**CSE Information Report Operation Liberty**

**Date/Time of report:**      

**Details of Professional submitting**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name:** |  | | | | |
| **Post/Job Title:** |  | | | | |
| **Agency:** |  | | | | |
| **Contact details:** |  | | | | |
| **Witnessed Incident?** |  | Member of Public |  | Professional |  |

**Are you reporting the information as a third party?**

If so, details of witness, if known:

**Would they be willing to engage with the Police?**      

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| ***Please provide information about SPECIFIC EVENTS/INCIDENTS. Include as much detail as possible (where known) regarding name's / descriptions / nicknames / vehicle details / addresses. Do not use abbreviations.*** *(Please use one form for each victim)*  *Note: Use this space to report an incident even if this* ***does******not*** *relate to a victim.*  ***Victim (if known):***       ***DOB:***        ***Date/time and details of incident:***  ***Details of other persons present at incident (if known):***  ***Alleged offender(s)(if known):*** |
| ***Name(s) and contact details of persons/professionals this information has been shared with:*** |
| ***City referrals send to City Referral Unit: email*** [**cityreferralunit@derbyshire.pnn.police.uk**](mailto:cityreferralunit@derbyshire.pnn.police.uk)**,**  **telephone number 0300 122 8719**  ***County referrals send to County Referral Unit:* email** [**countyreferralunit@derbyshire.pnn.police.uk**](mailto:countyreferralunit@derbyshire.pnn.police.uk)**,**  **telephone number 0300 122 8319**  **PLEASE NOTE THIS IS NOT A REFERRAL FORM TO CHILDREN'S SOCIAL CARE.**  If the information is about significant harm to a child or young person then normal Social Care referral systems must be used to report the concerns. If the young person is already known to Social Care you must also send a copy to their Social Worker or Children's Practitioner. |

**Completing the CSE Information Report Operation Liberty Guidance**

The Information Report Form offers a multi-agency system of sharing information with Derbyshire Police to aid keeping young people safe.

This form should be used to provide details of any concerns about people who pose a risk to or target, groom or sexually exploit young people.

Prior to completing the form, practitioners should seek advice and support from their agency CSE champion or Service Manager. Advice and support can also be sought from a Child Protection Manager 🕾 01332 642376 or in Derbyshire 🕾 01629 01629 32834.

The form focuses specifically on the behaviours or actions of alleged or known perpetrators, and can act to corroborate the statement of the child or young person.

Once completed this form will go via email or fax to the appropriate City or County Police Referral Unit which incorporates domestic abuse, child abuse, child sexual exploitation and vulnerable adults.

You must also share it with any other practitioner's involved with the young person; if the young person is known to Children's Service's you must send a copy of the form to the young person's Social Worker or Children's Practitioner.

**If the information is about significant harm to a child or young person then normal Social Care referral systems must be used to report those concerns.** Please see [DSCBs’ Safeguarding Children procedures](http://derbyshirescbs.proceduresonline.com/contents.html).

The information can also include low level, soft “whisperings” and gut feelings, something that does not sit well with you or co-workers but has nowhere else to go.

Please ensure that the information is accurate, current and that it is factual not opinions.

Also ensure that full names and details of victims and where possible perpetrators are provided. If you are unsure of the information then make checks before completing the form and sending it to the City or County Police Referral Unit. If the information is unreliable or you are uncertain about the content, you may wish to call together a multi-agency network meeting before completing the Information Report Form and sending to the relevant persons.

**NEVER assume someone else has passed on the information you have.**

**Duplicate information is better than none.**