively limited. Police will usually identify a single point of contact (SPOC) and will share information with police in the area where the young person is placed. The social worker will also (in partnership with others) develop and share Safety Plan with placement and Local Authority where placed as appropriate. The Safety plan is a part of the overall care plan that specifically addresses the risk of child exploitation.

**RMM must review all Looked after children considered to be at risk or have an emerging risk of exploitation & placed outside of Surrey as required within their safety plan but at a minimum at least quarterly unless concerns demand an earlier attendance**.

A short update should be completed at RMM, partners should support the ongoing planning for that child the discussion added to the Exploitation Lozenge. This will assure us that we have knowledge of all children at risk of exploitation supported by Surrey.

**Youth Justice cases where the Children are moving out of Surrey**

* Under National Youth justice processes a case may be transferred to another local authority YOS when a young person moves to a different geographical area and satisfies the stability period, 3months, (see reference 1).
* During the 3-month test period for stability appropriate communication / joint working is required between authorities to ensure appropriate measures are put in place to address exploitation.
* It is therefore reasonable that the young person will be discussed at the equivalent RMM in the host authority.
* A representative from the host YOS and where applicable the host children services should be invited to the Surrey RMM discussions.
* The young person will continue to be on Surrey’s RMM until such time as case responsibility is transferred to the host authority and at this point the Young person will be removed from Surrey’s RMM.

*Reference1*

*The National Protocol for Case Responsibility (January 2018) YJB guidance.*

*Child or young person moving residence within the family*

*4.63 In cases where a child or young person moves from living with one parent or family member to living with another parent or family member in a different geographical area, such a move will be subject to a stability- testing period of three months. In practice, this entails the Home YOT maintaining responsibility for the case for a period of three months, including the preparation of any court reports and matters relating to enforcement. However, the day-to-day management of the case should be completed by the Host YOT. See 4.57 for responsibilities in respect of local justice areas.*

*4.64 Where possible, a review meeting should take place at the end of the three-month period to formally hand over case responsibility; the Host YOT will then become the Home YOT.*

**Surrey children placed in a different area within the county**

These children will be heard in the RMM aligned to the placed quadrant. The Social Worker and Team Manager should attend the RMM and any subsequent planning regarding home or family support be linked through the Looked After Child’s social worker

**Non-Surrey children placed in Surrey**

These children and young people will be discussed by RMMs and the social worker allocated through the responsible Local Authority invited to attend. Any action and plans will be emailed to the Social Worker and Team Manager of the responsible Local Authority.

**Young people aged 18 plus**

Research has shown that there is a developing need for Local Authorities to understand the impact of extra familial harm and contextual safeguarding on Care Leavers and in tandem establish clear arrangements to manage the risks presented. It is often thought that Care leavers fall between the gaps of Children and Adult services. In Surrey, the RMM process is one aspect of how we support Care Leavers post 18, who may be vulnerable or experiencing the impact of contextual or extra familial harm

If a Care Leaver presents with exploitation concerns pre their 18th birthday and the worries continue post 18, they should continue to be heard at RMM for discussion and oversight until the risks either reduce, the local authority ceases responsibility for the care leaver or suitable transitional arrangements are made into Adult services or partnerships.

In addition to this, if new exploitation concerns become apparent for the Care Leaver post 18, a referral to the RMM process should be progressed and oversight should be considered until the Care Leaver’s risks reduce, they no longer are a Care leaver or transitional arrangements are established in Adult services or partnerships

To support post 18 referrals, RMM should balance the responsibilities and duties of managing both under 18 and post 18 referrals during meetings and ensure that there is equal attention paid to both cohorts. When discussing post 18 Care Leavers the RMM process should ensure that there adequate representation from Adult facing services such as:

* Community Safety
* Adult Community Mental Health
* Adult Service
* Probation
* Police
* And any other organisation that has a vested interest.

This will ensure that transitional arrangements for the Care Leavers at the appropriate time is coordinated and managed during a complex and sometimes traumaitc period of change for the young people.

