Appendices for the West Midlands Metropolitan Area Child Sexual Exploitation Procedures

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Child sexual exploitation is a form of abuse. It involves children being forced or manipulated into sexual activity in exchange for something—money, gifts or accommodation, or less tangible goods such as affection or status. The sexual activity and exchange may be seen as consensual, but is based on an imbalance of power which severely limits victims’ options. This Tool has been developed to enable the identification of children and young people at risk of sexual exploitation.
Name of child/young person: _______________________________________

<table>
<thead>
<tr>
<th>Significant Risk Indicators</th>
<th>Current or during the past 6 months</th>
<th>Prior to 6 months ago</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repeat periods of absence/missing (day and/or night)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Relationship of concern with a controlling adult (male or female) or young person, which might involve physical and/or emotional abuse and/or gang activity</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Entering/leaving vehicles driven by unknown adults (not car theft)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unexplained amounts of money, expensive clothes or other items; including phone credit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Frequenting areas known for risky activities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Groomed/abused via the Internet and mobile technology and/or excessive use of mobile phone including late at night</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Having unexplained contact with hotels, taxi companies or fast food outlets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recurring sexually transmitted infections/repeat terminations</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Risk Indicators</th>
<th>Please tick</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whereabouts unclear or unknown – day and/or night</td>
<td></td>
</tr>
<tr>
<td>Absences/exclusion from school or not engaged in school/college/ training/work</td>
<td></td>
</tr>
<tr>
<td>Regular/Multiple contacts from unknown adults/young people</td>
<td></td>
</tr>
<tr>
<td>Physical injuries without plausible explanation</td>
<td></td>
</tr>
<tr>
<td>Sexually transmitted infections/ Pregnancies / termination of pregnancies</td>
<td></td>
</tr>
<tr>
<td>Drugs Misuse</td>
<td></td>
</tr>
<tr>
<td>Alcohol Misuse</td>
<td></td>
</tr>
<tr>
<td>Self-harming/ suicide attempts/ eating disorders/aggression</td>
<td></td>
</tr>
<tr>
<td>Use of a mobile phone which causes concern – including sexting/multiple phones/sims</td>
<td></td>
</tr>
<tr>
<td>Unsafe use of internet</td>
<td></td>
</tr>
<tr>
<td>Has been sexually assaulted</td>
<td></td>
</tr>
<tr>
<td>Disclosure of sexual/physical assault followed by withdrawal of allegation</td>
<td></td>
</tr>
<tr>
<td>Risky/inappropriate sexual behaviour</td>
<td></td>
</tr>
<tr>
<td>Lack of awareness/understanding of being safe</td>
<td></td>
</tr>
<tr>
<td>Peers involved in sexual exploitation/risky or concerning behaviours</td>
<td></td>
</tr>
<tr>
<td>Living independently and failing to respond to attempts by workers to keep in touch</td>
<td></td>
</tr>
<tr>
<td>A&amp;E attendance because of alcohol/drug misuse</td>
<td></td>
</tr>
<tr>
<td>Being accompanied to appointments by an unknown person that causes concern</td>
<td></td>
</tr>
<tr>
<td>Association with gang members that suggests sexual exploitation is a possibility</td>
<td></td>
</tr>
<tr>
<td>Volatile behaviour/hostility in relationships with parents/carers and other family members</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vulnerability Factors</th>
<th>Please tick</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unsuitable/inappropriate accommodation/sofa surfing/financially unsupported/migrant/refugee</td>
<td></td>
</tr>
<tr>
<td>Isolated from peers/family/social networks</td>
<td></td>
</tr>
<tr>
<td>Learning disabilities/special needs or mental health issues</td>
<td></td>
</tr>
<tr>
<td>History of Local Authority Care/looked after child status</td>
<td></td>
</tr>
<tr>
<td>Involvement in criminal activities and/or at risk of gang involvement</td>
<td></td>
</tr>
<tr>
<td>Family conflict/ breakdown, lack of love/security, death, loss, illness of a significant person in child's life</td>
<td></td>
</tr>
<tr>
<td>History of Child Protection involvement in relation to neglect, physical sexual or emotional abuse</td>
<td></td>
</tr>
<tr>
<td>Family history of domestic abuse and/or substance misuse and/or mental health difficulties</td>
<td></td>
</tr>
<tr>
<td>Risk of forced marriage</td>
<td></td>
</tr>
<tr>
<td>Recent bereavement and loss</td>
<td></td>
</tr>
</tbody>
</table>
The framework includes three categories of risk and is intended to inform appropriate responses in relation to children and young people’s safeguarding needs. The presence of one significant risk indicator will necessitate action as set out in LSCB procedures.

