

PROCEDURES AND GUIDANCE

Child Sexual Exploitation

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CHILD SEXUAL EXPLOITATION

1. Introduction

The sexual exploitation of children is child sexual abuse and is completely unacceptable; the only effective way to tackle the sexual exploitation of children is via effective multi-agency and partnership working. East Riding Safeguarding Children Board members are committed to working together to effectively progress East Riding's Child Sexual Exploitation (CSE) Strategy and Action Plan.

Strategic and operational multi-agency, sub-regional and cross boundary links are now established and the East Riding Director of Children's Services and the ERSCB Chair are now involved in regular meetings with the Chief Constable and colleagues across Humberside. In addition, a cross boundary operational group has been established which extends beyond Humberside to include South Yorkshire, Nottinghamshire and Lincolnshire. As a partnership, we are working hard together to protect children. Child sexual exploitation is complex and brings many challenges that cannot be dealt with quickly by a single agency, which is why, in the East Riding, we have a partnership approach.

Regular multi-agency CSE risk meetings, known as MACE, meetings are held monthly to ensure cases of suspected or actual child sexual exploitation are well managed, co-ordinated, and that children are protected.

2. Definition

Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities. Child sexual exploitation can occur through the use of technology without the child's immediate recognition; for example being persuaded to post sexual images on the Internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability.

(National Working Group for Sexually Exploited Children and Young People (NWG) 2008.)

Child sexual exploitation is a form of sexual abuse that involves the manipulation and/or coercion of young people under the age of 18 into sexual activity in exchange for things such as money, gifts, accommodation, affection or status. The manipulation or 'grooming' process involves befriending children, gaining their trust, sometimes over a long period of time, before the abuse begins. The abusive relationship between victim and perpetrator involves an imbalance of power which limits the victim's options. It is a form of abuse with is often misunderstood by victims and outsiders as consensual. Although it is true that the victim can be tricked into believing they are in a loving relationship, no child under the age of 18 can ever consent to being abused or exploited. (Barnardos, 2012)

CSE can manifest itself in different ways. It can involve an older perpetrator exercising financial, emotional or physical control over a young person. It can involve peers manipulating or forcing victims into sexual activity, sometimes within gangs and in gang-affected neighbourhoods, but not always. Exploitation can also involve opportunistic or organised networks of perpetrators who may profit financially from trafficking young victims between different locations to engage in sexual activity with multiple men. (Barnardos, 2011)

Technology is widely used by perpetrators as a method of grooming and coercing victims, often through social networking sites and mobile devices (Jage et al, 2011). This form of abuse usually

occurs in private, or in semi-public places such as parks, cinemas, cafes and hotels. It is increasingly occurring at 'parties' organised by perpetrators for the purposes of giving victims drugs and alcohol before sexually abusing them. (Barnardos, 2012)

For more detail, please refer to the following government guidance documents:

[Tackling Child Exploitation](#) (issued March 2015)

[Safeguarding Children and Young People from Sexual Exploitation: Supplementary Guidance](#) (issued in 2009).

3. Key Risk Indicators and Warning Signs

Anyone who has regular contact with children and young people is in a good position to notice changes in behaviour and physical signs which may indicate involvement in sexual exploitation. However, parents, carers, teachers, doctors and youth workers are particularly well placed to do so. They should also be able to recognize where children and young people are vulnerable to sexual exploitation and may need targeted measures to prevent such abuse.

CSE is not limited to any particular geography, ethnic or social background, and all councils should assume that CSE is happening in their area and take proactive action to prevent it. The Office of the Children's Commissioner included in its interim report¹, a 'key warning signs and vulnerability checklist' to identify those at risk of CSE and for those who may already be victims of abuse. There is no set formula for identifying CSE and therefore the lists should not be seen as exhaustive.

Typical vulnerabilities in children prior to abuse:

- Living in a chaotic or dysfunctional household (including parental substance use, domestic violence, parental mental health issues, parental criminality)
- History of abuse (including familial child sexual abuse, risk of forced marriage, risk of honour-based violence, physical and emotional abuse and neglect)
- Recent bereavement or loss
- Gang-association either through relatives, peers or intimate relationships (in cases of gang-associated CSE only)
- Attending school with children and young people who are already sexually exploited
- Learning disabilities
- Unsure about their sexual orientation or unable to disclose sexual orientation to their families
- Friends with young people who are sexually exploited
- Homeless
- Lacking friends from the same age group
- Living in a gang neighbourhood
- Living in residential care
- Living in hostel, bed and breakfast accommodation or a foyer
- Low self-esteem or self-confidence
- Young carer

Signs and behaviour generally seen in children who are already being sexually exploited:

- Missing from home or care
- Physical injuries
- Drug or alcohol misuse
- Involvement in offending
- Repeat sexually-transmitted infections, pregnancy and terminations
- Absent from school
- Change in physical appearance

¹ Berelowitz, S. et al (2013). "If only someone had listened" The Office of the Children's Commissioner's Inquiry into Child Sexual Exploitation in Gangs and Groups Final Report. London: Office of the Children's Commissioner. Rochdale Oxford
www.childrenscommissioner.gov.uk/content/publications/content_743

- Evidence of sexual bullying and/or vulnerability through the internet and/or social networking sites
- Estranged from their family
- Receipt of gifts from unknown sources
- Recruiting others into exploitative situations
- Poor mental health
- Self-harm
- Thoughts of or attempts at suicide

Source: [Tackling child sexual exploitation: A resource pack for councils \(LGA, 2014\)](#)

The East Riding's Risk Indicator Tool (RIT) and Risk Assessment Framework (see Appendices 1 and 2) have been developed to help professionals in all agencies assess whether a child for whom they have a concern is at risk of harm through sexual exploitation. The indicators are recognised indicators of sexual exploitation and should not be read as a definitive list and the indicators should not be taken, in themselves, as proof of involvement or predictive of future involvement. They are intended as a guide, which could be included in a wider assessment of the child or young person's needs and circumstances. In effective practice, the facts should be considered separately for each child or young person.

4. What to do if you are concerned a child/young person may be at risk of CSE

If you are concerned that a child/young person may be at risk of CSE, you must discuss these concerns with your manager in the first instance. ***Your organisation's standard Child Protection Procedures should be followed at all times.***

Following discussion with the key worker and/or your manager, it may be suggested that you complete a CSE Risk Indicator Tool (RIT). If support is needed in completing the RIT, please contact the Child Sexual Exploitation Team at Cse.response@eastriding.gcsx.gov.uk or call on 01482 391999.

On completion of a Risk Indicator Tool, please ring the Early Help and Safeguarding Hub (EHaSH) on 01482 395500 to discuss your concerns and identify next steps.

If the RIT identifies the young person as being at, or close to, High Risk of CSE, a strategy discussion should take place, co-ordinated by the Police and Children's Social Care.

