



# **Bexley Children's Social Care & Bexley Borough Police**

**Missing from Home, Care & Education**

**Child Sexual Exploitation**

**Joint Operating Procedures & Practice Guidance**

**November 2016**

*Authors: Lucie Heyes. Head Child Protection & Family Support. David Dare. Head of Looked After Children & Specialist Services. Charlotte Shrimpton, Head of Youth and Inclusion. Stuart Bell, Temp/Borough Commander Bexley Police*

*Document to be reviewed June 2017*

<b>Contents</b>	Page
Operating procedures – Missing from home and care	5 - 6
Return Home Interviews	8 - 9
Operating procedures – Missing from education	10 -12
Operating procedures – Child Sexual Exploitation (CSE) Children & Young People at risk of, or experiencing Child Sexual Exploitation and operating procedures	13 - 14
Quality Assurance and Monitoring of Vulnerable children & young people	15
APPENDICES	
A1: CSE risk assessment toolkit; Definitions of types of CSE	17-19
A2: Child & Young Person’s Vulnerability Profile & CSE Risk Assessment Form	20-27
A3: CSE Disruption Strategies – Practice Guidance	28-31
A4: Return Home Interview Toolkit & Recording Form.	32-35
A5: Missing & CSE Monitoring Meeting - Terms of Reference	36-37
A6: Multi-Agency Sexual Exploitation (MASE) Strategic Panel – Terms of Reference	38-39
A7: Missing & CSE Dataset	40
A8: Director to Director letter (Regarding Looked After Children placed in Bexley by other authorities, who go missing repeatedly)	41

# Introduction

These operating procedures and practice guidance have been developed alongside the Bexley Safeguarding Children's Board Child Sexual Exploitation Strategy and Action Plan. This can be found on the BSCB website [http://www.bexleyscb.org.uk/page.php?section=section\\_5&id=311](http://www.bexleyscb.org.uk/page.php?section=section_5&id=311)

The Strategy states the following priorities:



## **Supplementary information.**

This document should be read in conjunction with the following:

The BSCB strategy incorporates the Pan-London Child Sexual Exploitation Protocol launched by the Metropolitan Police in February 2014.

[http://www.cscb.org.uk/downloads/policies\\_guidance/london/Pan-London%20Child%20Sexual%20Exploitation%20Operating%20Protocol%20-%20March%202013.pdf](http://www.cscb.org.uk/downloads/policies_guidance/london/Pan-London%20Child%20Sexual%20Exploitation%20Operating%20Protocol%20-%20March%202013.pdf)

Working Together to Safeguard Children, a guide to inter-agency working to safeguard and promote the welfare of children, Department for Education Statutory Guidance March 2015:

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

Safeguarding children and young people from sexual exploitation: supplementary guidance

2009: <https://www.gov.uk/government/publications/safeguarding-children-and-young-people-from-sexual-exploitation-supplementary-guidance>

Departmental advice on the national action plan for tackling child sexual exploitation DfE 2012:

<https://www.gov.uk/government/publications/what-to-do-if-you-suspect-a-child-is-being-sexually-exploited>

The London Safeguarding Children Board. London Child Protection Procedures:

<http://www.londoncp.co.uk/index.html>

# Children & Young People Missing from Home, Care and Education

*These procedures should be read in conjunction with the London Child Protection Procedures. Chapter 3. Children missing from care, home & education. These can be found at:*

[http://www.londoncp.co.uk/chapters/ch\\_miss\\_care\\_home\\_sch.html](http://www.londoncp.co.uk/chapters/ch_miss_care_home_sch.html)

## Children and young people missing from home

1. Any child or young person who goes missing from home should be reported to the police by the person with parental responsibility for that young person. The police are the lead agency for investigating and locating the young person. All Police missing person reports are sent to the Public Protection Team as a PAC (Pre-assessment Check).
2. The Police Public Protection Team are located in the Multi-Agency Safeguarding Hub (MASH), they screen and triage all reports of missing children. Police complete a missing person report (merlin) and automatically make a referral to Children's Social Care (CSC). A police risk rating is applied to determine the resource required, as follows:
  - **High Risk** - The risk posed is immediate and there are substantial grounds for believing that the subject is in danger through their own vulnerability; or have been the victim of a serious crime; or the risk posed is immediate and there are substantial grounds for believing that the public is in danger.
  - **Medium Risk** - The risk posed is likely to place the subject in danger or they are a threat to themselves or others.
  - **Low Risk** - There is no apparent threat of danger to either the subject or the public. All children under the age of 18 years must be classified as at least Medium risk.
3. The Front Door-MASH will create a contact record on the CSC's case recording system (LCS) and decide the level of presenting need and consider whether:
  - A referral should be made to the Family Wellbeing Service
  - The family will be contacted to offer advice and signposted to support services
  - The family will be contacted to offer a child in need social work assessment by CSC
  - There is reasonable cause to suspect the child or young person is at risk of significant harm and recommend that a child protection strategy meeting is held.
4. Once a child or young person is located, the police will notify the parent who will be provided with information on where they can access advice and support. A 'Safe & Well' Interview will be undertaken by the police and the need for further police action will be considered. For high risk cases this debrief will be conducted within 1 hour, all other cases within 3 hours. The Misper

report will be updated by the police following the 'Safe & Well' interview with the information from this interview, which should be sent to CSC.

5. If it is considered that it may be unsafe for the child or young person to return home, a referral must be made to CSC and a strategy meeting held immediately or within a maximum period of 24 hours. If in the strategy meeting it is decided the child or young person is considered to be at risk of harm and the threshold is met, a s47 child protection enquiry should be undertaken. *Refer to the London Child Protection Procedures. Chapter 3. Child Protection s47 Enquiries.*  
[http://www.londoncp.co.uk/chapters/chi\\_prot\\_eng.html](http://www.londoncp.co.uk/chapters/chi_prot_eng.html)
6. If the child or young person is considered to be at immediate risk of harm if they were to return home, interim alternative care arrangements including extended family members will need to be explored whilst the s47 child protection enquiry is undertaken.<sup>1</sup> *Refer to Bexley's local procedures for making a child looked after. Chapter 4.*  
[http://bexley.proceduresonline.com/chapters/p\\_dec\\_look\\_aft.html](http://bexley.proceduresonline.com/chapters/p_dec_look_aft.html)

## Children and young people who are looked after, missing from care

7. **Definitions:**  
**Missing** - the term "missing child" means any individual less than 18 years of age whose whereabouts are unknown to such individual's legal custodian, or person with whom it is agreed by the parent and local authority should care for the child . This includes foster carers and children looked after by the Local Authority that reside in residential establishments.
8. **Unauthorised Absence** – when a child or young person under the age of 18 years of age is known to be staying with a friend or relative and the arrangement has not been agreed by the person/s responsible for caring for them. The term is also used when a young person under 18 years of age is known to be socialising and is out later and beyond the set time for them to have returned to their agreed residence and carer.
9. **Absconded** – when a child or young person under the age of 18 years of age purposefully leaves their place of residence without notice and without the agreement of the care provider and fails to return .
10. **Unauthorised absence & Absconding**  
If the child or young person does not return to a placement and it is considered to be an unauthorised absence as defined above the placement should inform the allocated social worker. A referral to the Police should only be made when it is considered that the child or young person is missing. Any unauthorised absence notified to the police will be investigated as a missing person

---

<sup>1</sup> Social Workers must not assume every child would be accommodated under S20 in these circumstances.

**11. Missing**

If the child or young person is missing, this must be reported to the Police and the allocated social worker notified immediately. The child's birth parents should also be notified where it is appropriate.

12. The strategy meeting will be held as soon as possible and no later than 24 hours with all relevant professionals working with the child or young person, to share information held within the young person's network and devise an action plan to seek the whereabouts of the child/young person or address the risks associated with absconding. Consideration will be given to:

Immediate safety issues

- Whether to instigate a s.47 enquiry and agree if a single or joint agency enquiry is necessary
  - Who needs to be informed of the child's return (locally and nationally)
  - Debriefing interview by Police & RHI by NYAS
  - If the child is no longer looked-after consider whether the child should be re-accommodated
  - Consideration should be given to the young person's physical health, sexual activity or drug use and a medical will be offered if there are concerns. This medical should be arranged in line with the procedure for a Child Protection medical and the young person should attend A&E where a Paediatrician will see them. The medical should consider emergency contraception if required.
  - Whether legal advice is required and a legal planning meeting should be convened to consider court orders that may assist the Local Authority in keeping the young person safe
13. Anyone with parental responsibility should be informed of the missing episode, what action is being taken to locate them and when the child or young person is located.
- 14. Unaccompanied Asylum Seeking Children**
- Unaccompanied asylum seeking children are provided with services under s. 20 (Children Act 1989) and are children in care. The UK Border Agency (UKBA) holds records of all unaccompanied asylum seeking children. If one goes missing then UKBA must be informed. Some of this group may have been trafficked into the UK and potentially remain under the influence of their traffickers, even whilst they are in care. It will be necessary for the local authority to work in close cooperation with the UK Border Agency (UKBA) who may be familiar with patterns of trafficking into the UK.