In view of referrals to RMM primarily being based on the principles of safeguarding young people and Care Leavers consent to refer to RMM is not required. However, it is good practice that a transparent approach is taken and all concerns and actions taken to safeguard young people and Care Leavers, including RMM should be discussed with them at each stage.

**Trafficked children**

Where there is a concern that the child has been/or is being trafficked a referral should be made to the [National Referral Mechanism (NRM)](https://www.modernslavery.gov.uk/start?hof-cookie-check).

**Groups / connected young people and mapping**

It will from time to time become apparent or be suspected that children affected by child exploitation are connected. On a needs-led basis, when such a situation arises it may be appropriate to hold an extra-ordinary meeting to consider the local picture and child exploitation profile. Where this (or indeed discussions relating to individual children) suggest that there are locations of concern then a request will be made to the local community safety Joint Action Group (JAG) to consider responses. Police will initiate this referral; however any agency can call such a meeting.

**THE SAFETY PLAN**

It will be the responsibility of the RMM to agree/signoff a multi-agency safety plan for each child deemed at risk of child exploitation. Factors to consider when devising the safety plan are:

* Coercion / entry into abuse through exploitation may have resulted from a complex set of factors and thus exiting exploitation is also likely to be complex
* Encourage hope, call upon children’s resources and strengths and don’t solely focus on risk and deficits, or limit the child’s identity to that of ‘a victim of child exploitation’.
* Consider how to balance the need for protection alongside the need to facilitate the child’s need and desire to exercise control over their own life.
* Re-establishing contact with networks and reintegration of the child into age-appropriate activities and lifestyles are critical features of successful recovery.
* Safety plans are most likely to be effective when they are developed with the child and family and must address the individual needs of the child and family.
* Strive to see the world through the child’s eyes, while recognising that their perspective may be clouded by the abusive nature of their experiences.

The plan is likely to include a combination of direct support / intervention for the child and family to build resilience and support recovery alongside activities to disrupt the abuse. It will be important to ensure that the safety plan takes account of the views, strengths and challenges of the child and family and the meeting should consider these factors in developing the plan.

It will also be important that there is one safety plan (which is integrated with & integral to the wider plan for the child) and that all professionals, the young person and their family know what the plan is. The RMM must ensure that this integration and communication is effective.

***Note:*** *the child’s Safety Plan must be copied into the Case Summary on the child’s record agency platforms and updated as appropriate.*

**CHaRMMs AND DISRUPTION / CONSIDERATION OF PERPETRATORS**

The disruption of known and suspected perpetrators will be managed via existing Community Safety structures at District and Borough level making use of the ‘Community Harm Reduction Management Meetings’ (CHaRMMs) and ‘Joint Action Groups’ (JAGs). Children should not be discussed at these meetings but referred through to Children’s Single Point of Access (C-SPA) should concerns be raised relating to exploitation.

Where a person is identified within the RMM as being of concern in relation to perpetrating abuse this person will be referred to the local CHaRMMs. Police will be the conduit into CHaRMMs and the ECINS database will be used to record the disruption activity.

In order to protect the privacy of young people affected by child exploitation only a minimum footprint will be recorded in relation to the known or suspected victims with very limited personal information about these young people being recorded on ECINS. The information shared and recorded will primarily be in relation to known and suspected perpetrators.

**INFORMATION SHARING**

Members of the group will be expected to comply with the Multi Agency Information Sharing Protocol and will have due regard to the handling and management of the personal data provided to the group regarding perpetrators & victims.

**Suspected Perpetrators: -** The attending agencies have a statutory duty to work together to prevent and detect crime and disorder and prevent reoffending. This duty is set out in Section17 of the Crime and Disorder Act 1998 and it requires agencies to share information in relation to offenders for this lawful purpose (Section115 refers).