It is expected that a RIT will be completed as part of the assessment process for any child/young person who is thought to be at risk of CSE. Decisions regarding progressing children/young people to a Pre-MACE meeting (see below Point 7) should be made in conjunction with key worker's manager/supervisor, and advice can be obtained from the CSE Response Team based in Youth and Family Support Services and the CSE Co-ordinator based in the East Riding Safeguarding Children Board. If the Pre-MACE panel, Child Sexual Exploitation Worker or your line Manager have asked that a CSE RIT be completed or updated **please send to the Child Sexual Exploitation Team at Cse.response@eastriding.gcsx.gov.uk**

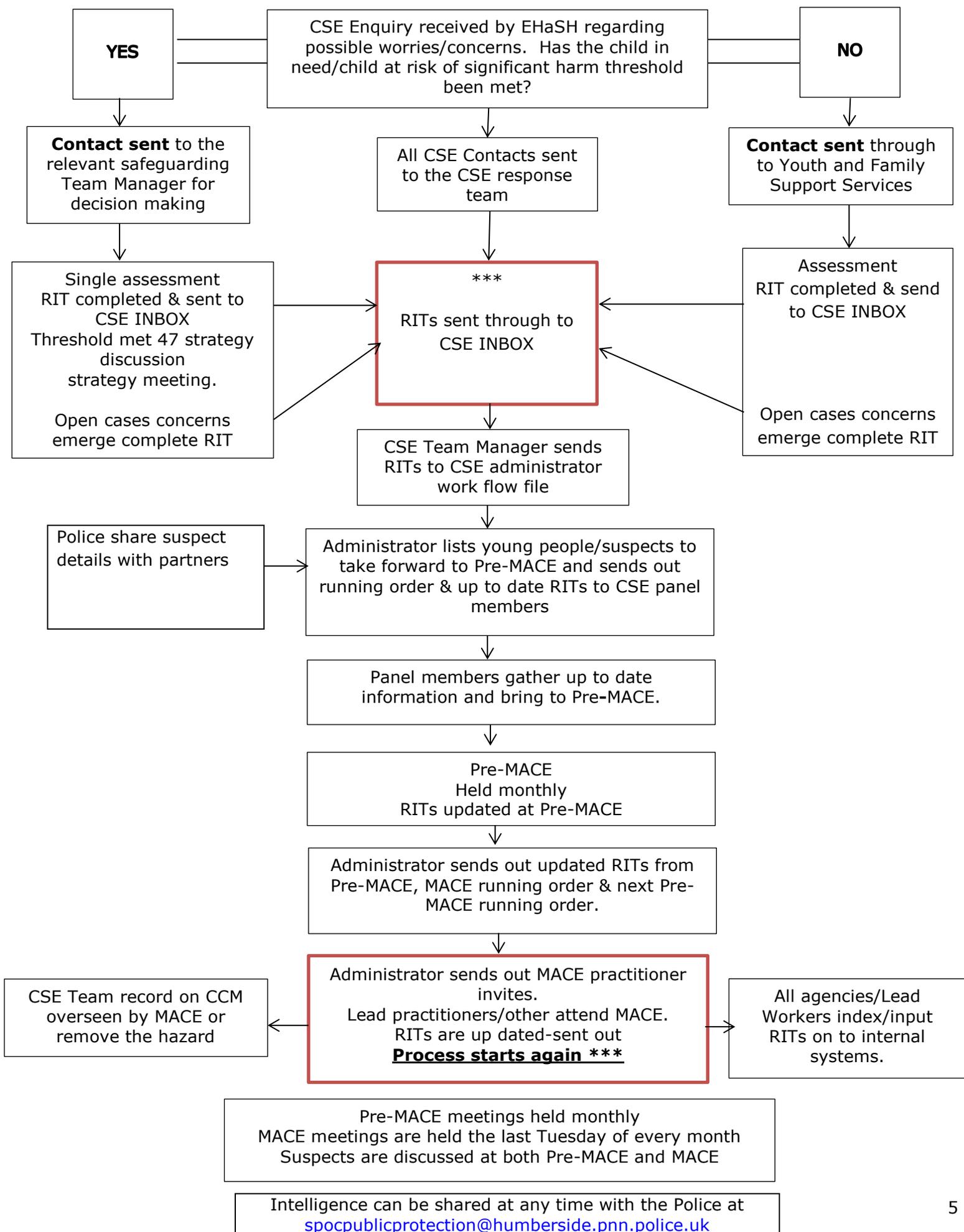
If you are the key worker, you will be expected to review the child/young person's needs on a monthly basis, update the RIT and send a copy to the CSE Inbox. You must input the RIT on CCM/ONE system (depending on your service area) after each review. RITs should be reviewed until there are either no CSE risks or risks are Low.

RITs alone should not dictate that the risk to a child/young person has reduced; any risk reduction should be considered in the context of the assessment, child's plan and the child/young person's individual needs. It is important that the RIT is not viewed as a stand-alone document; the information on the RIT needs to be incorporated in the children/young people's assessments and plans.

Please see flow chart overleaf explaining the referral/enquiries pathway through EHaSH.

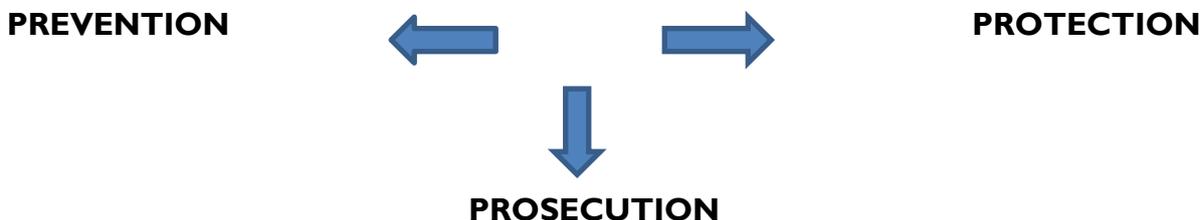
Child Sexual Exploitation

MACE/PRE-MACE MEETINGS



5. Multi-Agency Response to CSE

In order to ensure a robust and co-ordinated response to CSE in the East Riding, a number of strategic and operational groups have been established to ensure a multi-agency approach to CSE. Roles and remit of these groups are detailed below. Our shared key areas of work are prevention, safeguarding protection, disruption and bringing offenders to justice.



6. Child Sexual Exploitation Strategic Group

The core responsibilities of the CSE Strategic Group are to:

- To provide the lead, on behalf of the ERSCB, on how staff from all agencies work together responding to CSE, including challenge and holding partners to account.
- To agree, monitor and review the East Riding CSE Multi Agency Strategy and Action Plan.
- To ensure that 'MACE' arrangements work effectively
- To ensure that national requirements and developments are incorporated effectively into East Riding's response to CSE
- To provide ongoing updates to the ERSCB, as required, that give updates on progress in strategic implementation and on the CSE 'profile' in East Riding.
- To provide an annual report to the ERSCB
- To receive ongoing data and performance information and to use the information to assess the effectiveness of the East Riding response to CSE.
- To ensure that there are appropriate sub regional and regional links with other areas that assist with wider co-ordination of the response to CSE.

The CSE Strategic Group membership includes:

- Humberside Police
- ERSCB
- Education
- Children's Social Care
- Community Health Services
- Voluntary and Community Sector
- Youth Support Services
- National Probation Service and Purple Futures Community Rehabilitation Company
- Schools
- Hull University

See Appendix 3 for the CSE Strategic Group Terms of Reference.