## **Looked After Children Placed in Bexley by Other Local Authorities**

15. When a looked after child or young person placed in Bexley by another authority is reported missing to the Police, Bexley Police will notify the Front door – MASH in Bexley as the host authority and the responsible home authority. The Bexley Front door – MASH will check LCS to ensure that Bexley has been correctly notified of a looked after child or young person placed in Bexley and inform the placements manager. The child will be reviewed at the weekly multi agency missing meeting and identified actions will be followed. This will include notifications sent by MASH to the placing authority but in addition if the child is found to have three missing episodes

or more, a letter of concern is sent to the placing authority's Director of Children's Social Care by the Director of Bexley Children's Social care and the local Police Superintendent. See Appendix 8 (Page 36) for the standard letter.

16. Any child or young person placed in Bexley by another authority who has returned from a period of being missing should also be offered a health assessment from the Community Health Nurse.
17. The child or young person's educational needs should also be considered and the Virtual Headteacher should be involved if educational needs are identified particularly if they are a factor in running away.

## **Bexley Looked After Children Placed Out of the Borough**

18. If a Bexley child or young person goes missing from an out of borough placement the police in the local area of the placement and the allocated social worker must be informed by the carer immediately. The child's birth parents should also be notified unless there are good (documented) reasons why this should not happen.
19. If a strategy meeting is required this should be convened by Bexley CSC and, if appropriate, held in the area in which the placement is located. There should be cross borough co-operation between the host and home authorities and the police, to ensure that the young person is located and their needs assessed. The Bexley Police Public Protection Team will liaise with the police in the young person's host area and to agree there is police representation at any strategy meetings.

## **Return Home Interviews (RHI)**

20. After a missing episode, when the child or young person has been located they should be offered a return home interview (RHI) conducted by an independent person. The interview should take place within 72 hours of the young person being located or returning from absence. The interview should be offered to children and young people that abscond repeatedly as well as those that go missing for the first time. Team managers must oversee that these interviews have been booked by the allocated social worker or targeted youth worker. Consent from the parent/s and or young person is required to undertake an RHI. In the event that consent is refused consideration should be given as to whether this constitutes a safeguarding issue.
21. **Children 12 years and under missing from home**  
When the young person has been located the Front Door - MASH team, the allocated social worker or family key worker will notify the Family Wellbeing Service to request a Return Home Interview. If the interview identifies a risk of significant harm the child or young person must be referred to CSC immediately. If the child or young person refuses a Return Home Interview, and there are no other concerns that indicate there is a safeguarding issue consideration should be given to how community based services such as universal community services or children's centre services may be able to engage with them.



**22. Young People 13 years and over missing from home**

A Return Home Interview (RHI) will be offered by the Targeted Youth Service (TYS) when a young person has been missing overnight or for more than 12 hours, or if they have run away two or more times for shorter periods, or other risk factors are identified when they have been located. These interviews can be offered in a variety of settings where the child or young person feels safe. If the Interview identifies a risk of significant harm the child or young person must be referred to Children's Social Care immediately. If the child or young person refuses a Return Home Interview consideration will be given to how best TYS will keep lines of communication open to enable a child or young person to subsequently access the service following an initial refusal e.g. by text or social media. Consideration will be given to whether other community based services may be able to engage with them.

23. Return Home Interviews for children and young people missing from home will be recorded on the standard template (See Appendix 4. Page 30) and sent to the allocated social worker, family key worker or, if not allocated, recorded on the central missing tracker and filed in TYS records . These should be attached to the child's case record.

**24. Children & Young People Missing from care**

When a looked after child or young person is located following a missing episode, they should be offered the opportunity to have a Return Home Interview with an independent worker from NYAS. The allocated social worker will need to make a referral to NYAS by completing the referral form within 24 hours. To request a Return Home Interview for a Looked After Child call NYAS: 0808 808 1001 or request this online via [www.nyas.net](http://www.nyas.net) using the Professional Case Referral Form

25. Where there is a large number of professionals involved in the child's welfare, and it is thought that to introduce another professional in the form of NYAS would be unhelpful, the team manager has the discretion to nominate that the allocated social worker, or another professional that the child has an established relationship with undertake the Return Home interview. The rationale for this decision is to be clearly recorded on the child's case file .

**26. Health of Looked After Children**

If within the Return Home Interview it is identified that it would be in the child or young person's best interest, NYAS will inform the allocated social worker that they should be offered a health assessment from the Looked After Child Nurse. Where there is a likelihood of sexual harm a referral to the Sexual Health Advisor should also be considered. This should be arranged by contacting the Looked After Child nurse.

## Children and young people missing from education

- 27 All children, regardless of their circumstances, are entitled to a full time education which is suitable to their age, ability, aptitude and any special educational needs. Local authorities have a duty to establish, as far as it is possible to do so, the identity of children of compulsory school age who are missing education in their area. Bexley schools have received guidance on children who are missing education, see appendix A8.
- 28 Children Missing Education (CME) refers to 'any child of compulsory school age who is not registered at any formally approved education activity e.g. school, alternative provision, elective home education. A child reaches compulsory school age on or after their fifth birthday and continues to be of compulsory school age until the last Friday of June in the school year that they reach 16. CME also includes those children who are missing (family whereabouts unknown). They are usually children who are registered on a school roll or alternative provision.
- 29 A child going missing from education is a potential indicator of abuse or neglect and school and college staff should follow the school's or college's procedures, in conjunction with Chapter 3 of the London Child Protection Procedures (refer to p4 link) for dealing with children that go missing from education, particularly on repeat occasions, to help identify the risk of abuse and neglect, including sexual exploitation, and to help prevent the risks of future missing episodes.
- 30 School and colleges should put in place appropriate safeguarding policies, procedures and responses for children who go missing from education, particularly on repeat occasions. It is essential that all staff are alert to signs to look out for and the individual triggers to be aware of when considering the risks of potential safeguarding concerns such as travelling to conflict zones, child sexual exploitation, female genital mutilation and forced marriage.
- 31 All schools must inform the local authority of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 school days or more. Bexley Inclusion Team keep a record of all CME on EMS and monthly reports are produced which are taken to CME panel.
- 32 A child is classed as a **Child Missing Education** if they are of compulsory school age **and**
- not on a school roll **and**
  - not receiving a suitable education otherwise than being at school, for example, at home (Electively home educated), privately or in alternative provision.

This might be:

A child who is not at their last known address and either

- has not taken up an allocated school place as expected, or
- has 10 or more days of continuous absence from school without explanation,
- left school suddenly and the destination is known or unknown
- due to be deleted from a school's roll according to the "20 day rule" (regulation 8 (l) (h) of the Education (Pupil Registration) (England) Regulations 2006)

### **33 Pupils that schools plan to delete from their admission register**

All schools must maintain an admission register and inform their local authority of any pupils who are going to be deleted from the admission register where they:

- have been taken out of school by their parents and are being educated outside the school system e.g. elective home education;
- have ceased to attend school and no longer live within reasonable distance of the school at which they are registered;
- have been certified by the school medical officer as unlikely to be in a fit state of health to attend school before ceasing to be of compulsory school age, and neither he/she nor his/her parent has indicated the intention to continue to attend the school after ceasing to be of compulsory school age;
- have not taken up an allocated school place as expected;
- have left school suddenly and the pupil's destination is known or unknown;
- are in custody for a period of more than four months due to a final court order and the Head teacher does not reasonably believe they will be returning to the school at the end of that period; or,
- have been permanently excluded

Schools must inform the local authority as soon as the grounds for deletion are met, but no later than deleting the pupil's name from the register.

- 34 Where the family/pupil's whereabouts are unknown the school should make reasonable attempts to try to establish their whereabouts within 10 school days including identifying any new school before notifying the local authority.
- 35 An on-line system is in place for schools to use to report children missing education (CME) to the local authority. Bexley schools have received local guidance which includes how to use the on-line system in the various scenarios.