Under the Common Law Duty of Confidence, the Data Protection Act 1998 and the Human Rights Act 1998 it is possible to disclose information without consent in the cases of serious public interest or in the best interests of an individual. Decisions regarding the disclosure of information without consent must be made on a case-by-case basis. Any disclosure must always be proportionate and the minimum necessary to achieve the necessary objective.

**Children:-** Information will be shared under the current guidelines for Safeguarding Children.

**Appendices**

Appendix 1 – Child Exploitation RMM Checklist for each child

Appendix 2 – Child Exploitation Risk Management Meeting recording template

Appendix 3 – Child Exploitation Risk Assessment and Guidance

Appendix 4 - Child Exploitation Risk Ratings

Appendix 5 – Child Exploitation Governance Structure

**Appendix 1 Child Exploitation RMM Checklist (completed for each child)**

**RMM Checklist.**

1. RMM Process

**NEW CASE**: Highlight the name of the child, risk rating, when first known to children’s services and briefly why?

Please can you share concerns that you have identified around exploitation for this young person. What is your view of the level of exploitation risk?

**REVIEW CASE**: 1) Update on the case 2) Review actions from last RMM 3) Safety and disruption plan (inc. the risk rating)

QUESTIONS FOR ALL MEMBERS (not exhaustive)

1. Is the child aware of the referral to RMM and asked to contribute to the agenda?
2. What involvement has the child had on their safety & disruption plan (where appropriate)?
3. Please can you share any recent concerns about exploitation?
4. What is the plan in terms of children’s services / TYS/ police work going forward?
5. Known associates for this child.
6. Education / Health – any updates?
7. What is assessment of the risk given what we know / what has been shared in terms of exploitation?
8. What do other people think?
9. Confirm agreed risk rating / category of risk and when next discussed.
10. Review safety plan – what is the safety plan and what else do you need from us / what can we as a group do to help you keep this child safe? What is the willingness of the child and family to engage in that safety plan?
11. Review disruption plan. What is in place already and what can be added?
12. Is there anything that you think you are missing in terms of support from partner agencies? / What are we missing?
13. Do we have a photo on LCS / do TYS have a photo. Can police share a photo if not.
14. Confirm actions.

**Minimal** – no review date and CE episode to close

**Emerging** – 3 months

**Significant** – 6-8 Weeks

**Experiencing** – 4-6 Weeks

|  |  |
| --- | --- |
| **S = Sexual** |  |
| **T = Trafficking** | |
| **C = Criminal** |  |
| **M = Missing** |  |
| **V = Modern Slavery** | |

**CURRENT RISK FACTORS** – tick all that apply currently

|  |  |  |  |
| --- | --- | --- | --- |
|  | Regular missing person |  | Internet/phone activity |
|  | Associating with potentially abusive older person |  | Associating with others at risk of child exploitation |
|  | Substance misuse |  | Self harm |
|  | Current investigation into an allegation of sexual assault |  | Evidence of being given gifts/money/phones/food, which are unexplained |
|  | Indicators of additional vulnerability factors, eg, subject to bullying, looked after child, learning difficulties, etc. | | |

**CURRENT RISK RATING**

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk rating** |  | **Key risk for the child (tick all that apply)** |  |
| **MINIMAL** |  |  | **LOW concerns of child exploitation** |
| **EMERGING** |  | S – Sexual exploitation | **Current evidence /information of a Key Risk** |
|  | T – Trafficking |
|  | C – Criminal exploitation |
|  | M – Missing episodes |
|  | V – Modern slavery |
| **SIGNIFICANT** |  | S – Sexual exploitation | **Knowledge of a key risk that the child is currently being targeted but not actively involved/exploited** |
|  | T – Trafficking |
|  | C – Criminal exploitation |
|  | M – Missing episodes |
|  | V – Modern slavery |
| **EXPERIENCING** |  | S – Sexual exploitation | **Knowledge of a key risk that recognises the child is currently experiencing being exploited** |
|  | T – Trafficking |
|  | C – Criminal exploitation |
|  | M – Missing episodes |
|  | V – Modern slavery |