7. Child Sexual Exploitation Operational Group

The CSE Operational Group leads on aspects of the Child Sexual Exploitation Strategy as defined by the CSE Strategic Group, with the aim of progressing actions to prevent, protect and disrupt CSE. The core responsibilities of the group are to:

- Partners will collate and analyse data from their service area
- Ensure that CSE training, briefings and awareness raising meets CSE Strategic objectives
- Share good practice information
- Share lessons learned from practice
- Share and discuss Missing/CSE information
- Lead on specific areas in the CSE Action Plan, as defined by the CSE Strategic Group
- Review Pre-MACE processes/quality
- Identify and discuss cross boundary issues
- Discuss and share information in relation to high risk/concerning cases

The CSE Operational Group will make decisions in relation to CSE Operational processes and procedures. Members will consider decisions in the context of impact on all service areas and will take into account the local and national CSE agenda when making decisions. Where an agreement regarding processes or procedures cannot be reached by the CSE Operational Group, the issue will be raised at the CSE Strategic Group for discussion and decision.

The CSE Operational Group membership includes:

- Children's Social Care (Vice Chair)
- Health Authority
- Youth and Family Support
- Humberside Police
- Education Welfare Service
- Looked After Children Service
- Child Sexual Exploitation Team
- CSE Coordinator (Chair)

Please see Appendix 4 for the CSE Operational Meeting Terms of Reference.

8. Pre-MACE Panel

The Pre-MACE is a multi-agency panel that has an over-arching function to support the identification of young people at risk of CSE. It ensures that children/young people are supported by appropriate services and makes certain that the risks have been identified and considered supporting the disruption and safety of children/young person.

The Panel is compliant with Working Together 2015 and the membership of key agencies ensures they are able to inform and contribute to decision making.

Membership includes:

- Humberside Police
- Children's Social Care
- Health Authority
- Probation Service
- Education Welfare Service
- Youth and Family Support Service
- East Riding Safeguarding Children Board

Key functions include:

- Ensure that all Risk Indicator Tools completed and submitted in the agreed timescales are considered.

- Enable information to be viewed and considered prior to MACE, supporting the decision making for those children that require more in-depth discussion with the Lead Worker in attendance
- Ensures that suspect profiles are considered alongside victims.

Decisions made by the Panel will be based on the information shared through the Risk Indicator Tool in addition to information shared by CSE representatives at the Pre-MACE meetings.

Pre-MACE guidance

The Pre-MACE process requires a commitment from services in order to enable it to meet its responsibilities as defined by the CSE Strategic Group. Those functions/processes are set out as follows:

- Lead practitioner/appropriate professional must complete a RIT if CSE indicators are identified.
- All children being overseen by Pre-MACE require their RIT to be updated, reviewed and returned as specified by CSE service representative. It is expected that these set timescales will be adhered to.
- Lead practitioner/appropriate professional should send the completed RIT to: cse.response@eastriding.gcsx.gov.uk
- Lead practitioners/appropriate professional are responsible for ensuring the quality of the information in the RIT.
- The CSE Team based in Youth and Family Support will make recommendations to enhance the quality of the information contained within the RIT.
- The CSE Team will forward completed RITs to the CSE work flow file within agreed timescales.
- Where a completed RIT is submitted outside of the agreed timescale, it will be returned to the lead professionals with a request to re-submit at the next Pre-MACE meeting. The RIT will then need to be reviewed and updated prior to re-submission.
- Updated RITs will be sent out within 5 working days of Pre-MACE meeting taking place.
- The CSE Team will update or remove the CSE Hazard 'Overseen by MACE' on CCM as agreed by CSE service representatives.
- It is expected that all agencies involved with children who are subject to Pre-MACE/MACE will ensure that updated RITS are placed on their own internal data system.
- Where a case is closed to Pre-MACE and the situation changes, practitioners are expected to review and update the RIT and re-submit to the CSE Team at: cse.response@eastriding.gcsx.gov.uk

Pre-MACE Decisions

The following are indicative of decisions that may be made by the Pre-MACE Panel. It should be noted that this is not an exhaustive list as it is acknowledged that working with children at risk of CSE/experiencing CSE is complex and challenging and, at times, can require a range of approaches that do not always fit within specific decision making frameworks.

- Where there is evidential information showing a child is at high risk of CSE, it will result in the child being placed on the MACE agenda. This will ensure that time is allocated to discuss the child's needs alongside the lead practitioner, and will enable panel members to meet their functions.
- Where a child was recently deemed at high risk of CSE and support is now in place with actions being progressed, a decision may be made to review at the next Pre-MACE meeting.
- Where a child is not at risk of CSE, the child will cease to be overseen by Pre-MACE.

- Where panel members agree that the Risk Indicator Tool lacks sufficient information for a decision to be made, the RIT will be returned to the referrer with a request to complete the required information within a set timescale. The child will be deferred to the next Pre-MACE/MACE meeting dependent upon the risks identified.
- Where the child is at risk of CSE due to their individual vulnerabilities, and services are not currently in place to support or engage with the child/family, or where the child/family are not engaging with services, the child may be placed on the MACE agenda for further discussion. Alternatively, the panel may make recommendations and agree to review at the next Pre-MACE meeting.
- Where the child is at risk of CSE due to vulnerabilities in their life, and there is a good package of support in place, and good child/family engagement, the panel may decide that the ongoing support is sufficient and appropriate and close the case to Pre-MACE.

Panel decisions are captured in the rationale of the RIT. It should be noted that this will capture a summary of the panel discussion only and, where clarity is required on the rationale behind any decision made, practitioners/Managers should contact the **MACE chair** to discuss.

9. Multi-Agency CSE MACE Meeting

The MACE meeting aims to identify young people/children in the East Riding of Yorkshire who are at risk of CSE, and ensure they are supported by relevant agencies. The MACE meeting will identify suspects, links and networks between individuals and those who harbour children. The core responsibilities of the group are:

- To recommend and review actions to ensure that children are protected.
- To support the identification, disruption and prosecution of identified perpetrators.
- To identify possible links between victims and suspects with the purpose of disrupting and prosecuting suspects.

The Multi-Agency CSE MACE Meeting membership includes:

- Children's Social Care
- Health Authority
- Youth and Family Support
- Humberside Police (Chair)
- Education Welfare Service
- Looked After Children Service
- Child Sexual Exploitation Response Team
- Probation Service
- Prevent Team
- CSE Co-ordinator (Vice Chair)

Please see Appendix 5 for the Multi-Agency CSE MACE Meeting Terms of Reference, and Appendix 6 for the MACE Process.

10. Multi-Agency Child Exploitation (MACE) Suspects

Suspects are discussed together with victims at the Pre-MACE and MACE meetings.

The purpose of the meetings are:

- To share information about identified individuals that pose a risk to children, enabling the level of risk that individuals pose to be assessed and joint decisions to be made to reduce the risk and disrupt their offending behaviour.

- For partners to attend the meeting with the relevant information about individuals to be discussed, including options/tasks that their agency can undertake.
- To take responsibility for any actions allocated, undertake these in a timely manner and provide updates on completion.
- To provide an audit trail of the management and partnership approach to tackle CSE perpetrators in each Local Authority area.
- To identify and manage individuals who post a risk and who are active in their Local Authority area.
- To identify tactics such as child abduction notices, sexual risk orders, sexual harm orders, closure orders and human trafficking legislation where the offences are not reliant on the victim engaging with the police.