[https://mybexley.firmstep.com/service/Children\\_missing\\_education](https://mybexley.firmstep.com/service/Children_missing_education)

- 36 Where the school notifies the Inclusion Team outside of the on-line submission process, the school will be asked to supply the information via the on-line weblink that schools have been instructed to use.
- 37 The Inclusion Team review weblink submissions weekly and filter those that are either destination known or unknown. For 'unknown' notifications the school will be asked, in writing, to confirm that they have taken reasonable steps to locate the family/pupil. Where the school is concerned about the welfare of the pupil in these circumstances, they should make an inter-agency referral to children's social care front door – MASH - to ensure that the family's and pupil's unknown whereabouts and arising circumstances are considered and recorded on the CSC database.
- 38 The Children Missing Education admin officer will record the notification on the Electronic Management System (EMS), Child Missing Education database and provide a monthly report on all notifications for the Children Missing Education panel.
- 39 The monthly report includes an overview of the family/pupil's unknown circumstances which are considered at the next scheduled monthly meeting of the CME panel. The panel will consider the checks that the school has completed alongside any known concerns that a child might be in danger of not receiving an education and who therefore might be at risk of abuse or neglect. Where concerns are identified, the Inclusion Officer will discuss the case with Education Welfare and CSC to ensure any new information is considered as part of the school's inter-agency referral to CSC.
- 40 Where the circumstances appear to be high risk, the Inclusion Officer will ensure that the child(ren) are recorded and tracked on the **Missing from Education Tracker**. This is part of Bexley's Missing Children and Young people central monitoring spreadsheet. The Missing from Education tracker is reviewed monthly at the standing weekly multi-agency Missing Meeting for a brief quality assurance headline casework checks on individual cases.
- 41 In efforts to trace the family's whereabouts, the CME admin officer will make checks with various sources including the NHS, Council tax, benefits agency and try to contact the parents direct. Where the family is located the relevant local authority within the United Kingdom (UK) is advised that the family is now in their area. When the family destination is outside of the UK the CME admin and Inclusion Officers will, where possible, phone/email parents to confirm the name and address of the new school.
- 42 When, following checks, the family is unable to be traced, the Inclusion Team will record the family on the Department for Education School to School secure web database and

ensure that Bexley CSC records hold this information for any future enquiries from other local authorities or partner agencies. At this point the CME panel will decide whether an inter-agency referral to children's social care is required when one has not already been made.

- 43 Bexley Inclusion Team identifies children who may be missing education by working with the admissions team, partners and other agencies and reviews their situation at the CME panel. The Inclusion or Admissions Team will undertake case work to ensure the parent of a child missing education is offered suitable full time education. The child will be referred to Bexley Fair Access Panel (FAP) when they remain missing education for over two months or have had three school applications rejected and through FAP ensure a school place is secured for the child.
- 44 If FAP is unable to identify a school place, the local authority may make a direction. The Inclusion Team will consider which school should be directed to take the child. The timescales and arrangements for FAP and directions are set out in local Primary and Secondary FAP protocols available via the Inclusion Team.

45 **Pupils Missing out on Education**

In every local authority area there are children and young people who do not, or cannot attend full-time school education. These children are on a school roll but are not attending school full time (25 hours a week) or are attending alternative provisions. In line with Ofsted requirements Bexley keeps a centrally held register of school submissions for all children who are missing out on education.

- 46 The Inclusion Officer makes a termly request to all Bexley schools to complete a data return of all children on their school roll who are not receiving full time education. Schools are required to use the on-line system as set out in **9 above** and the reasons why and how these pupils are being tracked and monitored.

This might be due to:

- A child attending an alternative provision e.g. college, pupil referral unit part time;
- Regular absence due to medical needs e.g. CAMHS, chemotherapy etc
- A reintegration plan following school refusal, medical treatment or respite;
- Police bail conditions;
- Pregnancy;
- A child who is missing from home or care;
- Children from high mobility families e.g. Gypsy, Roma and Travellers (GRT);
- Children of Families in the Armed Forces;

- A young carer;
- A child whose attendance is below 85%.

47 On receipt of the data submissions, the Inclusion Officer checks the circumstances of any child or young person by applying the following criteria of concern (locally developed in May 2015):

- Any pupil who has appeared on the Pupils Missing Education Register for two consecutive terms;
- Any pupil who is known to have gone missing from care or home;
- Any pupil who is has been referred to BSCB after being identified as being at risk of Child Sexual Exploitation;
- Any pupil on the Pupil Missing Education Register who has a Statement of Educational Need or Education, Health and Care Plan;
- Any pupil who is attending school less than 10 hours per week.

The Inclusion Officer will liaise with colleagues such as educational welfare and children's social care and follow up with the school and family to speedily resolve the situation.

48 Where a child or young person is missing education or missing out on education and the circumstances appear high risk or complex, the Inclusion Officer may require the school to make an inter-agency referral to children's social care and the child will be recorded on the Missing from Education tracker and reviewed multi-agency until resolution.

49 The Inclusion Team hold a termly meeting to review the submissions and discuss cases of concern or complex at a multi-disciplinary meeting i.e. SEN, family wellbeing, health, education welfare, youth offending. If not already in place, a lead professional will be identified and agreed at this meeting.

50 Where a child or young person has an allocated social worker or key worker and they are missing education, missing out on education or electively home educated, there is a presumption for the arising intervention plan to aim to reintegrate the child or young person back into full time mainstream or alternative (but not elective home education), education provision. Please see appendix A9 for local CME protocol.

# Children & Young People at risk of, or experiencing Child Sexual Exploitation

The following outlines the steps required when there are the above indications that a child or young person is at risk of, or experiencing child sexual exploitation. *These procedures should be read in conjunction with the London Child Protection Procedures. Chapter 7. Safeguarding Children from Sexual Exploitation.* [http://www.londoncp.co.uk/chapters/sq\\_sex\\_exploit\\_ch.html](http://www.londoncp.co.uk/chapters/sq_sex_exploit_ch.html)

## 51 Referral to Front Door - MASH

If a child or young person is believed to be at risk of, or experiencing child sexual exploitation and they are not currently open to Children's Social Care (CSC), the person with concerns should refer the child or young person to the Front-Door MASH service. The Front Door-MASH will create a contact record on the CSC children's recording system (LCS) and forward a referral to CSC for a Child & Family Social Work assessment to consider the risk of or actual harm from sexual exploitation, and/or recommend a strategy meeting, within 24 hours of receiving the information.

## 52 Children and Young People open to Children's Social Care

### **Undertaking an assessment and using the risk assessment guide at APPENDIX 2**

If the child and family are already open to CSC the allocated Social Worker should undertake a Child & Family assessment. The risk assessment guide at Appendix 2 can be used alongside the Child & Family assessment as a helpful aid. The risk assessment form can be located on the CSC database (LCS).

## 53 Children & Young People who vulnerable to sexual exploitation

The child or young person requires help and advice ideally delivered by someone who has a good relationship with him or her to carry out healthy relationships work and basic awareness raising on child sexual exploitation, sexual health, risk taking behaviours and consequences. A child in need plan should be agreed between the child, family and professionals. If Family Wellbeing services are working with the child a Family Wellbeing plan should be agreed with the family, child and professionals involved.

## 54 Children & Young People considered to be at risk of or being significantly harmed as a result of sexual exploitation

A referral needs to be made to the Police using the 87a referral form [http://www.londoncp.co.uk/files/form\\_87a\\_referral\\_to\\_police.docx](http://www.londoncp.co.uk/files/form_87a_referral_to_police.docx) and a **child protection strategy meeting needs to be held immediately or within a maximum period of 24 hours**, involving all the agencies that know the child or young person. *See the London Child Protection Procedures. Chapter 7. Safeguarding Children from Sexual Exploitation. Appendix 1. Guidance for Strategy Meetings. Appendix 2. Agenda for Initial Strategy Discussion/Meeting.*

## 55 The strategy meeting should undertake the following tasks:

- Share and discuss the initial risk assessment, supporting evidence and review the risk.
- Collate information on suspected perpetrators, associations with the child or young person and hotspots (i.e. venues/buildings/geographical areas/groups).
- If it is decided the child or young person is not at risk of significant harm and the threshold for a s47\_child protection enquiry is not met, Children's Social Care will need to plan how the assessment and safety plan will PREVENT and SUPPORT the child or young person.