Please use your professional judgement to reflect upon the indicators you have ticked above and consider the health, welfare and safety of the child in question. (NB: A ‘child’ is any person under the age of 18, male and female, and older children can be equally as vulnerable)

<table>
<thead>
<tr>
<th>Description</th>
<th>Associated actions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Category 1 – at risk of harm</strong> A child who is at risk of being groomed for sexual exploitation.</td>
<td>Liaise with Agency Designated Safeguarding Advisor for any advice/guidance. Inform LSCB CSE Coordinator of young person considered at risk of CSE (so information about the extent and profile of CSE is captured by LSCB). Work with child, young person and family to develop an awareness of the risks that can lead to a situation in which they may be exposed to sexual exploitation - delivered on a single agency basis or integrated into existing early help multi-agency plan. Ongoing review of risk required particularly if there are any changes in circumstances.</td>
</tr>
<tr>
<td><strong>Category 2 – significant risk of harm</strong> A child who is targeted for abuse through exchange of sex for affection, drugs, accommodation and goods etc. The likelihood of coercion and control is significant</td>
<td>(1) A multi-agency approach will be needed to promote child’s safety and well-being. (2) Follow local procedures including referral to Children’s Social Work Services who will lead the completion of a specialist CSE Risk Assessment on a multi-agency basis. A multi-agency child sexual exploitation meeting should be held to devise the child’s plan or such activity should be integrated into the existing child’s plan. The plan should include actions in relation to disrupting, investigating and prosecuting perpetrators. Risk should be closely monitored and regularly assessed as part of the risk management process. (3) Inform LSCB CSE Coordinator of young person considered at risk of CSE (so information about the extent and profile of CSE is captured by LSCB).</td>
</tr>
<tr>
<td><strong>Category 3 – serious risk of harm</strong> A child who is entrenched in sexual exploitation, but often does not recognise or self denies the nature of their abuse often in denial, and where coercion/control is implicit.</td>
<td>(1) A multi-agency approach will be needed to promote child’s safety and well-being. (2) Follow local procedures including referral to Children’s Social Work Services who will lead the completion of a specialist CSE Risk Assessment on a multi-agency basis. A multi-agency child sexual exploitation meeting should be held to devise the child’s plan or such activity should be integrated into the existing child’s plan. The plan should include actions in relation to disrupting, investigating and prosecuting perpetrators. Risk should be closely monitored and regularly assessed as part of the risk management process. (3) Inform LSCB CSE Coordinator of young person considered at risk of CSE (so information about the extent and profile of CSE is captured by LSCB).</td>
</tr>
</tbody>
</table>

**Where to refer or discuss your concerns:**

Anyone who completes a CSE screening tool, or is considering the need to do so, can seek advice from the Designated Safeguarding Advisor in their agency/service/setting.

Advice can also be sought from the LSCB CSE Officer, LOCAL AREA TO INSERT DETAILS

If the screening tool indicates that the child/young person is likely to be at significant risk or serious risk of harm from sexual exploitation you should contact Children’s Social Care or the Police:

<table>
<thead>
<tr>
<th>Children’s Services:</th>
<th>Social Care/MASH INSERT LOCAL DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Duty Team (EDT) (out of hours)</td>
<td>Insert local details</td>
</tr>
<tr>
<td>Police Central Referral Unit</td>
<td>101 or 03451135000</td>
</tr>
<tr>
<td>Police emergency</td>
<td>999</td>
</tr>
</tbody>
</table>

**Where to get more information:**

Child Exploitation and Online Protection (CEOP) [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)
PACE – Parents Against Child Sexual Exploitation. [www.paceuk.info](http://www.paceuk.info)
Appendix 2 NWG CSE Risk Assessment Tool
Appendix 3 Multi Agency Sexual Exploitation Meeting – initial agenda

Proposed Initial Agenda

Guidance notes

- Information given at this meeting is confidential. Matters discussed here should only be disclosed to professional colleagues with a real need to know.

- This borough has an equal opportunities policy. It is important that everyone at the conference is treated with mutual respect giving due regard to race, religion, language, culture, gender, sexuality and disability. Discriminatory attitudes, opinions or language expressed at this meeting will be challenged.