11. Confidentiality

All agencies have agreed boundaries of confidentiality when working with offenders, victims and other members of the public. The information contained within MACE meetings respects those boundaries of confidentiality and is shared under an understanding that:

- The minutes are closed under the Freedom of Information Act 2000 under one or more of the following reasons:
 - Investigations and proceedings by Public Authorities (S30:1:B)
 - Health and safety (8:38)
 - Personal information (S40)
 - Information provided in confidence (S41)
- The discussions and decisions of the meeting take account of Article 8.2 European Court of Human Rights, with particular reference to:
 - Public safety
 - The prevention of crime and disorder
 - The protection of health and morals
 - The protection of the rights and freedom of others
- If disclosure within an agency is felt essential, permission will be sought from the Chair of the particular MACE meeting and a decision will be made as to what information can be shared.

12. Information Sharing

Working Together 2015 states that “all organisations should have arrangements in place which set out clearly the processes and the principles for sharing information between each other, with other professionals and with the LSCB.”

Each agency has a **duty** to assist and provide information in support of Child Protection Enquiries. When requested to do so by Children’s Social Care, professionals from other parts of the local authority such as Housing, Schools and those in Health, organisations have a **duty to cooperate under Section 27 of the Children Act 1989** by assisting the local authority in carrying out its children’s social care functions.

In working with children and young people, it must always be made clear to them at the earliest appropriate point that absolute confidentiality cannot be guaranteed and that there will be some circumstances where their needs can only be safeguarded by sharing information with others.

The only time it is not appropriate to seek consent is if to do so would place a person at increased risk of harm, prejudice the prevention, detection or prosecution of a serious crime or lead to an unjustified delay in making enquiries about allegations of harm.

13. Use of Social Media

Where it is reported that relevant information is present on Facebook, as part of the information gathering process, it may be necessary for the CSE Response Team to access Facebook and review the reported information. The team have access to social media and a dedicated team Facebook page and account.

It is essential that the Regulation of Investigatory Powers 2000 Act (RIPA) legislation is complied with and understood by all team members. In responding to concerns of significant harm to a child/young person, a one-off social media check is permissible under the Act without applying for RIPA authorisation. In instances where ongoing surveillance is required, the application form for the granting of directed surveillance needs to be completed.

Further information is available and outlined in the CSE Response Team Social Media Guidelines. Please contact the CSE Team for further information or access to this document.

MULTI-AGENCY CHILD EXPLOITATION (MACE) RISK INDICATOR TOOL

Child/Young Person's Name / Alias / Known As		Date of Risk Assessment	
Case open to LA	Universal <input type="checkbox"/> CIN <input type="checkbox"/> CPP <input type="checkbox"/> LA <input type="checkbox"/>	Age / DOB Address	
Lead Professional		Looked After status Care Order/S.20	
Regular Missing Person?		Reported or not reported? Ask parent/carer if reported missing and if not ask why	
Person/s of PR		Legal status	
Ethnicity		Gender	
Language Spoken		Physical/Learning Disabilities	
If other agencies are involved please list them here		Has sexual exploitation previously been identified as a specific issue for this child? Please provide details	

Vulnerabilities (consider protective factors and resilience)	Please score 1 for each relevant statement, identifying as much detail as known and source of information	Vulnerabilities	
Emotional neglect by parent/carer/family member		Family history of domestic abuse	
Physical abuse by parent/carer/family member		Family history of substance misuse	
Sexual abuse		Family history of mental health difficulties	
Breakdown of family relationships – Rationale for decision		Low self-esteem – Rationale for decision	

Vulnerabilities	Score 1 if present on date of assessment or within a month of the last assessment
Unsuitable/inappropriate accommodation – Rationale for decision	
Isolated from peers/social networks – Rationale for decision	
Lack of positive relationship with a protective/nurturing adult – Rationale for decision Ask parent/carer if they are worried about their child and if not why. Ask parent/carer think their child is being exploited.	

Moderate risk indicators – Rationale for decision making and sources of information to be given for all scores.	Score 1 if present on date of assessment or within a month of the last assessment
Staying out later than expected or agreed	.
Multiple callers (unknown adults/older young people) – (record details i.e. description/names etc) (refer to information log)	
Unusual or increased use of a mobile phone/internet/devices that cause concern check if the usage of the devices has changed the young person's behaviour are they being secretive	.

Sending or receiving indecent images or videos	
Expressions of despair (self-harm, overdose, eating disorder, challenging behaviour, aggression)	
Exclusion/suspension from school or unexplained absences from or not engaged in school/college/training/work	
Disclosure of sexual/physical assault followed by withdrawal of allegation	
Tattoos/Tagging/Branding	
Sexual health history/Sexually Transmitted Infections (STI's)/ Pregnancy/Termination in last 6 months	
Peers involved in sexual exploitation	
Drugs misuse	
Alcohol misuse	
Offending behaviour that could be directly linked to CSE – direct examples of links must be provided	

Significant Risk Indicators - Rationale for decision making and sources of information to be given for all scores.	Score 1 if present between 3 and 6 months ago	Score 5 if present on date of referral or during past 3 months
Periods of going missing overnight or longer		
Has an older partner/ peer and/or relationship with controlling adult that is CSE related (record details i.e. name, dates, occupation/description etc)		
Physical abuse by a controlling adult or older partner including sexual acts		
Emotional abuse by a controlling adult or partner		
Entering/leaving vehicles driven by unknown adults – record details i.e. reg no./description etc		
Unexplained amounts of money, expensive clothing or other items		
Frequenting areas known for on/off street sex work		
Living independently and failing to respond to attempts by worker to keep in touch		

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Risk Assessment score		Risk Category	
		Date escalated to MACE Operational Meeting	
Name of worker completing assessment		Agency and contact details	

Please include a rationale for what you have scored and any additional information not scored

Actions Safeguarding risks prioritised for immediate and/or urgent action	Responsible Person	When by?	Reporting to	Completed/Outstanding

The Risk Indicator Tool should be considered alongside professional knowledge of young people/children & families as identified through assessment.

Category 1 – Lower risk of sexual exploitation (score 0-10)

Category 2 – Medium risk of sexual exploitation (score 11-19)

