



**OSCIB**  
Oxfordshire  
Safeguarding  
Children Board

# Safeguarding Children at Risk of Exploitation

September 2019

This document outlines the partnership responses and provisions for the effective safeguarding of all children being or at risk of exploitation in Oxfordshire.

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## Introduction

Safeguarding children at risk of exploitation is a key priority for the Oxfordshire Safeguarding Children Board (OSCB). The OSCB Child Exploitation Sub-Group is responsible for overseeing the partnership arrangements for exploited and missing children across the county.

This document outlines Oxfordshire's multi-agency approach to child exploitation. It details how the partnership will provide effective safeguarding responses which are; targeted, proportionate and effective for all children. There will be two main operational forums:

- **Children at Risk of Exploitation Network.**  
This is a multi-agency prevention network to discuss children at risk of exploitation not open to Children's Social Care (CSC) – please refer to terms of reference on page 6.
- **Children Missing or Exploited Panel.**  
This panel discusses ALL children who meet the missing criteria and/or children OPEN to CSC who are being exploited or are at risk of exploitation, as set out in the terms of reference on page 8.

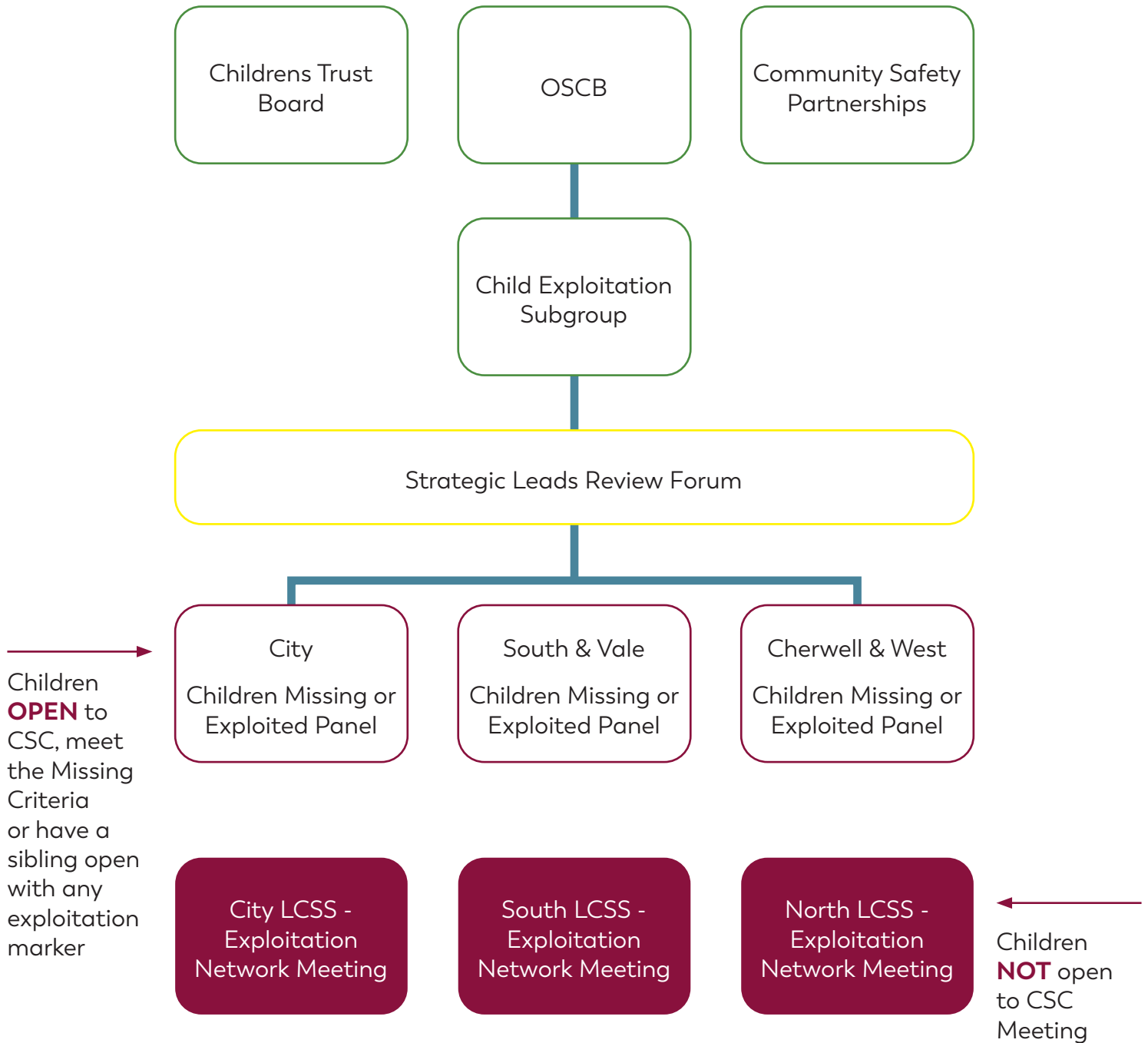
The Network and Panel meetings will be used to effectively develop a common understanding of the patterns and trends around missing and child exploitation risks within each local area, enabling the partnership to ensure that resources are directed appropriately. During each meeting, the membership will scrutinise local responses to ensure that they are proportionate, targeted, and providing effective outcomes for children and families.