***If the risk rating has changed, please indicate why this is:***

|  |  |
| --- | --- |
|  | More information known/shared about risks to child |
|  | New incident/police report |
|  | Risk reduced due to effective support |
|  | Risk reduced due to effective disruption |
|  | Child has moved from Surrey (does not include looked after children placed outside Surrey) |
|  | Child has turned 18 and effective transition arrangements are in place |
|  | No further evidence of risk indicators |

|  |  |
| --- | --- |
|  | **YES** |
| Is the Child Exploitation/Missing Child Risk Assessment current? |  |
| Please tick if a referral been made to the Community Harm & Risk Management Meeting (CHaRMM) regarding a perpetrator? |  |
| Have you considered a Joint Action Group (JAG) referral to discuss local place-based concerns? |  |
| If there is evidence of trafficking – has a referral been made to the National Referral Mechanism (NRM)? |  |
| Has the young person been sent their safety plan for when they are missing? |  |
| Has the child’s parent or care home been able to record intelligence such as types of drugs, vehicle registrations, times leaving and returning, train tickets and report this through [partnership.intelligence@surrey.pnn.police.uk](mailto:partnership.intelligence@surrey.pnn.police.uk) |  |
|  |  |

**Appendix 2**

**Child Exploitation Risk Management Meeting recording template**

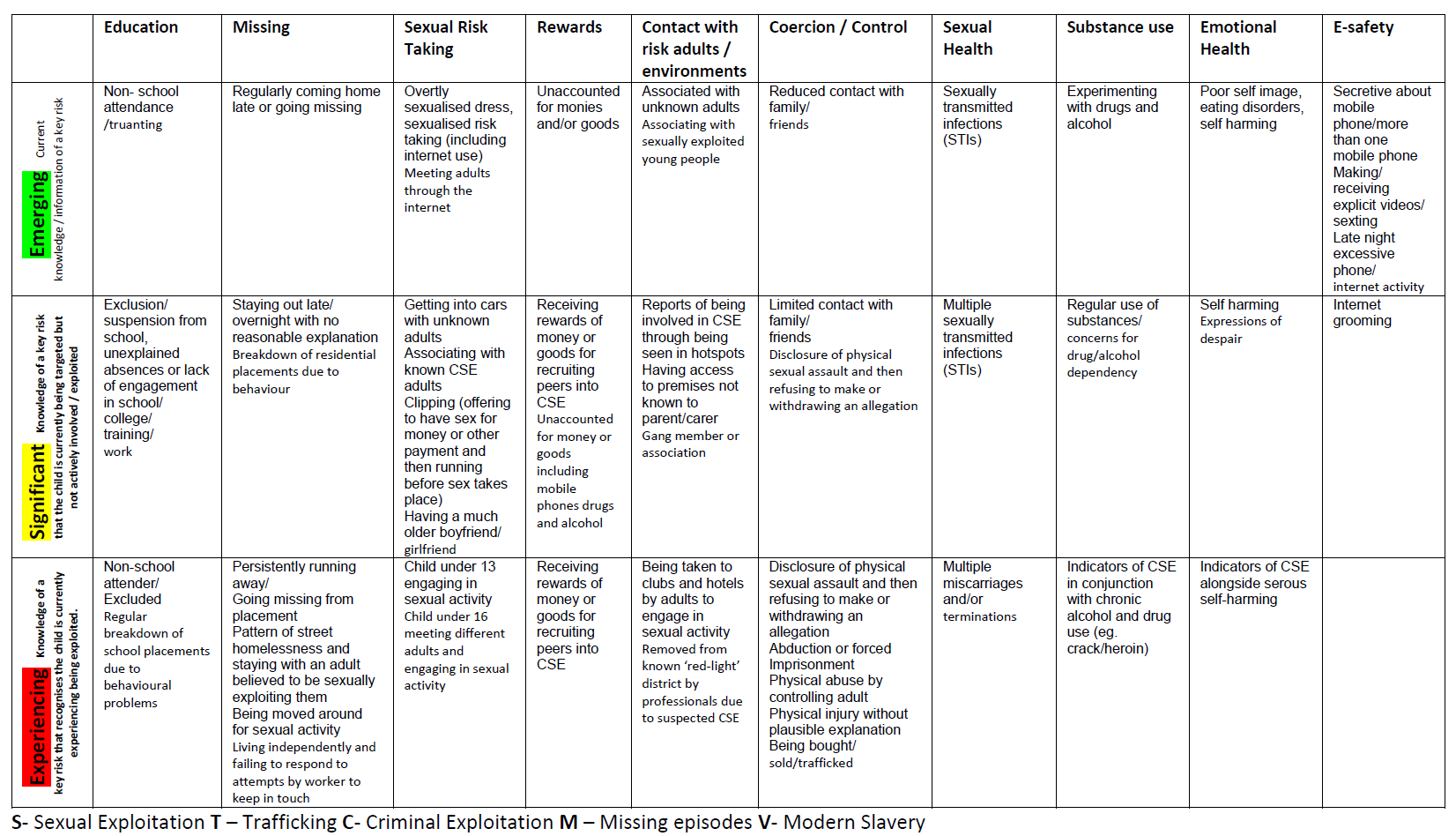
|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Child’s name** | |  | | **DOB** | |  | |
| **LCS Number** | |  | | **Age** | |  | |
| **Address** | |  | |  | |  | |
| **Present Care / Home Placement** | |  | |  | |  | |
| **Present Education Placement** | |  | |  | |  | |
| **NHS Number** | |  | | | | | |
| **GP Name and Address** | |  | | | | | |