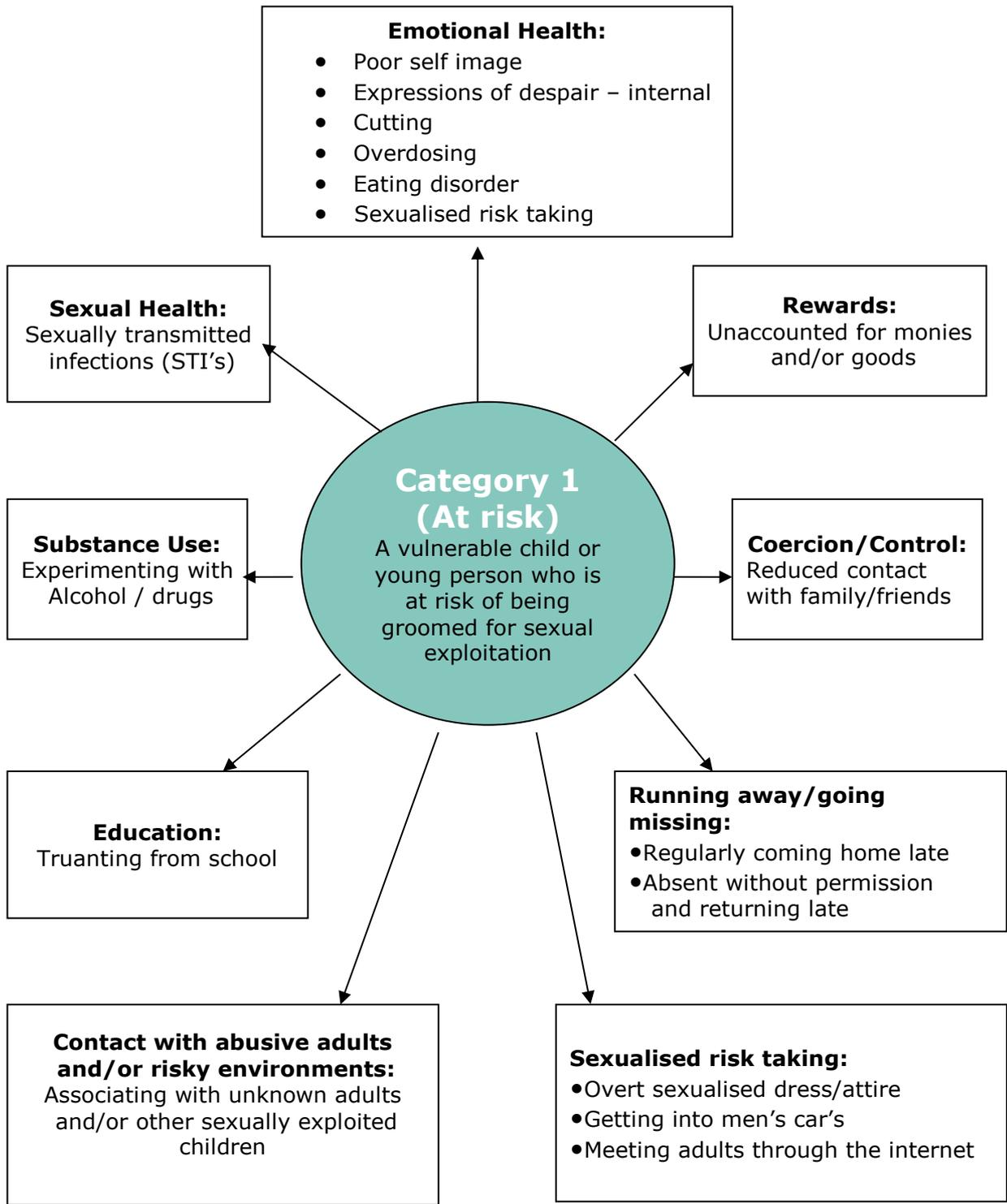
Category 3 – Higher risk of sexual exploitation (score 20+)

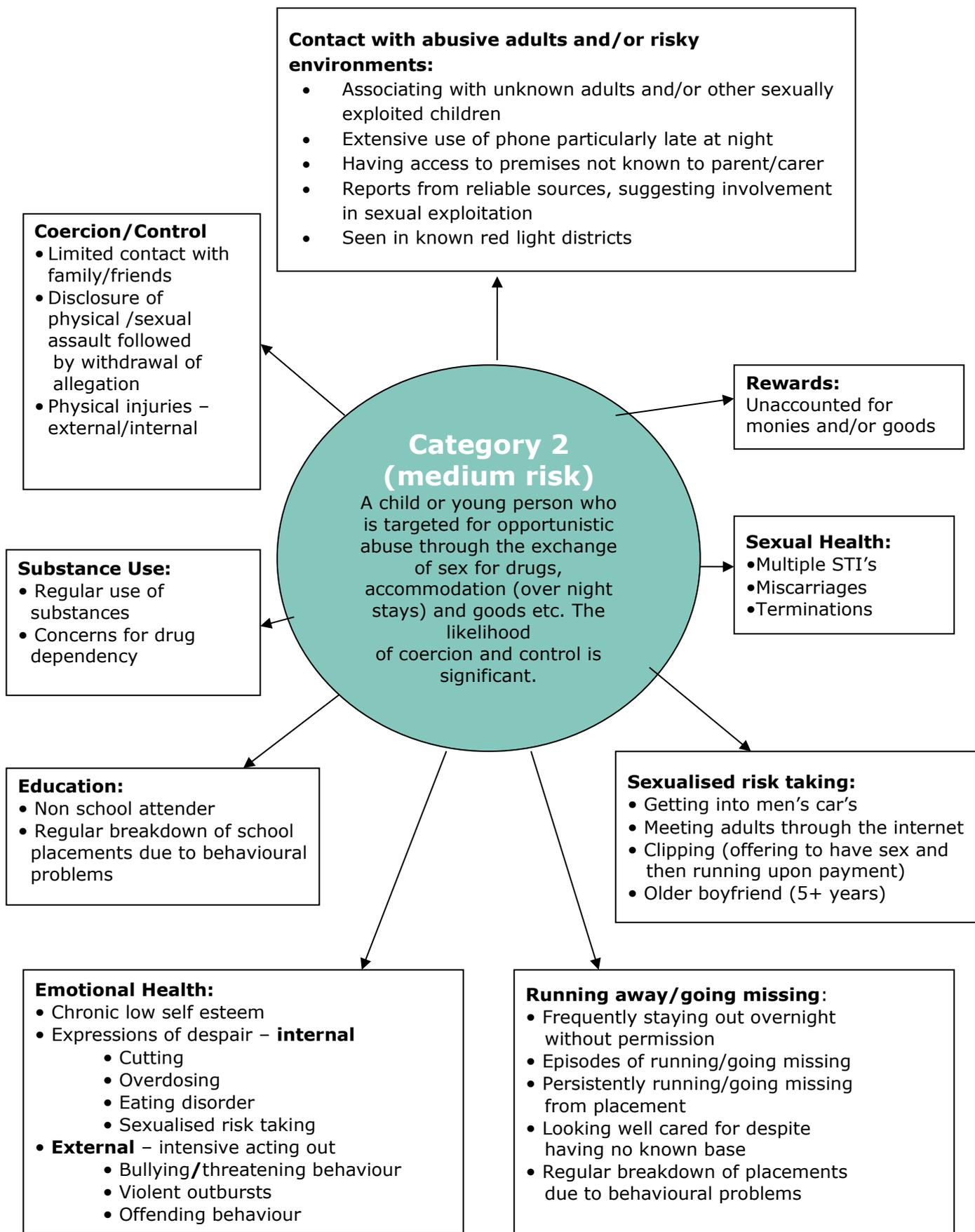
Once complete please ring the Early Help and Safeguarding Hub (EHaSH) on 395500 to discuss your concerns and identify next steps. Completion of a Risk Indicator Tool should not prevent the sharing of Child Protection concerns. The Risk Indicator Tool can be completed after discussion with EHaSH.