- All participants will be invited to contribute any information they have. Information not presented openly at the meeting cannot be considered in assessing risk. It is important that it is clear from individual contributions what is fact and what is opinion.

1. Introduction and status of meeting
2. Apologies
3. Factual information / details
4. Reason for convening MAP
5. Indicators developed
6. Sexual health concerns
7. Family awareness / response to risks
8. Child protection considerations
9. Potentially involved adults
10. Risk discussion
11. Chairs summary (including level of risk)
12. Decisions and recommendations
13. Review date
Appendix 4 Multi Agency Sexual Exploitation Meeting – review agenda

Proposed Review Agenda

Guidance notes
- Information given at this meeting is confidential. Matters discussed here should only be disclosed to professional colleagues with a real need to know.
- This borough has an equal opportunities policy. It is important that everyone at the conference is treated with mutual respect giving due regard to race, religion, language, culture, gender, sexuality and disability. Discriminatory attitudes, opinions or language expressed at this meeting will be challenged.
- All participants will be invited to contribute any information they have. Information not presented openly at the meeting cannot be considered in assessing risk. It is important that it is clear from individual contributions what is fact and what is opinion.

1. Introduction and status of meeting

2. Apologies

3. Review of risk assessment

4. Review of delivery of multi-agency safeguarding and support plan

5. Analysis of current risk and what needs to happen to manage risk

6. Revision to multi-agency safeguarding and support plan

7. Review date
Appendix 5 Information Sharing Tool

Information Report to be sent through to:

fib@west-midlands.pnn.police.uk

This form should be used by you or your staff to submit information or intelligence to the police which relates to any vulnerability issue (i.e. Child Sexual Exploitation, Domestic Abuse, Forced Marriage, Honour-based issues, FGM, Vulnerable Adult Abuse, and Human Trafficking Modern Day Slavery).

The police need as much information as possible to help them understand three things;

1. WHO may be at risk (victims)
2. WHO may be putting them at risk (possible offenders) and
3. WHERE that risk may be happening (locations).

PLEASE DO NOT WORRY IF YOU DO NOT KNOW FOR SURE WHETHER THE INFORMATION IS ACCURATE OR TRUE. IT IS BETTER TO SUBMIT IT AND THE POLICE WILL THEN ASSESS IT AGAINST WHAT THEY ALREADY HOLD FROM OTHER SOURCES.

What is this form NOT to be used for?

This form should not be used to make statutory safeguarding referrals to police. You should continue to make these referrals in the normal way.

Date/Time of report:..............................................................

Details of Professional submitting

<table>
<thead>
<tr>
<th>Name</th>
<th>Post / Job Title</th>
<th>Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Witnessed Incident</th>
<th>Professional</th>
<th>Member of the Public</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If the information was supplied by someone other than yourself, on a scale of 1-5 how reliable do you think they are?
(5 = Always Reliable and 1 = Unreliable) ..................................................

How accurate is the information on a scale of 1-4?
(4 = Known to be true beyond doubt to 1 = suspected to be false).................
(If you are not able to say re above two questions please state ‘don’t know’ rather than guess)

If the information is from a 3rd party would they be willing to engage with the Police?

Yes  No

Does this information involve a licensed premise (e.g. newsagents, takeaways, pubs, off licenses, etc)?

Yes  No

If yes, please provide the trading name and address of premise: .................................................................
.................................................................................................................................
.................................................................................................................................

Please provide clear and accurate information: Include as much detail as possible re names/descriptions/nicknames/vehicle details/addresses etc: If providing details of specific incidents please put a date and time these were witnessed.

Concern about Licensed Premises:
Appendix 6A CHILD ABDUCTION WARNING NOTICE - Under 16’s

Child Under 16

I have been advised that the following young person has recently been in your company and/or that you have allowed them to be at your property/home address. [delete as appropriate]

<table>
<thead>
<tr>
<th>CHILD’S NAME</th>
<th>AGE</th>
<th>DOB</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Care needed where child’s real name is not known to suspect]</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I wish to make it clear on behalf of [insert name of person/department with parental responsibility]) that you have no permission or authority to communicate with this young person, either directly or indirectly, or to allow this young person to enter or stay in your home or other property or your vehicle, or to be in your company, at any time of day or night before they reach the age of 16 years.

