**How To Prepare Well For A Child at Risk of Sexual Exploitation (CSE) Meeting**

**Good preparation = good meetings = good (safe) plans for children**

**PREVENT, PROTECT & PROSECUTE**

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| **Social Worker to Ensure CSE episode started on LL**  Then complete:   * CSE Risk Assessment Tool on Liquid Logic * CSE Referral form * And send to Safeguarding Unit Diary via   [Safeguardingunitdiary@leicester.gov.uk](mailto:Safeguardingunitdiary@leicester.gov.uk) or 0116 454 2440 |

**Initial CSE Meeting Review CSE Meeting**

Date for CSE Meeting is booked in the previous CSE Meeting within 3 months

The duty Independent Chair or IRO will consider the request and read information and if necessary will discuss with the SW and TM. Consultation is then provided on whether this meets the threshold for a CSE meeting IC/IRO will record the discussion and outcome on Liquid Logic. IC informs diary threshold met and meeting to be booked

being agreed.

[Safeguardingunitdiary@leicester.gov.uk](mailto:Safeguardingunitdiary@leicester.gov.uk) 37 2440

Social Worker to remind all of the date at the CSE Core Group/CIN meetings. It is good practice to hold one 6 weekly.

Social worker to contact safeguarding diary and book meeting within 24 hours of the outcome being that a CSE meeting is required.

Any delays will result in a date being sent without consultation.

Social worker will ensure that a genogram, updated RAT tool, report and chronology will be completed for each CSE review meeting. This is essential for good safe planning and an Alert will be sent by IC if these are not completed and available.

An ecomap maybe required to map associates with risky persons and other young people at risk .This information is required to enable safety plan for all children and disruption of adults.

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| CSE meeting to be held within 10 working days. Any delays to be brought to the attention of the SM |

Social Worker to complete invites using CSE letters as embedded below **within 48 hours** after booking the meeting to ensure correct people are invited in a timely manner and to allow maximum time for agencies to complete checks and reports. Also:-

* Ensure names and dates of birth of family are correct, note any additional names
* Invite GP, School Nurse, School, CSE police, Signal Team if appropriate, Childrens Rights Officer, DAS CSE Social Worker ( on all occasions), primary carer, young person at risk of CSE and any other agencies involved in the young person’s care,placement

CSE police : [**CSE@leicestershire.pnn.police.uk**](mailto:CSE@leicestershire.pnn.police.uk)

Initial invites to be sent out within 48 hours of ICSE Meeting being agreed by IC.

Review invites to be sent out at least 4 weeks before RCSE Meeting

Invites **must** be sent to all appropriate professionals, police and GP’s to be invited to **EVERY** meeting. Remember the family and young person also need an invite.

**ALL** CSE Meetings should be quorate as per LSCB procedures. The Chair may postpone the meeting if there are not the appropriate professionals in attendance to make safe decisions.

SW will request written reports from professionals unable to attend. The SW will ensure the young person’s voice/views are captured in their CSE report.

Children at risk of sexual exploitation plans **will not end** unless there is good information from all involved professionals to the Review meeting that evidences that there is reduced risk to the young person. Plans **will not end** without police information and views.

**Continue with assessment. safeguarding actions including completing chronology, genogram, CSE Plan and keeping CSE Liquid Logic Pathway up to date. Continue using the safety plan with the young person as embedded below**

**Preparation of Parents/Carers**

* Explain to parents and young person why an ICSE or RCSE is requested, what the purpose of it is, who attends and what the possible outcomes are and how they can contribute and be supported in the meeting such as CSE, Child In Need or referral for ICPC.
* Invite letter for parents/carers and young person can help you explain what a CSE meeting is about is.(See embedded below)
* Consider with parents/carers any young person practical arrangements they need to make (child care, travel time off school etc.).
* **Provide** parents and young person with report to CSE meeting, chronology and updated CSE RAT at least 48 hours before the meeting.
* Parents and young person to be advised to arrive for the meeting at least 1**5 mins** before the start time to meet with the Chair

**Preparation of the Child/Young Person**

* Consider how the child/Young person can individually participate/establish if they want to attend or not, and how their voice can be advocated.
* If they wish to attend the meeting, follow the guidance in LSCB procedures and discuss with the Chair how to ensure their attendance is managed positively.
* Indirect participation can be via letter, meeting and/or telephone call with the Chair.

**Pre-CSE Discussion for Initial CSE**

The Chairperson will initiate a pre-meeting discussion with the Social Worker and/or Team Manager within the 5 days leading up to the initial meeting.

This is important to ensure good preparation and consideration is given to good management of the meeting.

**Pre-CSE Discussions for Review CSE’s**

The chairperson will initiate the pre meeting discussion at least 10 working days before the review Cse Meeting.

These will be recorded on LL

**Preparing for the CSE meeting**

**Report, Chronology and Genogram**

Ensure the report (and documents below) for the CSE Meeting are completed and authorised on **Liquid Logic** to be made available to the **Chair and shared with parents and young person) 48 hours before the meeting**

. The report should always include:-

* An analysis of the risks and protective factors for the children which MUST include the following; **details and missing episodes, risky persons, Childs voice, family’s voice, investigative actions such as police investigation or sharing information., actions to manage risk and the young person’s social, emotional and health needs. These can be highlighted as subheadings in your Liquid Logic report.**
* A recommendation about whether a CSE Plan is needed for the young person
* Actions recommended to safeguard the young person
* Actions taken to investigate and disrupt CSE perpetrators
* A concise Chronology of the significant events
* Genogram ( separate to report)
* The views of Child/YP voice/and their respective CSE safety plan.

**On The Day**

**What to bring to meeting**

* Social worker to bring sufficient copies of their report and RAT to the meeting.
* The Social Worker hands out a copy of their report, genogram, chronology and updated CSE RAT 15 minutes before the start of the meeting to professionals (who will be waiting in the professional’s room).
* Social Worker and Chair will greet young person/ parents and the Chair will discuss the meeting processes with the family and young person.
* The meeting should start at the planned time with reports having been read before the meeting starts.

**Please click on below to open the inserted documents**

**Invite templates for professionals, parents and young people**

  

**Resources and information for parents and young people**

   

**CSE Resources**

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[CSE@leicestershire.ppn.police.uk](mailto:CSE@leicestershire.ppn.police.uk)

<http://llrscb.proceduresonline.com/chapters/p_sg_ch_yp_sex_exploit.html>

\*\* Currently working on altering this with LL development to using an alert/notification process from the RAT completion.

[CSE@leicestershire.ppn.police.uk](mailto:CSE@leicestershire.ppn.police.uk)