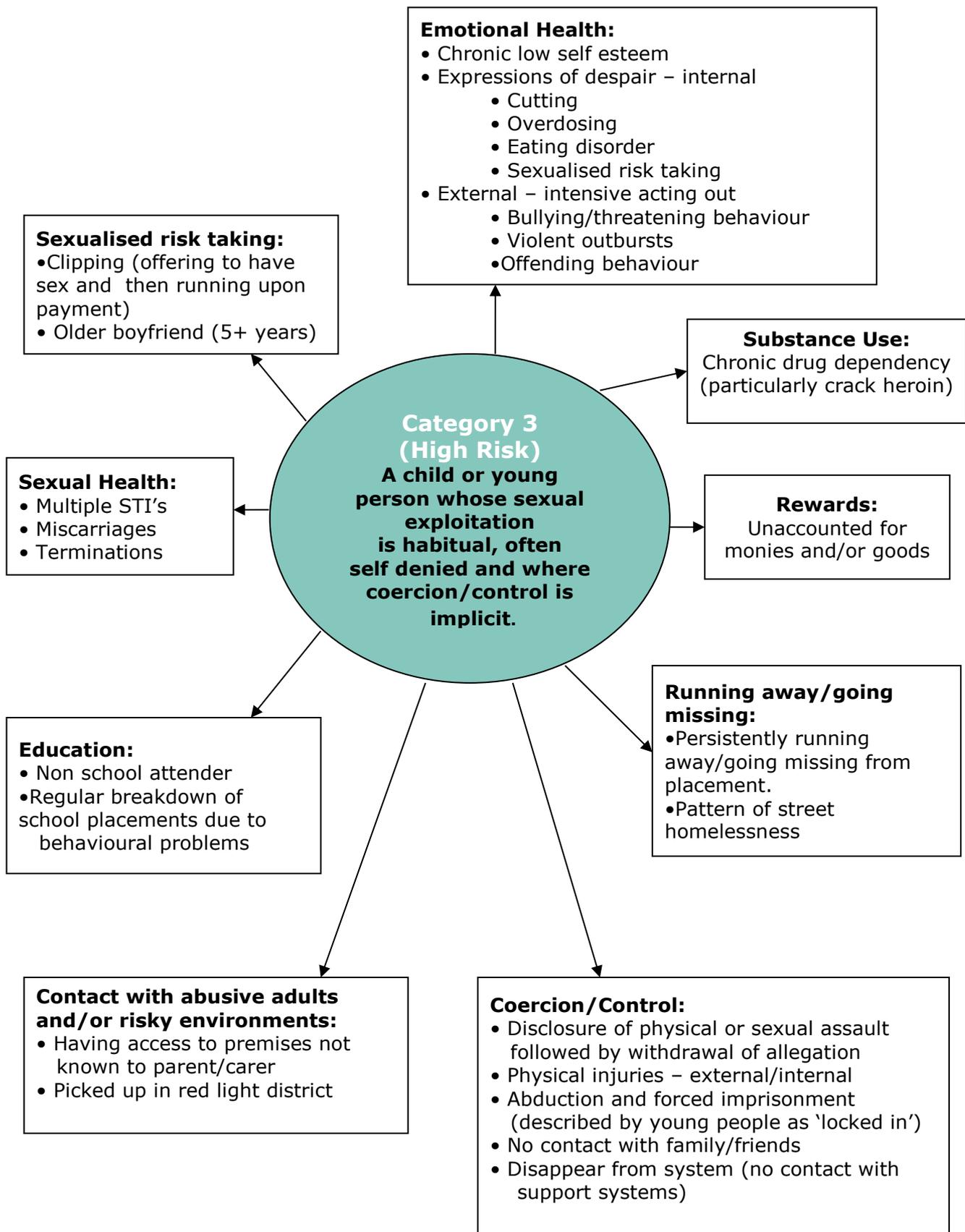
If the MACE panel, Child Sexual Exploitation Worker or your line Manager have asked that a CSE Risk Indicator Tool be completed or updated, please send to the Child Sexual Exploitation Team at Cse.response@eastriding.gcsx.gov.uk

If support is needed in completing the CSE Risk Indicator Tool please contact the Child Sexual Exploitation Team at Cse.response@eastriding.gcsx.gov.uk or call on 01482 391999

(July 2015)









East Riding Local Safeguarding Children Board
Child Sexual Exploitation (CSE) Strategic Group
TERMS OF REFERENCE

1. Purpose

1.1 This paper sets out terms of reference for the East Riding Safeguarding Children Board, Child Sexual Exploitation Strategic Group.

2. Responsibilities

- 2.1 To provide the lead, on behalf of the ERSCB, on how staff from all agencies work together responding to CSE, including challenge and holding partners to account.
- 2.2 To agree, monitor and review the East Riding CSE Multi Agency Strategy and Action Plan.
- 2.3 To ensure the established 'MACE' arrangements work effectively
- 2.4 To ensure that national requirements and developments are incorporated effectively into East Riding's response to CSE
- 2.5 To provide ongoing updates to the ERSCB, as required, that give updates on progress in strategic implementation and on the CSE 'profile' in East Riding.
- 2.6 To provide an annual report to the ERSCB
- 2.7 To receive ongoing data and performance information and to use the information to assess the effectiveness of the East Riding response to CSE.
- 2.8 To ensure that there are appropriate sub regional and regional links with other areas that assist with wider co-ordination of the response to CSE.

3. Membership

- 3.1 This is a strategic group during which those attending will be expected to have decision making responsibility for their organisation in relation to Child sexual exploitation
- 3.2 Agencies attendance required from:
- 3.2.1 Humberside Police
 - 3.2.2 ERSCB
 - 3.2.3 Education

- 3.2.4 Children's Social Care
- 3.2.5 Community Health Services
- 3.2.6 Voluntary and Community Sector
- 3.2.7 Youth Support Services
- 3.2.8 Humberside Probation Service and Purple Futures Community Rehabilitation Company

- 3.4 The Child Sexual Exploitation Strategic Group reserves the right to co-opt other members for time limited pieces of work. The Child Sexual Exploitation Strategic Group shall be administered (by way of agenda preparation, production and circulation of action notes) by support supplied from Public Protection Team C Division.
- 3.5 At the start of each meeting, attendees will be asked to sign an attendance sheet. A record of attendance for each member will be reported as part of the annual report to the East Riding Safeguarding Children Board. Members will be expected to attend no less than 75% of meetings. Any member not attending 3 consecutive meetings will be invited to consider their membership position and this will be reported to the East Riding Safeguarding Children Board and the Chief Officer of their agency.
- 3.6 Deputies should attend if a member of the Child Sexual Exploitation Strategic Group is not available, but it is incumbent upon members to accept their responsibility for routine attendance and to complete any actions required of them, irrespective of whether they are in attendance or not.
- 3.7 For the Child Sexual Exploitation Strategic Group to be considered quorate, at least 3 partner agencies must be represented.

4. Agenda

- 4.1 Meetings will be held a minimum of 3 times annually and unless there are exceptional circumstances, and will last for no longer than three hours.
- 4.2 The agenda for each meeting will be agreed with the Chair prior to publication. Any member of the Child Sexual Exploitation Strategic Group is entitled to put an item forward for the agenda. Agendas should be issued at least 5 working days before the meeting and all paperwork should be subject to Chair/Vice Chair control. Minutes from meetings will usually be issued within 10 working days of the meeting.
- 4.3 At the end of each meeting, any key messages for the East Riding Safeguarding Children Board will be agreed. The Child Sexual Exploitation Strategic Group will identify a person at the end of each meeting if appropriate to work with the editor of the East Riding Safeguarding Children Board Newsletter to communicate key messages.