YOU MUST NOT THEREFORE AT ANY TIME OF DAY OR NIGHT:

- allow this young person to enter or stay in your house, flat, room, place of work or other property, whether you are there or not;
- allow this young person to enter or stay in any other property you are present in;
- allow this young person to enter or travel in any vehicle or caravan you own or are travelling in;
- meet with this young person or remain in their presence;
- telephone, text, e-mail, write or communicate with this young person in any way, directly or indirectly through other people;
- provide this young person with any food, drink, gift or any other item.

If this young person approaches or makes contact with you, you must immediately:

- refuse to allow them to enter the property or vehicle you are in and ask them to leave or, in appropriate circumstances, leave the premises or vehicle yourself;
- contact Social Services or the Police [insert phone numbers] if they refuse to leave;
- break off any communication.

If you do not comply and this young person is traced to your home / property / vehicle or is found in your presence, then you are liable to arrest and prosecution under Section 2 Child Abduction Act 1984, which carries a maximum sentence of 7 years imprisonment. You may also be liable for other criminal offences arising out of your contact with this young person.

Any suggestion that you are offering this young person necessary shelter or hospitality will be no defence. The Parents (Local Authority) wish to make it clear that no such services from you are required and are indeed unwelcome.
Person Receiving Warning

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
</tbody>
</table>

I confirm that:
- the officer has read and explained the contents of this warning notice to me;
- I have/have not been shown a photograph of the young person concerned;
- I am clear as to which young person is being referred to; and
- the officer has handed me a copy of this warning notice.

<table>
<thead>
<tr>
<th>Signature</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>Date</td>
</tr>
</tbody>
</table>

Reason given if person refuses to sign

Officer Issuing Warning

<table>
<thead>
<tr>
<th>Collar Number &amp; Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Station</td>
<td></td>
</tr>
</tbody>
</table>

I confirm that:
- I have read and explained the contents of this warning notice to the person named above;
- I have / have not shown the person a photograph of the young person;
- where a photograph has not been shown, I verified that the person knows which young person I am referring to by:

........................................................................................................................................................................
........................................................................................................................................................................
........................................................................................................................................................................
- I have handed the person a copy of this warning notice.

<table>
<thead>
<tr>
<th>Signature</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>Date</td>
</tr>
</tbody>
</table>
Appendix 6B CHILD ABDUCTION WARNING NOTICE – under 18’s (LAC)

Child under 18 that is in the Care of the Local Authority
I have been advised that the following young person has recently been in your company and/or that you have allowed them to be at your property/home address. [delete as appropriate]

<table>
<thead>
<tr>
<th>CHILD’S NAME</th>
<th>AGE</th>
<th>DOB</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Care needed where child’s real name is not known to suspect]</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I wish to make it clear on behalf of [insert name of relevant Local Authority department] that you have no permission or authority to communicate with this young person or any young person who is under the care or supervision of [insert name of Local Authority department], either directly or indirectly, or to allow them to enter or stay in your home or other property or your vehicle, or to be in your company, at any time of day or night before they reach the age of 18 years, unless this is with prior written consent from the Local Authority. It is your responsibility to check that any young persons you have contact with are not under the care or supervision of [insert name of Local Authority department].

YOU MUST NOT THEREFORE AT ANY TIME OF DAY OR NIGHT:

- allow any of these young persons to enter or stay in your house, flat, room or place of work, whether you are there or not;
- allow any of them to enter or stay in any other property you are present in;
- allow any of them to enter or travel in any vehicle or caravan you own or are travelling in;
- meet with any of them or remain in their presence;
- telephone, text, e-mail, write or communicate with any of them in any way, directly or indirectly through other people;
- provide any of them with any food, drink, gift or any other item.

If any of these young persons approaches or makes contact with you, you must immediately:

- refuse to allow them to enter the property or vehicle you are in and ask them to leave or, in appropriate circumstances, leave the premises or vehicle yourself;
- contact Social Services or the Police [insert phone numbers] if they refuse to leave;
- break off any communication.

If you do not comply and this young person, or any other young person in the care of the Local Authority, is traced to your home / property / vehicle, or is found in your presence, then you are liable to arrest and prosecution under Section 49 Children Act 1989 which carries a maximum sentence of 6 months imprisonment or Section 2 Child Abduction Act 1984 which carries a maximum sentence of 7 years imprisonment. [delete reference to s. 2 if child is over 16] You may also be liable for prosecution for other criminal offences arising out of your contact with these young persons.

