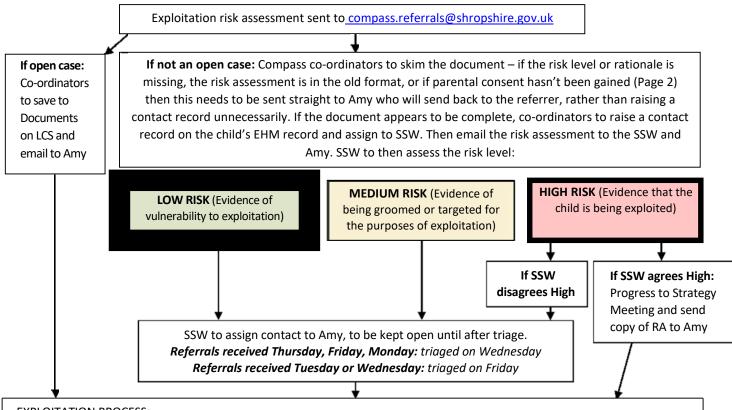


VERSION CONTROL

Title	Exploitation Risk Assessment Process
Author:	JEANETTE HILL
Approver & Date:	
	NOVEMBER 2020
Review Date:	NOVEMBER 2021

Exploitation Risk Assessment Process



EXPLOITATION PROCESS:

- Amy to screen the assessment and send back to the referrer if more information is needed.
- Amy to distribute the risk assessment to the following:
 - o Exploitation Lead: Clare Jervis
 - o Early Help: Stafford Mason
 - Education Access Service: Jo Smith
 - o West Mercia Police: Shelly Gordon, Mia Hewitt, Nat Ryan
 - o YJS: Jason Steventon
 - We Are With You: Sonya Jones
 - o Branch Project: Carrie O'Keefe, Kelly Outram
- Amy to add record of contact to open contact form. Contact to remain open on Amy's EHM work-tray until after triage
- Amy to add details of referral to Exploitation Tracker
- Amy to add details of referral to Panel Agenda
- Clare/Stafford to contact agencies for further info as required, eg. whether consent for SWA or EH has been gained



FOLLOW UP PROCESS:

- Amy to minute discussion and write up the agreed actions following the meeting
- Clare to check and make amendments where necessary
- Once approved, Amy to add the update to LCS or EHM accordingly:
 - o If an open case: Outcome to be added as a LCS Case Note
 - o If not an open case: Add to open EHM contact record and close down
 - o If not an open case, and case needs to be progressed to SWA: Amy to assign to SSW on MAT duty within 24 hours
- Amy to add CSE/CCE flag to the child's record via LCS.
- Amy to send minutes to triage attendees.
- Amy to share outcomes with external referrers.
- Clare & Amy to proceed with any allocated actions.
- Amy to update tracker with risk levels, and any other further info gained from triage (eg. associates, support services)
- Clare to add summary of each referral to the agenda for next month's Panel.