5. Linkage to other groups

- 5.1 The work of the Child Sexual Exploitation Strategic Group will be undertaken on behalf of East Riding Safeguarding Children Board. An annual report, work plan and reporting on an exceptional basis will therefore be an expected outcome from the Panel

6. Declaration of interest

- 6.1 It is the responsibility of each member to declare any conflict of interest with an agenda item either at the start of the meeting or as the discussion unfolds.

7. Business Conduct

- 7.1 All meetings will:
 - 7.1.1 Start and end on time as agreed;
 - 7.1.2 Show respect for, and value the contribution of each member;

- 7.1.3 Encourage all members to participate;
- 7.1.4 Ensure that the agreed work plan is developed and progressed at each meeting.

8. Monitoring

- 8.1 The effectiveness of the Child Sexual Exploitation Strategic Group will be monitored against:
 - 8.1.1 Number of times the meeting is held in accordance with its Terms of Reference;
 - 8.1.2 Number of times the meeting is quorate;
 - 8.1.3 Level and spread of attendance at meetings;
 - 8.1.4 Delivery of the work plan;
 - 8.1.5 Feedback from participants by way of the annual report.

9. Governance Arrangements

- 9.1 The Terms of Reference will be agreed by the Chair and Group Members.
- 9.2 Once agreed, the Terms of Reference will be ratified by East Riding Safeguarding Children Board.
- 9.3 Terms of Reference will be reviewed annually.
- 9.4 Minutes of meetings, works plans and exceptional reporting is open for scrutiny by East Riding Safeguarding Children Board.

Panel Chair: Kay Durrant

Designation: Detective Chief Inspector for Humberside Police responsible for Public Protection with the East Riding of Yorkshire

Vice Chair: Kay Munson, National Probation Service

Signature.....Date.....

ToR Reviewed: September 2015



CSE Operational Group

TERMS OF REFERENCE

1. Purpose

- 1.1 This paper sets out terms of reference for the CSE Operational Group.

2. Aims

- 2.1 The CSE Operational Groups will lead on aspects of the Child Sexual Exploitation Strategy (CSE) as defined by the CSE Strategic Group, with the aim of progressing actions to prevent, engage and disrupt CSE.

3. Objectives

- 3.1 The group will meet the above aims by working towards the following objectives:
- 3.2 Ensure that CSE training, briefings and awareness raising meet CSE strategic objectives
 - 3.3 Partners will collate and analyse data from their service area
 - 3.4 Identifying and co-ordinating appropriate training and awareness raising activities
 - 3.5 Sharing good practice information
 - 3.6 Sharing lessons learned from practice
 - 3.7 Sharing and discussing Missing/CSE information
 - 3.8 Leading on specific areas in the CSE Action Plan as defined by the CSE Strategic Group
 - 3.9 Updating on Pre/MACE
 - 3.10 Identifying and discussing cross boundary issues
 - 3.11 Escalation of exceptional cases

4. Membership

- 4.1 This is a strategic group during which those attending will be expected to have decision making responsibility for their organisation in relation to Child sexual exploitation
- 4.2 Agencies attendance required from:
- 4.2.1 Children's Social Care

- 4.2.2 Health Authority
- 4.2.3 Youth & Family Support
- 4.2.4 Police
- 4.2.5 Education Welfare
- 4.2.6 Looked After Children
- 4.2.7 Child Sexual Exploitation Co-ordinator
- 4.2.8 Probation Service
- 4.2.9 CSE Team

- 4.3 The CSE Operational Group reserves the right to co-opt other members for time limited pieces of work.
- 4.4 Deputies should attend if a member of the CSE Operational Group is not available, but it is incumbent upon members to accept their responsibility for routine attendance and to complete any actions required of them, irrespective of whether they are in attendance or not.
- 4.5 For the CSE Operational Group to be considered quorate, at least 3 partner agencies must be represented.

5. Business Conduct

- 5.1 The CSE Operational Group will be chaired by either the Local Authority Child Sexual Exploitation Co-ordinator or the Children’s Social Care Area Manager.
- 5.2 The CSE Operational Group will make decisions in relation to CSE operational processes and procedures. Decisions will be considered in the context of impact on all service areas and take into account local and national CSE agenda. Where an agreement regarding processes or procedures cannot be reached by the CSE Operational Group, the issue will be raised at the CSE Strategic Group for discussion and decision.
- 5.3 CSE Operational Group meetings will be held monthly and last no longer than 2½ hours.
- 5.4 The Child Sexual Exploitation Co-ordinator will circulate the CSE Operational Group Agenda prior to the meeting.
- 5.5 Following the meeting, the Child Sexual Exploitation Co-ordinator will circulate the Minutes. These will be shared with the CSE Strategic Group.
- 5.6 All meetings will:
 - 5.6.1 Start and end on time as agreed;
 - 5.6.2 Show respect for, and value the contribution of each member;
 - 5.6.3 Encourage all members to participate;
 - 5.6.4 Ensure that the agreed work plan is developed and progressed at each meeting.

6. Governance Arrangements

- 6.1 The Terms of Reference will be agreed by the Chair and Group Members.
- 6.2 Terms of Reference will be reviewed annually.

Panel Chair: Jane Henderson

Designation: CSE Team Manager

Vice Chair: Sue Brown, Area Manager

Signature.....Date..... ToR Reviewed: May 2016



Multi-Agency CSE MACE

TERMS OF REFERENCE

1. **Purpose**

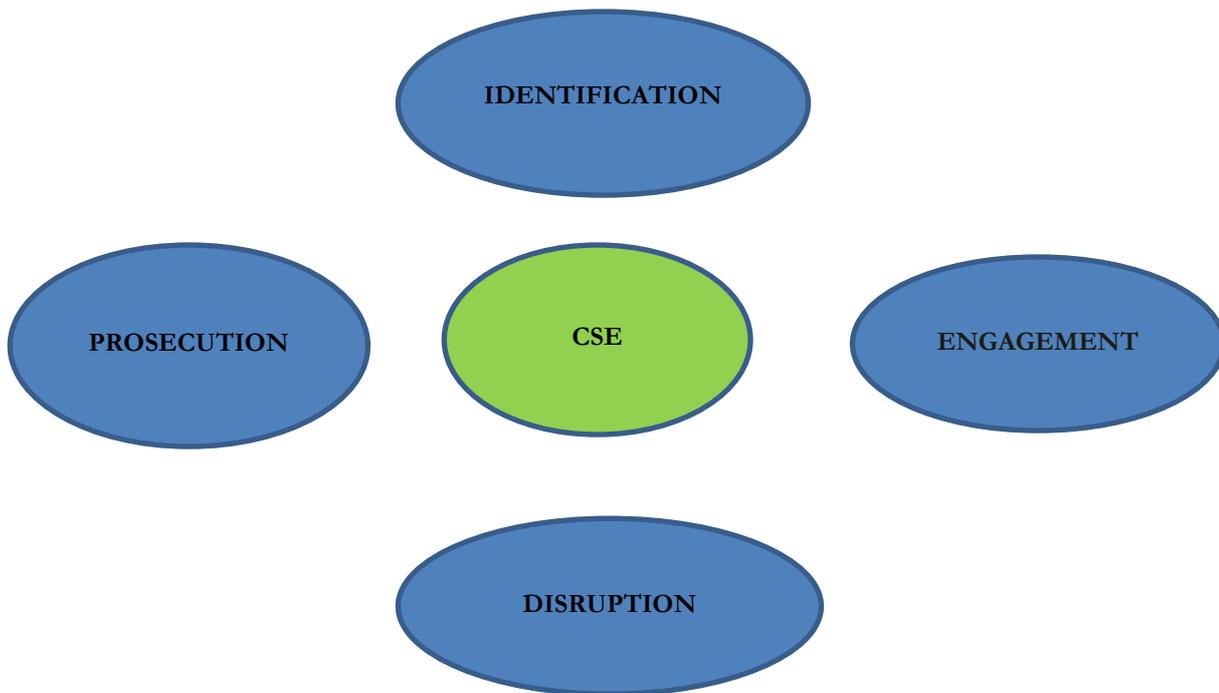
- 1.1 This paper sets out terms of reference for Multi-Agency CSE MACE.