Any suggestion that you are offering these young persons necessary shelter or hospitality will be no defence. The Local Authority have parental responsibility for the young people in their care and wish to make it clear that no such services from you are required and are indeed unwelcome.
### Person Receiving Warning

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
</tbody>
</table>

I confirm that:
- the officer has read and explained the contents of this warning notice to me;
- I have / have not been shown a photograph of the young person concerned:
- I am clear as to which young persons are being referred to and to which young person in particular; and
- the officer has handed me a copy of this warning notice.

<table>
<thead>
<tr>
<th>Signature</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>Date</td>
</tr>
</tbody>
</table>

Reason given if person refuses to sign

### Officer Issuing Warning

<table>
<thead>
<tr>
<th>Collar Number &amp; Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Station</td>
<td></td>
</tr>
</tbody>
</table>

I confirm that:
- I have read and explained the contents of this warning notice to the person named above;
- I have / have not shown the person a photograph of the particular young person;
- where a photograph has not been shown, I have verified that the person knows which particular young person I am referring to by:

..........................................................
..........................................................
..........................................................
- I have handed the person a copy of this warning notice.

<table>
<thead>
<tr>
<th>Signature</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Time</td>
<td>Date</td>
</tr>
</tbody>
</table>
Appendix 7 CMOG Terms Of Reference
CSE and Missing Operation Group CMOG

Terms of Reference (DATE)

Purpose of CMOG

The CSE and Missing Operation Group (CMOG) is a multi agency tasking group which meets with the sole purpose of directing medium and long term actions to safeguard, disrupt and reduce opportunity for children to be harmed through sexual exploitation and missing episodes.

Accountability

The CMOG will report on activity to the CSE strategic group however each agency represented at CMOG retains their own existing line of accountability for safeguarding.

Outputs of CMOG

- Determine plans and actions to protect children identified as being at risk of sexual exploitation or who go missing from home or care (‘see below criteria)
- Direct intelligence collection and/or disruptive actions with regard to individuals who are believed to be harming children though sexual exploitation activities.
- Direct safeguarding and disruptive activities in locations considered vulnerable to sexual exploitation activities.
- Provide oversight of ongoing criminal investigations to ensure interventions reflect the risk of harm.

This will be achieved by

- Sharing information and intelligence with regard to children whose behaviour and activities indicate they are at risk through missing episodes or sexual exploitation.
- Sharing information and intelligence with regard to individuals involved in perpetrating abusive and criminal behaviour.
- All CMOG member agencies being actively involved in plans to protect children and to prosecute/disrupt perpetrators.

1 Missing From Care or Home

The Local Safeguarding Children Board Protocol for children and young people missing from home and care, should be read in all cases where there is concern for a child/young person considered to be “missing” (accessed via the LSCB Website).

CMOG will consider a child/young person who has been missing from home or placement for:

- three missing episodes within a 30 day period
- three episodes in twelve months or
- one episode of three or more days.

CMOG will also discuss those young people identified who may be at particular risk from a one off or infrequent episode. Such young people will be identified in advance of the meeting with agreement of the Chair/Co-Chair.
Confidentiality Statement

Any agency in attendance or in receipt of information circulated from CMOG will be signed into the local Information Sharing Protocol.

All CMOG members will sign a confidentiality form at the start of each meeting based on the following statement:

All information discussed at CMOG is strictly confidential and must not be disclosed to third parties. All documents circulated in connection with CMOG are to be considered restricted documents and must not be disclosed to third parties.

The retention of all CDOP documentation in a secure location is the responsibility of the receiving agency. If disclosure is sought to a third party then permission must be received from the Chair/Co-Chair of CMOG.

The disclosure of information outside of CMOG will be deemed to be a breach of the subject’s confidentiality and a breach of the confidentiality of the agencies involved. It may be considered an offence under the Data Protection Act.

Sexual Exploitation

LSCB Child Protection Procedures should be read in all cases where there is a child/young person considered to be at risk of sexual exploitation.

CMOG will consider any child/young person where there are concerns that they are at risk of sexual exploitation. CMOG uses the following definition for determining child/young people at risk of sexual exploitation.

The 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 performing, and/or others performing on them, sexual activities.

Child sexual exploitation can occur through use of technology without the child’s immediate recognition, for example the persuasion to post sexual images on the internet/mobile phones with no 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.