- If it is decided the child or young person is at risk of significant harm and the threshold for conducting a s47 child protection enquiry is met (whether single or joint agency). The meeting will need to plan what action is needed to PREVENT, SUPPORT, DISRUPT & PROSECUTE.
- Develop an initial safety plan or amend the existing safety plan, identifying what support will be provided by who and by when. This should include the views of the child and his or her parents unless there has been no contact because the child is missing or it has not been possible to discuss with parents in advance of the meeting
- Complete the strategy meeting record
- Consider whether an initial child protection conference should be held
- Arrange date for a follow up strategy meeting where the risk and actions will be reviewed.
- The actions should include :
  - When and how often the social worker will see the child/young person
  - What work the social worker will undertake with the child/young person
  - Engagement with parents
  - The role of school
  - Police role particularly in respect of taking action against the perpetrator

**56 Children & Young People Assessed as being at risk of immediate significant harm**

Where there is risk to life or the possibility of serious immediate harm to a child or young person Children's Social Care will need to take emergency action to secure the child or young person's immediate safety. This may require joint action with the police.

**57** A referral needs to be made to the Police using the 87a referral form: [http://www.londoncp.co.uk/files/form\\_87a\\_referral\\_to\\_police.docx](http://www.londoncp.co.uk/files/form_87a_referral_to_police.docx) and a child protection **strategy meeting needs to be held immediately**, involving the police, a health professional and other agencies as appropriate. See above for guidance on conducting the strategy meeting. *See the London Child Protection Procedures. Chapter 3.2. Child Protection s47 Enquiries. Immediate protection. [http://www.londoncp.co.uk/chapters/chi\\_prot\\_enq.html](http://www.londoncp.co.uk/chapters/chi_prot_enq.html)*

**58 Reviewing risk, actions and safety plans**

Follow up strategy meetings or professionals planning meeting will need to be re-convened as necessary to review the risk and actions needed to PREVENT, IDENTIFY, SUPPORT, DISRUPT & PROSECUTE.

**59** If the child or young person is or becomes subject to a child in need, child protection plan or is looked after and has a care/pathway plan. The risk and actions needed to PREVENT, IDENTIFY, SUPPORT, DISRUPT & PROSECUTE should continue to be explicitly reviewed and discussed at each Child in Need review meeting, Child Protection Conference and/or Looked After Review.



# Quality assurance and monitoring

## Vulnerable children and young people who go missing and/or are at risk of sexual exploitation and/or gang related activity

### **CSC Supervision & management oversight**

In accordance with Bexley Children's Social Care Supervision Policy, children and young people who go missing and are at risk of/or experiencing sexual exploitation and/or gangs related activity will need to be discussed at minimum once every 4 weeks in supervision, between the social worker and manager, to ensure sufficient management oversight.

### **CSC Audit**

In accordance with Bexley Children's Social Care Quality Assurance Framework, managers are required to undertake monthly audits on cases under their supervision. In addition once a year a thematic audit and self assessment will be undertaken reviewing the effectiveness of practice for children and young people who go missing and are at risk of/or experiencing sexual exploitation .

### **Bexley Safeguarding Children's Board Multi-agency Audit**

The BSCB has an annual programme of audits and learning from casework practice, which will scrutinise missing and child sexual exploitation practice on an annual basis.

### **Missing and child sexual exploitation monitoring meeting**

This oversight and monitoring group is a multi-agency meeting of key professionals, chaired by a senior manager from Children's Social Care. The group meets weekly to review and monitor operational practice for all children and young people who have come to the notice of Bexley Children's Social Care and/or the Police due to being:

- Reported missing from home & care (reviewed weekly), or school (reviewed monthly)
- At risk of/experiencing sexual exploitation (reviewed fortnightly)
- Engaged in gang related activity (reviewed monthly)
- Vulnerable to radicalisation or involved in extremism (reviewed monthly)

The sexual exploitation section of this meeting fulfils the operational functions of the Multi-Agency Sexual Exploitation (MASE) for the Borough. The Terms of Reference for this meeting can be found in Appendix 5. Page 32-33

Collated findings, patterns and learning from Return Home Interviews will be brought to this meeting on a quarterly basis for discussion, from the three agencies conducting these interviews. I.e. Family Wellbeing Service, Targeted Youth Support and NYAS

### **Multi-Agency Sexual Exploitation (MASE)**

Bexley's strategic approach to managing children and young people at risk of/experiencing sexual exploitation is co-ordinated through the MASE meeting, which is sub-group of the Bexley Children's Safeguarding Board. The MASE is a multi-agency meeting chaired by a Detective Inspector in Bexley Police and meets once a quarter. The Terms of Reference for the MASE can be found in Appendix 6. Pages 34-35

### **Information Dataset**

Bexley has developed a Missing & Child Sexual Exploitation dataset which is reported quarterly to the MASE to develop a local profile, inform strategic thinking and enable targeting of specific hotspots. The dataset can be seen in Appendix 7. Page 36

# APPENDICES

# A1: Child sexual exploitation risk assessment guide

The purpose of this guide is to assist professionals in assessing a child or young person's level of risk of sexual exploitation.

Often children and young people who are victims of sexual exploitation do not recognise that they are being abused. There are a number of **warning signs** that can indicate a child may be being groomed for sexual exploitation and behaviours that can indicate that a child is being sexually exploited. To assist in remembering and assessing these signs and behaviours professionals working with children can use the mnemonic 'SAFEGUARD'.



## **S**exual health and behaviour

Evidence of sexually transmitted infections, pregnancy and termination; inappropriate sexualised behaviour



## **A**bsent from school or repeatedly running away

Evidence of truancy or periods of being missing from home or care



## **F**amilial abuse and/or problems at home

Familial sexual abuse, physical abuse, emotional abuse, neglect, as well as risk of forced marriage or honour-based violence; domestic violence; substance misuse; parental mental health concerns; parental criminality; experience of homelessness; living in a care home or temporary accommodation



## **E**motional and physical condition

Thoughts of, or attempted, suicide or self-harming; low self-esteem or self-confidence; problems relating to sexual orientation; learning difficulties or poor mental health; unexplained injuries or changes in physical appearance identify



## **G**angs, older age groups and involvement in crime

Involvement in crime; direct involvement with gang members or living in a gang-afflicted community; involvement with older individuals or lacking friends from the same age group; contact with other individuals who are sexually exploited



## **U**se of technology and sexual bullying

Evidence of 'sexting', sexualised communication on-line or problematic use of the internet and social networking sites



## **A**lcohol and drug misuse

Problematic substance use



## **R**eceipt of unexplained gifts or money

Unexplained finances, including phone credit, clothes and money



## **D**istrust of authority figures

Resistance to communicating with parents, carers, teachers, social services, health, police and others

## Definition of child sexual exploitation

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.

*This definition of child sexual exploitation was created by the UK National Working Group for Sexually Exploited Children and Young People (NWG) and is used in statutory guidance for England. More information can be found on the NWG website: <http://www.nwgnetwork.org/>*

## Types of sexual exploitation (From the London Child Protection Procedures)

### Boyfriend model

Here the offender befriends and grooms a young person into a 'relationship' and then coerces or forces them to have sex with friends or associates. The boyfriend may be significantly older than the victim, but not always.

### Peer on peer exploitation

Young people can be sexually exploited by people of a similar age as well as adults. Research is increasingly demonstrating that a significant number of sexually exploited young people have been abused by their peers and a London Councils report in 2014 found that peer-on-peer exploitation was the most frequently identified form of child sexual exploitation in London. Young people can be exploited by their peers in a number of ways. In some cases young women and young men who have been exploited themselves by adults or peers, will recruit other young people to be abused. In other instances, sexual bullying in schools and other social settings can result in the sexual exploitation of young people by their peers. Sexual exploitation also occurs within and between street gangs, where sex is used in exchange for safety, protection, drugs and simply belonging. For 16 and 17 year olds who are in abusive relationships, what may appear to be a case of domestic violence may also involve sexual exploitation. In all cases of peer-on-peer exploitation, a power imbalance will still inform the relationship, but this inequality will not necessarily be the result of an age gap between the abuser and the abused [26].

### Organised/networked sexual exploitation or trafficking

Young people (often connected) are passed through networks, possibly over geographical distances, between towns and cities where they may be forced or coerced into sexual activity with multiple men. Often this occurs at 'parties' and young people who are involved may recruit others into the network. Some of this activity is described as serious organised crime and can involve the organised 'buying and selling' of young people by offenders. Organised exploitation varies from spontaneous networking between groups of offenders, to more serious organised crime where young people are effectively 'sold'.

Children are known to be trafficked for sexual exploitation and this can occur across local authority boundaries and regions and across international borders.

## **Inappropriate relationships**

These usually involve one offender who has inappropriate power or control over a young person (physical, emotional or financial). One indicator may be a significant age gap. The young person may believe they are in a loving relationship.