2. **Aims**

- 2.1 Core aims of the group are:
- 2.2 To recommend and review actions to ensure that children are protected.
- 2.3 To support the identification, disruption and prosecution of identified perpetrators
- 2.4 To identify possible links between individual cases discussed within the Risk MACE meeting.

3. **Objectives**

- 3.1 The group will meet the above aims by working towards the following objectives:
- 3.2 Identifying young people/children in the East Riding of Yorkshire who are at risk of child sexual exploitation and ensuring that children/young people are referred into and supported by the relevant agency.
- 3.3 Identifying individuals responsible for child sexual exploitation and any links and networks between individuals and those who harbour children.
- 3.4 Identifying locations where CSE is reported to be taking place.
- 3.5 Tasking key group members from across children services with specific actions to achieve the overall aim of the MACE panel.
- 3.6 Having identified those most at risk the Risk MACE panel will review the multi-agency response to ensure that existing and appropriate child protection processes are in place.
- 3.7 Ensure cases of suspected or actual child sexual exploitation are well- managed and effectively coordinated to ensure that all possible actions have been taken in order to protect the victims and identify, disrupt and prosecute perpetrators.



3.8 Ensure agencies work together and share all relevant information to protect children and young people from child sexual exploitation.

4. Membership

4.1 This is a strategic group during which those attending will be expected to have decision making responsibility for their organisation in relation to Child sexual exploitation

4.2 Agencies attendance required from:

- 4.2.1 Children's Social Care
- 4.2.2 Health Authority
- 4.2.3 Youth & Family Support
- 4.2.4 Police
- 4.2.5 Education Welfare
- 4.2.6 Looked After Children
- 4.2.7 Child Sexual Exploitation Coordinator

4.3 The Multi-Agency CSE MACE Meeting group reserves the right to co-opt other members for time limited pieces of work.

4.4 Deputies should attend if a member of the Multi-Agency CSE MACE Group is not available, but it is incumbent upon members to accept their responsibility for routine attendance and to complete any actions required of them, irrespective of whether they are in attendance or not.

4.5 For the Multi-Agency CSE MACE Meeting to be considered quorate, at least 3 partner agencies must be represented.

5. Business Conduct

5.1 All meetings will:

- 5.1.1 Start and end on time as agreed;

- 5.1.2 Show respect for, and value the contribution of each member;
- 5.1.3 Encourage all members to participate;
- 5.1.4 Ensure that the agreed work plan is developed and progressed at each meeting.

6. Governance Arrangements

- 6.1 The Terms of Reference will be agreed by the Chair and Group Members.
- 6.2 Terms of Reference will be reviewed annually.

Panel Chair: Pete Thorpe

Designation: Police Sergeant, Humberside Police

Vice Chair: Jane Henderson, CSE Team Manager

Signature.....Date.....

ToR Reviewed: September 2015



Multi-Agency CSE MACE Process

“Child sexual exploitation is one of the biggest child protection issues of our time, but together we can make a real difference. By spotting the signs early, we can all take practical steps to protect children. We don’t know how many abusers there are out there-but together there are more of us. These abusers have power over victims-but together we are more powerful. They are persistent-but together our persistence is greater.”

(Anne Marie Carie, Chief Executive, Barnardos)

1. MACE Process

- 1.1 MACE meetings are held on the last Tuesday of every month.
- 1.2 If you are concerned that a child/young person may be at risk of CSE and are not the child/young person’s Key Worker, you must discuss these concerns with the Key Worker in the first instance.
- 1.3 If you are the child/young person’s Key Worker and are concerned that the child/young person may be at risk of CSE and feel that the case should be discussed at the MACE meeting, you must complete/update the CSE Risk Indicator Tool (RIT) and discuss with the CSE Worker in their area, or the CSE Co-ordinator.
- 1.4 When completing the RIT, It is your responsibility to liaise with partner agencies who also support the young person. Practitioners must ensure that all relevant information has been obtained prior to the MACE meeting.
- 1.5 The RIT must contain:
 - Factual information
 - The source of information
 - Date the information was obtained
- 1.6 Any relevant information which falls outside of the time parameters set within the RIT should be documented in the section ‘Rationale’.
- 1.7 The Key Worker is expected to attend the MACE meeting and to bring all relevant information to enable the process to be robust, timely and succinct.
- 1.8 A list of young people to be discussed will be sent out to Key Workers and MACE panel members prior to the MACE meeting. This will outline the order in which young people will be discussed, with times allocated for Key Workers to attend.
- 1.9 Practitioners are required to send an updated Child Sexual Exploitation Risk Indicator Tool to the Child Sexual Exploitation (CSE) inbox within the agreed circulated time frame.

1.10 If the Key Professional is unable attend, it is expected that a well-informed representative/manager will attend on their behalf.

1.11 Actions following the MACE meeting:

CSE Coordinator forwards the up to date Risk Indicator Tool to the CSE services representative.



CSE representative forwards the updated Risk Indicator Tool to relevant practitioners in their service area.



CSE Team will input the RIT on CCM and One System following MACE



CSE Team based in Youth & Family Support will update the young person's Hazard warning marker on Children's Social Care system (CCM).

2. Family and victim participation

2.1 The MACE is a professionals meeting to discuss the strategies required to achieve the objectives of the group with the aim of protecting the child/young person about whom concerns have been identified.

2.2 The meeting entails the sharing of sensitive and confidential information about suspected perpetrators and potentially a number of children who they may be involved or linked with.

2.3 Children and young people, and their parents / carers, will not ordinarily be invited to attend and will not routinely be informed about the discussions that have taken place. (Please see Multi Agency Child Exploitation (MACE) Perpetrator and Victim Risk and Management Arrangements Confidentiality Statement on Page 24)

2.4 Information may only be shared by members with other professionals within their own organisation on a need to know basis. (Contact the chair if you need clarity regards information sharing)

3. Quality

3.1 All service areas are responsible for the quality assurance of CSE RITs. If a RIT is inaccurately completed or completed to a poor standard, it will be returned to the Key Worker in order for necessary amendments to be made.

3.2 Any RIT which is not completed within the specified time frame will be discussed with the relevant service/agency's representative. If this becomes a common theme or a particular agency is not engaging to the standard required then this will be raised by the chair with the Head of the responsible service.