(The National Working Group for Sexually Exploited Children and Young People, 2008)

Where information or intelligence exists to suggest individuals are arranging, facilitating, organising, encouraging or allowing such activity to take place they will be subject of referral into CMOG via the single entry pathway – see below for referral pathway.

Referral Pathway

If any agency is aware of intelligence regarding individuals or locations where the above criteria are satisfied should make a referral via the single referral pathway.
Any referral to CMOG **DOES NOT** replace the need to refer to Children’s Social Care Services where there is concern that a child/young person is in need of support services, protection or accommodation.

**Pre-CMOG meeting/review**

The CMOG Chair will conduct a review of new referrals with support from LA or LSCB CSE Coordinator working days prior to CMOG. Those cases considered in need of medium/long term intervention will be identified to the CMOG administrator and be circulated to CMOG members prior to the CMOG meeting.

Any urgent submissions after the Pre-CMOG, should be in agreement with the CMOG Administrator who will contact the Chair In such cases the CMOG Administrator will take all reasonable steps to update the agenda however, where this is not possible, details and reports will be provided at the meeting.

Pre-CMOG will use information contained in Welfare Return Interviews and CSE risk assessments and plans as their primary information source for decision making, however will also consult where relevant, Police safe and well checks and case notes to support the assessment of cases to be discussed.

**CMOG Process**

1. The agencies listed on appendix 1 are considered to be full members of the CMOG and consistent named representation is required at the CMOG meeting.
2. The agencies listed on appendix 2 are considered virtual members of the CMOG. They will [delete as appropriate] routinely / on a case by case basis receive a copy of the agenda and will provide the Chair with any relevant information or intelligence by secure email in advance of the CMOG meeting. Their personal attendance at the meeting is at the discretion of the Chair.
3. In advance of the meeting the CMOG administrator will circulate the agenda which will detail the young people, risky individuals and locations to be discussed prior to the meeting. This circulation will include the CSE risk assessments and WRI forms.
4. The Chair will conduct the meeting on the understanding that attendees have read the circulated documentation and are attending briefed to share any other relevant information or intelligence that their agency has.
5. CMOG members will be responsible for bringing their own copies of all the relevant paperwork to this meeting.
CMOG will record all actions agreed upon during the CMOG meeting in a single document and circulate this as soon as possible to CMOG members. (NB The purpose of this document is to record current actions and it is not intended to be a diary of actions taken. Once an action is completed or considered no longer necessary it will be marked as such by instruction of the Chair and removed.)
6. Actions will be assigned to agencies and/or individuals present at the meeting who take responsibility for completion by the date decided upon by the Chair.
7. All action updates are to be provided in advance to the CMOG administrator on a date to be determined at the CMOG meeting. The action document with action updates will be circulated prior to the CMOG meeting to all members.
8. If members disagree with the actions recorded within the document they should email the Chair to request amendments.

**Frequency of the Meetings.**
The panel will meet monthly on **TO BE AGREED AT A LOCAL LEVEL**, however additional meetings may be held, if deemed necessary by the Chair/Co-Chair.

**Chairing of the Meeting**

The CMOG meeting is chaired by PPU (Child Abuse Unit) Detective Inspector (to be inserted). At a local level it may be agreed the meeting should be co-chaired by a member of staff from Children’s Services.

**Role and Responsibilities of CMOG Members**

**The CMOG Chair/ Co-Chair will:**

- Chair the meeting
- Confirm the CMOG confidentiality statement.
- Authorise action document for distribution.
- Ensure all allocated actions are reviewed and formally subject of closure once completed or dismissed.
- Raise any concerns/issues raised from the CMOG meeting to the Strategic CSE Meeting.
- Attend the CSE Strategic group when requested to do so by the Chair.
- Ensure appropriate membership of CMOG and ensure all new members are fully inducted into the process.
- Monitor attendance at the panel and challenge persistent non-attendance.

**All Panel Members will:**

- Be the single point of contact (SPOC) for their respective agency.
- Be responsible for collating any relevant information pertaining to involvement/intervention from their own service/agency.
- Be responsible for sharing information held by their agency in line with the Confidentiality Statement.
- Be responsible for progressing and updating actions tasked to them as individuals or within their agency by the specified date.
- Feedback updates to the next CMOG meeting via email in advance of the agreed date.
- If CMOG members are unable to attend they must provide apologies and updated information via the CMOG administrator and state if anyone will be attending in their absence.