## **Familial**

Children can be exploited by their parents and/or other family members. Parents or family members may also arrange the abuse of the child and/or control and facilitate exploitation. Where one child is being exploited, siblings or other child relatives are at increased risk of suffering exploitation.

## **Opportunistic**

This may occur quickly and without any form of grooming. Typically older males identify vulnerable young people who may already have been groomed or sexually abused. The perpetrator will offer a young person a 'reward' or payment in exchange for sexual acts. The perpetrator is often linked with a network of abusive adults.

## **On-Line**

New technologies and social networking tools and platforms, chat rooms, dating sites or online gaming, present further opportunities for social interaction. They also bring new risks and increase the opportunity for offenders to target vulnerable young people. Offenders access social media platforms, for example, Facebook, Blackberry messaging (BBM) and Twitter to identify young people whom they can groom.

Where abusive images have been posted on, or shared via, the internet, there is little control over who can access them. This can lead to repeat victimisation. The NWG Network 2013 study, *If you Shine a Light You Will Probably Find It* [27] also identified that GPS technology available for mobile devices can be used to identify the location where a photograph was taken, which may increase the risk to the victim. The software can be downloaded freely and provides the coordinates of where the digital image was taken, to within a matter of yards.

Exploitation can occur through the use of technology without the child realising it. For example, a child or young person is persuaded to post images of themselves on the internet and/or mobile phones and then these images are used as a bargaining tool by the perpetrators.

Offenders may use technology to exploit children and young people in the following ways:

- Harassment and bullying through text messaging;
- Purchasing mobile phones for victims and sharing their numbers among group or gang members;
- Randomly contacting children via social networking sites;
- Using 'friends' lists on networking sites of known victims to target children and young people;
- Viewing extreme or violent pornography and discussing it during sexual assaults;
- Posting images of victims with rival gang members to invite a sexual assault as punishment;
- Filming and distributing incidents of rape and sexual violence;
- Distributing lists of children for the purpose of sexual exploitation.
- The Child Exploitation On-line Protection (CEOP) Thinkuknow [28] website provides information for children and young people on how they can protect themselves online. Parents, carers and teachers can also use the website to understand how they can help to protect children in their care while they are using the internet.

## A2: Bexley child and young person vulnerability profile & child sexual exploitation risk assessment guide.

**The indicators in this are a guide and do not replace the Child & Family Social Work assessment, but should assist the exercising of professional judgement.** This risk assessment does not replace the single assessment but should be used in conjunction with the single assessment where there are warning signs that a child or young person may be at risk of sexual exploitation. Completion of the Risk Assessment guide by the professional identifying the concerns should involve liaison with other agencies to ensure that there is a multi-agency information sharing and support. This is not an exhaustive list, the indicators and vulnerability factors are simply the most common indicators.. If a child or young person presents with other factors they need to be included on the risk assessment and clearly linked to the actions on the Child in Need, Protection or Care Plan.

The risk to children and young people can change quickly therefore regular assessments should be undertaken. Any escalation of risk should be dealt with immediately through the child protection processes outlined below and recorded in the young person's file.

Children and young people at risk of sexual exploitation may be reluctant to work with professionals, particularly if they are in love or if they fear the perpetrator/s. The level of coercion used to groom and abuse young people should never be underestimated. Where reluctance to engage is an issue, the person with the best professional relationship with the young person should lead work with them. There should be a strong focus on the disruption and prosecution of perpetrators.

Things to remember when conducting the risk assessment.

- Both girls and boys can be victims of child sexual exploitation and can be equally vulnerable
- The coercers and perpetrators are usually adults, but can be children and young people in a position of power or either gender.
- It should be considered that those who appear to be coercing others into child sexual exploitation may be victims of it themselves.
- Young people may exchange or sell sex as a result of constrained choices such as poverty, isolation and historic abuse.
- Parents/Carers may be involved in the sexual exploitation of their children and young people or fail to prevent/protect from it.
- Groups of children and young people and multiple perpetrators may be involved (organised abuse).
- Children and young people under the age of 18 (Children Act 1989) are considered under the scope of this guidance
- Children and young people with additional needs require special consideration up to the age of 25 years.
- Be aware: disclosure of information by the young person may take time and evident risks may only emerge during on-going engagement with them.

## Basic details of child/young person

Name			Age	DOB
Gender		Sexuality		
Ethnicity		Languages		
Religion		Immigration status		
Home address				
Other significant addresses				
LAC Placement Address			LAC Placement type	
Case status				
FWS	CIN	CP	LAC	LC
School/College			GP	
Other significant professional involvements				
Identifying information. Passport no, Oyster, Phone, facebook page etc				
Any additional needs (e.g. communication, language, learning difficulties, disabilities)				

## MISSING

<b>Missing from:</b> Home / Care / School	<b>No of missing episodes in the last 3 months</b>	
<b>Date of latest Police 'safe &amp; well' debrief</b>	<b>Date of RHI interview</b>	
<b>Learning from 'safe &amp; well' debrief &amp; RHI</b>		

## CHILD SEXUAL EXPLOITATION

<b>Type of exploitation</b>	Older boyfriend/ girlfriend	Peer boyfriend/ girlfriend	Organised group	Gang		
	Party model	Trafficked	Peer on peer	Online		
<b>Names of any known/ suspected offenders</b>						
<b>Known associations with other children or young people</b>						
<b>Type of Location/Venue where exploitation is thought to take place</b>						
<b>Methods of coercion.</b>	Emotional	Violence	Substances	Money	Gifts	Bribery
<b>Child/young person's experience of missing/sexual exploitation /gang activity</b>						
<p><i>E.g. Child/young person's background that makes them vulnerable, young person's understanding of healthy relationships, context in which missing episodes or sexual exploitation thought to be occurring, how are the child/young person and suspected offender connected, grooming activity known, sexual health concerns, family's response to risks/worries. Details of missing episodes including . length of time missing, known locations and activities when missing, connections with others</i></p>						



## Child & young person vulnerable to sexual exploitation

A vulnerable child or young person where there are concerns they are being targeted and groomed and where warning signs of sexual exploitation have been identified, but at this stage there is no evidence of any offences.

Risk indicating behaviours	Y/N	Evidence & commentary
Truancing from school		
Regularly coming home late or going missing		
Sexualised risk taking including on the internet		
Unaccounted for monies or gifts/goods		
Associating with unknown adults or other sexually exploited children or young people		
Reduced contact with family / friends and other support network		
Sexually transmitted infections		
Experimenting with drugs/alcohol		
Poor self-image, eating disorders some self-harm		

## Child or young person at risk of significant harm as a result of sexual exploitation

Evidence a child or young person is being targeted for opportunistic abuse through the exchange of sex for drugs, perceived affection, sense of belonging, accommodation, money and goods etc.

Includes sexual exploitation through the use of technology and without the child/young person receiving any reward. i.e. the exchange of indecent images. The likelihood of coercion and control is significant.

Child under 13 engaging in sexual activity		
Non school attendance or excluded behaviour		

Staying out with no explanation		
Breakdown of placements due to behaviour		
Unaccounted for money or goods; e.g mobile phones, drugs , alcohol		
Receiving rewards of money or goods for recruiting peers into CSE		
Having an older boyfriend/girlfriend		
Being involved in CSE through being seen in hotspots (i.e. houses, recruiting grounds)		
Pattern of street homelessness & staying with an adult believed to be sexually exploiting them		
Associating with known CSE adults		
Getting into cars with unknown adults		
Being groomed on the internet		
Exchanging indecent images (online/phone)		
Clipping – (offering to have sex for money or other payment & running before sex takes place)		
Child under 16 meeting different adults and exchanging or selling sexual activity		
Multiple Sexually Transmitted infections.		
Self-harming that requires medical treatment		
Repeat offending		

Gang member or association		
Removed from known 'red light' district by professionals due to suspected CSE		
Being taken to clubs and hostels by adults and engaging in sexual activity		
Being moved around for sexual activity		
Being bought / sold / trafficked		
Disclosure of serious sexual assault and then withdrawal of statement		
Abduction and forced imprisonment		
Disappearing from the 'system' with no contact or support		
Multiple miscarriages or terminations in conjunction with chronic alcohol and drug use		

**Current safety scale rating**

1 = The child/young person has or is being sexually exploited & there are no safety factors & plan in place to protect them.

10 = The child/young person is at risk of, or has experienced exploitation but there are safety factors and a robust plan in place to prevent further exploitation.

Least safe   1   2   3   4   5   6   7   8   9   10   Most safe

# A3: Child Sexual Exploitation. Disruption Strategies

## Practice Guidance

**Disruption Strategies** . This tool identifies which disruption tactics may be used on a single or multi-agency basis for the individual child; who is responsible; and who will monitor the progress.