| **Ethnicity** |  | **Legal status** |  | |  | | CPP  CPI  LAC  CIN |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date of most recent CE RAT** *(these need to be updated every 3 months)*  [**Risk assessment**](https://www.healthysurrey.org.uk/community-safety/child-exploitation) | | |  | **Date of previous CE RAT** | |  | |
| **CURRENT CE Risk Rating** | | |  | **PREVIOUS CE Risk Rating** | |  | |
| **Date this update was completed** | | |  | **Date of original referral to RMM** | |  | |
| **Name of Lead Professional** |  | | | **Manager** | | |  |
| **Agency** |  | | | **Contact number** | | |  |
| **Please identify any additional risks of CE since the last Risk Management Meeting**  **(**Known associates, unsafe places, unsafe adults.**)** | | | | | | | |
|  | | | | | | | |
| **RMM Discussion (Concise)** Use crib sheet!Update Risk rating | | | | | | | |
|  | | | | | | | |
| **Review of Actions** *(please see in previous minutes, copy and paste then indicate whether the action has been COMPLETED is ONGOING or OUTSTANDING with an explanation).* | | | | | | | |
|  | | | | | | | |
| **Safety plan (Bullet points)**  Home, Safe Spaces, Safe friendships, Who to call | | | | | | | |
|  | | | | | | | |
| **Disruption Plan (Bullet points) see** [**Toolkit**](https://www.healthysurrey.org.uk/community-safety/professionals/child-exploitation-disruption-toolkit)  Police actions, Trafficking NRM, Licensing, Housing. | | | | | | | |
| **Local Police** | | **CEMU** | | | **Other** | | |
|  | |  | | |  | | |
| **Action Update** *(to include by when and who accountable)* | | | | | | | |
|  | | | | | | | |

APPENDIX 3 Child Exploitation Risk Assessment and Guidance

[Child Exploitation Guidance, Assessment and Intervention Toolkit](https://proceduresonline.com/trixcms2/surreycs/doc-library/#collapse1_3)

[Child Exploitation Risk Assessment Tool](https://proceduresonline.com/trixcms2/surreycs/doc-library/#collapse1_3)



**Appendix 4**

APPENDIX 5