The police will take the lead responsibility for providing missing reports to the CMOG administrator one week prior to the pre-CMOG meeting.

**The lead organisation(s) for completing WRI's who go missing from home or care will:**

- Prioritise and assess missing episodes and ensure WRI are conducted within 72 hours.
- Send completed WRI's to the CMOG administrator one week prior to the CMOG meeting to allow Pre CMOG meeting to assess those required to be discussed.

**The LA/ LSCB CSE Lead will**

- Provide completed screening tools and risk assessments to the CMOG administrator one week prior to the pre-CMOG meeting.
The CMOG Administrator will:

- Support the panel Chair/Co-Chair
- Compile agendas for the CMOG, circulating these with CSE RA’s and WRI forms and updated actions document.
- Attend CMOG, record actions generated and agreed. These will include dates of when the action was initiated and dates of further updates where necessary.
- Distribute the actions to all CMOG members and any other agencies identified by the Chair/Co-Chair.
- Support the Chair/Co-Chair to ensure operational effectiveness of the CMOG.

Membership

The agencies listed below are considered to be the minimum full members of the CMOG and require routine attendance at the CMOG meeting.

Core members

- West Midlands Police
  (i) DI (PPU Child Abuse),
  (ii) CSE Co-ordinator,
  (iii) LPU CSE Lead
  (iv) LPU Intelligence Officer
- Youth Offending Services
- Childrens Social Work Services, including as appropriate, Lead for CAF/Early Help
- Education (Missing or absent from Education including links with PRU’s)
- Housing – ASBO Team
- LA Commissioning team (LAC placements)
- Any specialist provider of services to sexually exploited or missing child/young person.

The agencies listed below are considered potential virtual members of the CMOG. They will routinely / on a case by case basis receive a copy of the agenda and will provide the chair with any relevant information or intelligence by secure email in advance of the CMOG meeting. Their personal attendance at the meeting is at the discretion of the chair/co-chair.

To be determined at a local level and could include:-

- Lead for tackling gang violence
- Youth Services
- Residential care homes/homeless accommodation providers
- Education establishments
- Troubled Families Team
- Young People’s Drug and Alcohol Services
- CAF team/service
- Sexual Health Services
- CAMHS
- WMP Sex Offender Manager
- Probation
**Appendix 8 LSCB Child Sexual Exploitation Dataset**

**Quarterly Report to Children’s Safeguarding Board**

<table>
<thead>
<tr>
<th>(i) Year to Date: Number and profile of CSE victims</th>
<th></th>
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<tbody>
<tr>
<td>(ii) YTD: Number of young persons missing from (a) home and (b) care 3 times or more in a quarter.</td>
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<tr>
<td>(iii) YTD: Percentage reduction of frequently missing young people</td>
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<td>(iv) YTD: Number of offenders disrupted or prosecuted for CSE related offences.</td>
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<tr>
<td>(v) YTD: Solved and resolved rape and serious sexual offences against children and young people</td>
<td></td>
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<tr>
<td>(vi) YTD: Number of CSE police Operations/investigations.</td>
<td></td>
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<tr>
<td>(vii) YTD: Number of CSE victims with Children in Need Plan.</td>
<td></td>
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<tr>
<td>(viii) YTD: Number of CSE victims with Child Protection Plan.</td>
<td></td>
</tr>
<tr>
<td>(ix) YTD: Attendance by Partner Agencies at LSCB CSE training</td>
<td></td>
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<tr>
<td>(x) YTD: Delivery of PSHE.</td>
<td></td>
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Appendix 9 Child Sexual Exploitation Outcome Measures
Measuring impact of service provision on outcomes for young people

- Increased awareness of risk/exploitative behaviour
- Re-engaged in appropriate education provision/improving school attendance
- Reduction in "missing" episodes
- Reduction in contact (frequency and duration) with coercive/abusive individuals/peers
- Increased knowledge of positive sexual health behaviours
- Engagement (or increased engagement) in positive social/recreational activities
- Improvement in family relationships
- Living in stable and secure accommodation
- Improving knowledge of safety strategies
- Increased self-esteem (self-report: measured pre and post intervention)
- Disruption of perpetrators
- Investigation of perpetrators
- Increased parental awareness of risk/protective behaviours
- Reduction in young person’s substance misuse