Strategic Aim	Intervention options
<p>Disrupt the young person’s relationship with other young people suspected of introducing them to adults involved in violence, gang activity and sexual exploitation.</p>	<ul style="list-style-type: none"> <li>• Identify whom the young person is spending time with and recognise negative relationships.</li> <li>• Prevent visits to the home by other young people who may either deliberately or unwittingly be recruiting the young person</li> <li>• Screen the telephone calls to the home</li> <li>• Complete information report forms on known associates and any risk they pose</li> </ul>
<p>Disrupt the young person’s contact with adults or young people suspected of being involved in violence, drugs and sexual exploitation.</p>	<ul style="list-style-type: none"> <li>• Implement the abduction warnings and orders strategy</li> <li>• Recognise and acknowledge abusive relationships</li> <li>• Deny individuals suspected of abusing, grooming, or recruiting the young person access to the children’s home.</li> <li>• Secure mobile phones and Sim cards, particularly if supplied by abusers and pass to the police</li> <li>• Consider removing mobile phones at night for the purpose of charging the batteries and monitor internet, call and text use.</li> </ul>
<p>Gather information to assist prosecution and disruption of adults suspected of being involved in violence, gang activity, drugs and sexual exploitation.</p>	<ul style="list-style-type: none"> <li>• Obtain as much information as possible to identify associates and those who pose a risk to a child or young person. Good information includes, full names, nick names, telephone numbers, addresses and car registrations etc.</li> <li>• Keep accurate records and retain the information on child or young person’s personal files – it is important to date and time the information and note who is involved in incidents and any interventions.</li> </ul>
<p>Promote positive relationships with family, friends and carers</p>	<ul style="list-style-type: none"> <li>• Send information report forms to the police Intelligence Unit</li> <li>• Note down any licensed body or property on the information report form and send information to the Police Intelligence Unit</li> <li>• Ensure all locality panel/core group members are updated at meetings and as and when information is accessed.</li> <li>• Be aware of specific agency responsibility and interventions re abduction orders, licensing remedies and checks on persons etc.</li> </ul> <ul style="list-style-type: none"> <li>• Carers/Parents should be actively engaged in searching for the young person to show that they care.</li> <li>• Promote positive relationships with family and friends.</li> <li>• Promote the need for Carers/Parents to show attention.</li> <li>• Encourage honesty. Reinforce the nature of the crime</li> <li>• Involve Parents/Young person in tackling the problem and in core group meetings where appropriate.</li> <li>• Identify suitable long-term Key Workers who can befriend the young person.</li> </ul>

Physically protect the young person	<ul style="list-style-type: none"> <li>• It is permissible to physically intervene to prevent a young person running from care as an emergency intervention.</li> <li>• However, physical intervention does not offer a long-term risk management strategy and if the only way to prevent the young person repeatedly running away is by physically restraining the young person on a regular basis, an alternative or reciprocal should be considered.</li> <li>• Consider removing and preserving clothing and passing it to the police if it will aid the police in an investigation</li> <li>• Police and Social Care Protection Powers to be used as appropriate</li> </ul>
Maintain contact whilst absent	<ul style="list-style-type: none"> <li>• Ring the young person's mobile phone</li> <li>• There must be 24/7 contact available so that the young person does not feel isolated during evenings or at weekends.</li> <li>• Ensure the number of the missing helpline and Child line is in the young person's mobile phone and address book or text the numbers to them.</li> <li>• Send text messages to the young person. Consider using 'text language' that the young person relates to, and encourage them to contact you or another adult.</li> <li>• Consider informing appropriate outreach workers. Bulletins, Border alerts (UKBA/UKHTC) and agencies in other cities such as social care, police and specialist services.</li> <li>• Consider publicity and posters if whereabouts is unknown – National Missing Helpline. Their design should be young person centred.</li> <li>• Follow Children Missing from Care or Home operating procedures</li> </ul>
Enhance the return procedure to ensure it is a positive experience.	<ul style="list-style-type: none"> <li>• Identify and individual that the young person respects and wants to talk to. This person should conduct the return interview on every occasion wherever possible. This will ensure consistency and facilitate a positive relationship between the young person and the interviewer.</li> <li>• Interviews by Police officers that are no more than an admonishment of the young person should be avoided, as these may exacerbate the situation. Threats to prosecute for wasting Police time or threat to take out an ASBO are rarely effective at engaging young people who regularly go missing and are unlikely to positively change their behaviour.</li> <li>• Independent interviews should be arranged and would preferably be conducted by staff who have received specialist training and have a good relationship with the young person.</li> <li>• Return interviews should be followed up by active support of the young person to ensure the return interview is seen as a positive experience.</li> <li>• Where child or young person are involved in petty offending consider Restorative Justice Solutions as the offending could be symptomatic of abuse. – Particularly recognised in young males.</li> </ul>
Set clear boundaries to acceptable behaviour and motivate positive	<ul style="list-style-type: none"> <li>• Consider reward schemes – monetary/vouchers.</li> <li>• Be flexible.</li> <li>• Consult the young person and agree rewards and penalties.</li> </ul>

behaviour.	<ul style="list-style-type: none"> <li>• Adopt a behaviour management strategy.</li> <li>• Give the young person more independence in response to the responsible behaviour.</li> </ul>
Empower the carer/foster carer.	<ul style="list-style-type: none"> <li>• Raise the awareness of carers and foster carers of relevant policies, procedures, their responsibilities, duties, legal powers, their options and restrictions upon them.</li> <li>• Consider family support services.</li> <li>• Maintain active support of carers and foster carers.</li> <li>• Raise the awareness of parents to help them to identify the signs of child sexual exploitation</li> <li>• Consider Parenting Report Forms.</li> <li>• Provide training in self-protection.</li> </ul>
Build the young person's self-esteem	<ul style="list-style-type: none"> <li>• Identify and encourage positive activities that the young person may engage in and encourage the young person to make positive contributions at home, school, leisure or work (positive activities should build self-esteem, not just entertain).</li> <li>• Assist the young person to look at the consequences of their behaviour.</li> <li>• Take time to explain the issues and keep the young person informed.</li> <li>• Involve the young person in looking at alternatives and decision making.</li> </ul>
Raise the young person's awareness of the dangers	<ul style="list-style-type: none"> <li>• Work with schools to raise awareness of risk.</li> <li>• Develop or identify internet sites aimed a young people to raise their awareness of the dangers of going missing.</li> <li>• They must be young person focused, accessible and user friendly to ensure that young people will be attracted to them and motivated to us them (similar to the 'Ask Frank' and Think U Know websites).</li> <li>• Arrange inputs by professionals to groups or individuals explaining the dangers.</li> <li>• Organise individual or group discussions with adults that the young person respects.</li> <li>• Facilitate peer mentoring (buddies) by young people who have been through similar experiences and learnt how to cope and protect themselves from exploitation.</li> <li>• Arrange personal safety training for the young person and family.</li> </ul>
Consider the health needs of the young person	<ul style="list-style-type: none"> <li>• Contraceptive advice</li> <li>• Medical treatment if suffering neglect, injury or poor health.</li> <li>• Therapeutic interventions</li> </ul>
Involve the young person in diversionary activities	<ul style="list-style-type: none"> <li>• Enable the young person to participate in exciting possible activities and leisure activities such as drama or dance.</li> <li>• Activity weekends or team building exercises through multi agency provision.</li> <li>• Arrange work experience opportunities or vocational training.</li> <li>• Use all agencies involved such as YOS, Police, Voluntary sector, and Children's Social Care</li> </ul>
Make home a more attractive place to live	<ul style="list-style-type: none"> <li>• Identify push/pull factors and deal with them.</li> <li>• Tackle relationship problems</li> <li>• Address domestic abuse issues</li> </ul>

	<ul style="list-style-type: none"> <li>• Tackle drug/alcohol problems of other family members.</li> <li>• Consider an alternative placement that gives the young person a feeling of more independence and responsibility</li> <li>• Consider a placement that has continuity of staff and extra support for evening shifts</li> <li>• Consider extended stay with a family member in a different city to break the cycle.</li> <li>• Consider specialist placement options</li> </ul>
Achieve normality	<ul style="list-style-type: none"> <li>• Enforce bed times</li> <li>• Enforce waking times</li> <li>• Promote attendance at school</li> <li>• Encourage young people to eat together at meal times</li> </ul>
Make school a more attractive place to go	<ul style="list-style-type: none"> <li>• Tackle bullying, truancy and peer pressure</li> <li>• Provide 'personal, Social and Health Education'</li> <li>• Encourage engagement with alternative and educational provision</li> <li>• Provide funding for after school activity</li> </ul>
Provide specialist support through other agencies	<ul style="list-style-type: none"> <li>• Sexual, Drug and Alcohol counselling and other services</li> <li>• Therapeutic services</li> <li>• Advocacy services</li> <li>• Mentoring services</li> <li>• Child and Adolescent Mental health Services (CAMHS)</li> <li>• Involve Education Welfare</li> <li>• Raise awareness of 'Drop In' support groups</li> <li>• Refer to Youth services</li> <li>• Refer to voluntary sector for support</li> <li>• Positive activities</li> <li>• Provide self-referral systems so that young people can refer themselves</li> <li>• Provide parent-referral systems that deal with parent's concerns that their young people will be taken into care if they report abuse.</li> </ul>
Plan on positive change and set small targets to achieve monthly	<ul style="list-style-type: none"> <li>• Targets need to be agreed with Young Person and Parents to achieve monthly</li> </ul>
Where a young person is refusing or reluctant to engage, and is involved in soliciting or grooming peers, ensure all engagement and disruption activities detailed above have been considered.	<ul style="list-style-type: none"> <li>• Where the police are considering criminal action against children and the final decision rests with the police, they should consult with partner agencies to ensure that all alternatives and appropriate actions have been considered for that child, in line with Association of Chief Police Officers guidance in relation to not criminalising young people where possible.</li> </ul>

## A4: Return Home Interviews Toolkit

### Can we talk about why you were missing from home?

When children and young people go missing it is taken very seriously, to help us understand what is happening in your life and the reasons for going missing we would like to talk to you about what help you need, to keep you safe in the future.

#### Some information about this conversation

- I work in the Family Wellbeing/Youth Service which is independent from social care and so I do not know your case, other than details linked to you being missing.
- I am here to talk to you about your experience of going missing. It is important for me to understand your thoughts and feelings so that we can improve things for you and help you stay safe.
- I will ask you about when you went missing and the reasons for this and we can talk about things that may help you feel supported to stop you going missing again.
- I appreciate that this can be a difficult subject and you don't have to tell me anything you're uncomfortable with.
- There are no right or wrong answers; this is a discussion where you can give your views openly and honestly.
- I will make notes on what you say so that I don't miss anything important. I will put these notes on your case file and share with your social worker and other professionals if need be.
- I can't guarantee what will or won't happen following our chat, but I will be honest with you and tell you what I am going to do next.
- If you tell me something that makes me worried that you or anyone else is not safe, I will tell the social work team who may contact you about it.
- Our team will combine your views with what other young people say about going missing to help us understand what would make things better for young people. What you tell me today is anonymous which means your name will not be mentioned and no one will be able to identify you.
- This is a voluntary activity which means you do not have to take part if you do not want to and you can let me know at any time if you want to finish the discussion.



## RECORD OF RETURN HOME INTERVIEW

Name of Child/Young Person	DOB
Date went missing from home	Date returned home
Name of interviewer	Date of interview

**Child / young person's account:** *Leading up to going missing, while they were missing and since they've returned. What is the child worried about / what was and is going well?*

**Parents/carers views about the missing incident:** *Leading up to going missing, while they were missing and since they've returned. What are they worried about / what was and is going well.*

**Interviewers analysis, comments and suggestions to prevent further missing episodes:** *What are we worried about / what is going well / what are the next steps?*

## **Safety & Happiness Scales.**

**Before you went missing how did you feel...**

**(Very unsafe)**

**0 1 2 3 4 5 6 7 8 9 10**

**(Very safe)**

**(Very unhappy)**

**0 1 2 3 4 5 6 7 8 9 10**

**(Very happy)**

**While you were missing how did you feel...**

**(Very unsafe)**

**0 1 2 3 4 5 6 7 8 9 10**

**(Very safe)**

**(Very unhappy)**

**0 1 2 3 4 5 6 7 8 9 10**

**(Very happy)**

**Since you have returned home how do you feel...**

**(Very unsafe)**

**0 1 2 3 4 5 6 7 8 9 10**

**(Very safe)**

**(Very unhappy)**

**0 1 2 3 4 5 6 7 8 9 10**

**(Very happy)**

## PRACTICE GUIDANCE FOR RETURN HOME INTERVIEWERS

Try to determine the reason why the person went missing and in particular, if they have been subject to violence, abuse, sexual exploitation or bullying.

Establish whether they have been a victim of crime before or while missing.

Establish if they have been committing Crime whilst missing

Discover where and by whom they have been harboured (obtain pars if possible)

Obtain information which may lead to their early discovery should they go missing again.

Use the safety and happiness scales

### Leading up to going missing

- Can you tell me what's been going on, what's been going well in your life?
- What have you been/are worried or upset about?
- Did/do you feel like you had anyone to talk to about your worries?
- Did you talk to anyone before you went missing?
- Do you know why you went missing?
- Did you feel it was your own choice to go missing or did someone influence you?
- Was there something that triggered you going missing, like an event or a person?
- *If previous missing episodes:* Is this the same reason you went missing before?

### While you were missing

- Can you tell me about what happened while you were missing?
- Where did you go? Did you have anywhere to stay?
- What did you do?
- Who were you with, were you alone or with other children or adults?
- How did you manage for money, clothes, getting clean?
- Did anything happen to you while you were missing that has made you worried, scared? (*e.g. drugs, alcohol, crime, exploitation, violence/abuse, radicalisation, trafficking*)
- Who did you contact while you were missing?
- Why did you decide to come home?

### Since you've returned

- How did you get back home? Did anyone help you?
- What happened when you got home?
- What school, college or training do you go to if any? Do you always attend and if not why?
- Do you feel you have an adult to talk to now about problems or worries?
- How are things now you are back and how do you feel?
- Do you feel like leaving again?
- What do you feel people have been doing to help you not go missing and do you think it's the right thing?
- What do you want to happen now?
- Who are the important people in your life and what can everybody do to help you now?

## A5: TERMS OF REFERENCE

### Missing & sexual exploitation monitoring meeting

#### Purpose

The missing and exploitation meeting is an operational partnership group that brings together all relevant agencies to work collaboratively to review and monitor the effectiveness of operational practice for children and young people who are:

- Reported to children's social care and/or the police as missing or having gone missing;
- Identified as at risk of, or subject to, child sexual exploitation
- Identified as at risk of, or involved in, gang related activity which is deemed medium or high risk of harm to self or others;
- Known to be missing education or missing out on education for over two months where other factors, such as parental neglect, peer/gang associations, anti-social behaviour or criminal activity (not exhaustive) is of concern;
- Identified by community safety as vulnerable to radicalisation or involved in extremism.

#### Responsibilities

- (a) To provide weekly multi-agency oversight of, and collectively review, children or young people who have gone missing or are currently missing;
- (b) To discharge the operational responsibilities of the MASE for children at risk of sexual exploitation on the second and fourth Tuesday of every month
- (c) To provide multi-agency oversight of children and young people who are missing education - on the third Tuesday of every month;
- (d) To provide multi-agency oversight of children and young people on the gangs or prevent tracker - on the first Tuesday of every month;
- (e) To provide quality assurance oversight of headline case work only (it is expected that individual case work and actions, supervision, QA, strategy and other meetings, notifications to other boroughs, serious incident notifications, return home interviews remain the responsibility of the relevant agency) and task arising agency actions as required;
- (f) Where required, each agency must state their agency's view of the risk level of current missing
- (g) children or young people and, where necessary agree any arising escalation action.

## Membership

Name	Role	Agency
David Dare (Chair)	Head of Service for Looked After Children & Permanence	Children's Social Care
Various	Police Public Protection Team	Bexley Borough Police
Jesca Gudza	Safeguarding nurse for LAC	Health sector
TBC	Education Advisor - MASH	Education
Various	School Exclusions Officer	Youth & Inclusion
Various	Manager – Targeted Youth Support	Youth & Inclusion
Various	Manager – Youth Offending Team	Youth & Inclusion
Various	Community Safety Manager	Community Safety Service
Various	Service or Team Manager - Family Wellbeing Service	Children's Social Care
Collette Elliot Cooper	Service Manager - Family Support & Child Protection	Children's Social Care
Maria Jepp	Senior Social Work Practitioner – MASH	Children's Social Care
Lucie Heyes (Chair of CSE section)	Head of Service Family Support & Child Protection	Children's Social Care
TBC	Business Administrator	Children's Social Care

## Practical arrangements

The meeting is held weekly, every Tuesday at 2pm. Venue – 2 Watling Street. Bexleyheath. Civic Offices

Administration - CSC administrators minute the meeting to record key actions and risk level on each missing young person and completion of return home interviews. Any actions arising from the meeting will be sent to the allocated social worker or family key worker & added to the child's case record on LCS.

Minutes will be agreed by the chair and circulated no later than 2 weeks after the meeting. Paperwork associated with the group may be confidential and, when this is the case, it will be distributed through secure arrangements.

- For **Missing** - CSC administrators will update the central missing tracker;
- For **Child Sexual Exploitation** – CSC administrators will update the central CSE tracker;
- For **Missing from Education** – Youth and Inclusion officers will update the education tracker;
- For **Gang or Prevent** – Community Safety will update the gang and prevent trackers.

## A6: TERMS OF REFERENCE

### Multi-agency Sexual Exploitation (MASE) Meeting

#### Purpose

The Multi-Agency Sexual Exploitation Meeting (MASE) is a Bexley Safeguarding Children Board (BSCB) strategic partnership group meeting that brings together all relevant agencies to work collaboratively to prevent, identify, intervene, support and safeguard children and young people who are at risk of or are subject to Child Sexual Exploitation (CSE).

**The primary function of the MASE is to inform the Bexley's Child Sexual Exploitation Strategy and lead on the strategic delivery of the CSE Action Plan.**

Bexley uses the pan London CSE protocol to consider cases of victims and perpetrators of child sexual exploitation (CSE) and identify any additional actions, which can be taken by agencies to address CSE activity within Bexley. This is in addition to/in support of, any parallel child protection processes where the decision making remains as specified within the BSCB child protection procedures.

#### Definition of child sexual exploitation.

This guidance uses the nationally agreed ACPO definition :

*Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where the young person (or third person/s) receive 'something' (eg, 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.

Violence, coercion and intimidation are common. Involvement in exploitative relationships is characterised by the child's or young person's limited availability of choice resulting from their social, economic or emotional vulnerability.

A common feature is that the child or young person does not recognise the coercive nature of the relationship and does not see themselves as a victim of exploitation (Association of Chief Police Officers CSE Report - 2013).

#### Responsibilities of the MASE

1. Ensure partners; are compliant with National and/or pan-London protocols; have robust procedures and policies in place; and exercise their duties and responsibilities in working with CSE.
2. Develop the Bexley child sexual exploitation strategy and oversee the delivery of the Action Plan.
3. Enable inter-agency information sharing and promote collaborative working to safeguard by preventing, identifying, supporting, disrupting and prosecuting.
4. Build a borough profile, informed by the Bexley missing and child sexual exploitation monitoring meeting, identifying learning and measuring the effectiveness and impact of support, intervention and services, to inform future improvements in practice.
5. Advocate for appropriate and sufficient resources to be in place to support and safeguard.

6. Lead awareness raising activity, identifying target groups in the community to provide preventative education.
7. Identify cross border issues and consider the needs of looked after children and young people who are placed outside of the borough. Liaising and provide links with neighbouring authorities and partners.

### Membership

Name	Role	Agency
Daniel Smith (Chair)	Detective Inspector Public Protection	Bexley Borough Police
Lucie Heyes (Deputy Chair)	Head of Service for Child Protection & Family Support	Children's Social Care
Charlotte Shrimpton	Head of Service	Youth & Inclusion
Robbie Currie	Sexual Health Programme Lead	Public Health
Emma Leathers	Community Safety Service Manager	Community Safety Service
TBC	Licensing & Trading Standards	Bexley Council
Jill May	Safeguarding & LAC Designated nurse	Health sector
Jane Callagher	BSCB Business Administrator	BSCB
TBC		Voluntary & Community Sector
TBC		Probation
TBC		CAMHS
Jo Lakey/Pete LeBas	Head of School Improvement	Education

The MASE is chaired by the Detective Inspector of Public Protection in Bexley Borough Police. Deputy Chair is the Head of Service for Child Protection in Children's Social Care. Members must be in a relevant position that enables them to fully participate in the functions and activities of the group. Members must have strategic oversight and understanding of performance in their agency. Individuals can be co-opted on to the group as deemed necessary and as agreed by the Chair.

Nominated members are expected to attend all meetings. Where this is not possible, this must be communicated to the Chair or BSCB Business Manager in advance. Members of the Group are expected to send deputies to represent them if they are unable to attend. Attendance is reported to the BSCB and if attendance issues are identified, these will be escalated to the relevant agency.

### Practical arrangements

- The MASE will meet quarterly and as necessary.
- The MASE will be co-ordinated and administered by the BSCB.
- The BSCB administrator will maintain an up to date list of group members and their contact details.
- Agenda and supporting papers will be circulated at least one week in advance of the meeting.
- Minutes will be agreed by the chair and circulated no later than 2 weeks after the meeting. Minutes of the meeting will be stored in a secure hard drive by Bexley Council.
- Paperwork associated with the group may be confidential and, when this is the case, it will be distributed through secure arrangements.

### Accountability & Governance

The MASE is a sub-group of, accountable to BSCB. The MASE group will provide the BSCB with an annual report on CSE within Bexley. The MASE is empowered by BSCB to make decisions, where this is consistent with the achievement of the agreed work plan and BSCB priorities. The chair of the group will ensure co-ordination with the other working groups and will facilitate an annual review of these terms of reference.

## A7: Missing & Child Sexual Exploitation dataset

<b>MISSING FROM HOME, CARE &amp; SCHOOL</b>	<b>LEAD AGENCY</b>
Incidences of Looked After Children missing from their placement	CSC
Incidences of Looked After Children away from placement without authorisation. ( Broken down by age & gender )	CSC
Looked After Children currently missing from placement	CSC
Number of missing episodes from home.	CSC
Number of children missing from home	CSC
Persistent absence ( Looked After Children identified as missing who were also missing in the previous quarter)	CSC
Number of children missing from education about who the LA are concerned.	Inclusion

<b>CHILD SEXUAL EXPLOITATION</b>	
<b>PREVENT</b>	<b>LEAD AGENCY</b>
CSE training activities & attendance	All
Awareness raising activities taken place in Bexley	All
<b>IDENTIFY/ASSESSMENT</b>	
No of C/YP identified as (a) vulnerable to (b) at risk of (c) exposed to CSE	CSC
Category/type of CSE	CSC
Source of identification e.g. school, police	CSC
Indicators of risk	CSC
Demographics of C/YP i.e. age, gender, ethnicity, sexuality	CSC
Geographical locations & hotspots where CSE took place	CSC
Feedback from RHI's	NYAS
<b>INTERVENTION, DISRUPTION &amp; PROSECUTION</b>	
No of known people of concern (adults & peer CSE)	Police & YOT
Disruption activities undertaken through use of regulatory powers	All
No of sexual risk orders issued	Police & YOT
No of child abduction warning notices issued	Police
No of CSE related convictions	Police & YOT
Protective action taken by CSC e.g CP plan, Public legal orders	CSC
No of suspended or revoked licencing	Bexley Council
<b>SUPPORT</b>	
No of CSE related referrals to specific support services/agencies	Various agency referral rates
<b>IMPACT &amp; OUTCOMES</b>	
No of C/YP who cease to be at exposed to CSE as a result of intervention	CSC
Re-referrals of CSE	CSC
Feedback from C/YP & families	MASE
Learning from audited cases	All



Children's Social Care Services  
London Borough of Bexley  
Civic Offices  
2 Watling Street  
Bexleyheath,  
Kent

DA6 7AT

[www.bexley.gov.uk](http://www.bexley.gov.uk)

m/r

ext 0203 045 5440

y/r

Date: xxx

The person dealing with this matter is

PRIVATE AND CONFIDENTIAL

**Concern for a Looked After Child placed in the London Borough of Bexley**

Dear Director

**Name of Young Person**

I am writing following a meeting held under the London Borough of Bexley's Missing and CSE procedures. The above young person was discussed on the xxx and it was noted that xxx has been reported as missing from his placement on xxx occasions.

Due to the level of concern expressed at the meeting regarding the high number of missing episodes we have taken the decision to write directly to you in order that you are alerted to the high level of concern expressed by professionals about the young person's vulnerability.

If you require any further information do not hesitate to contact our MASH team on 0203 045 3522 where additional information can be shared with a member of your staff.

Yours sincerely

Jacky Tiotto .....

Director of Children's Social Care and Education

Superintendent Stuart Bell .....

Metropolitan Police – Bexley

**Bexley has a policy of open access to files. This means that any information provided by you in your reply may be disclosed to the service user unless you state otherwise.**