The Chair of each meeting will ensure multi-agency challenge, planning and effective actions are put in place (including monitoring arrangements) for all children at risk of being exploited and going missing in accordance with Oxfordshire Safeguarding Children Board (OSCB) procedures.

The Child Exploitation Sub-Group remains responsible for maintaining a clear oversight on both the strategic and operational response to Exploited and Missing Children.

# Governance Structure

Oxfordshire's Partnership Structure for Safeguarding Children at Risk of Exploitation



## Referral Process for Exploited Children Screening Tools

### Immediate Safeguarding Mash Referral

Immediate  
Safeguarding  
MASH Referral  
- MASH  
Enquiry Form  
and Screening  
Tool

MASH Senior  
Practitioner  
Triage

Immediate  
Risk  
(threshold for  
s.47 is met)

Strategy  
Discussion  
(CSE -  
Kingfisher  
Other\* -  
CAFAT)

Progress to  
S17 or S47  
or refer to  
Network or to  
the Missing  
and Exploited  
Panel

### Networking Meeting Referral (Child not Open to CSC)

Practitioner  
has concerns  
that a child  
is at risk of  
exploitation

Practitioner  
completes the  
CE screening  
tool and seeks  
consent to  
share

Tool sent to  
CE Network  
Meeting Chair  
at least 1  
week before  
the meeting

Practitioner  
attends the  
CE Network  
Meeting

CE Network  
Meeting  
agrees next  
steps

### Missing and Exploitation Panel referral (Child or Sibling Open to CSC)

Practitioner  
has concerns  
that a child  
is being  
exploited

Practitioner  
speaks  
with case  
holder who  
completes the  
CE screening  
tool

Tool sent to  
CE & Missing  
panel Chair at  
least 1 week  
before the  
panel

Practitioner  
attends the  
CE & Missing  
Panel if  
requested by  
the chair

CE & Missing  
Panel review  
& quality  
assurance  
assure the  
impact of the  
multiagency  
intervention  
and agree  
review  
timescales

The MASH is not the front door for all the referral processes. Any exploitation overlap will be discussed between team managers/senior practitioners in the MASH and Kingfisher teams. \*examples - Modern Day Slavery, Drug Exploitation, Financial Exploitation and Human Trafficking

## Children at Risk of Exploitation Network meeting

### Terms of Reference and Membership:

The Network meetings are for children who are **not open** (and **do not** have siblings open) to Children's Social Care, where there are concerns and that need an early coordinated response to reduce risk.

The screening tool is completed a week before and submitted to the Network Meeting Chair.

### **Aim:**

- To enable professionals who work with children and young people to identify risks and vulnerabilities, coordinate partnership work to support vulnerable children and their families.
- Agree and review actions to reduce risk and support children and families.
- To early identify themes and trends and problem solve.

### **Purpose:**

- To work in partnership to maximise preventative opportunities and reduce likelihood of continuing exploitation. To give partners the opportunity to refer cases and to have a robust means of review in place to identify additional safeguarding measures.
- To identify underlying issues that may be making a child vulnerable to such exploitation.
- To make best use of information sharing between partner agencies to establish a comprehensive picture of such exploitation, and use problem solving tactics to reduce incidents.
- To focus the partnership's attention on those areas that generate the most concern e.g. preventative/ educational inputs.
- Identify additional support that can be offered to those at risk of exploitation, including support from schools, charities, voluntary sector.
- Develop and share best practice between professionals involved in working with children and young people who are subject to such abuse.
- Meetings to take place on a six-weekly basis in each area.
- Parents/carers to be informed and for this to be evidenced. If unable to inform parents/carers, then children can be discussed on a 'no names' basis.
- Discussion at this meeting does not constitute a referral to Children's Social Care.

## Roles and Responsibilities:

LCSS will chair these meetings countywide.

The Chair will ensure minutes are taken and disseminated to relevant professionals and to the Missing and Exploited Panel Chair.

The Chair will review minutes and actions from the previous meeting at the start of each meeting to ensure appropriate actions/interventions have taken place.

The membership has a responsibility to ensure that a co-ordinated multi-agency approach is taken to safeguard children who have been identified as being at risk of exploitation.

Each member is responsible for sending a representative to all scheduled meetings if they are unable to attend.

Each partner is responsible for the sharing of information across all members. The Chair will ensure that the group make timely decisions.

Members are required to complete and report back on allocated actions (as directed by the Chair) in a timely manner (by the next meeting) so as not to compromise a child's welfare/safety or delay an intervention plan.

Where there is a significant risk of harm raised during a Network meeting, the Chair is accountable for ensuring that an appropriate member is tasked to take immediate action.

All participating agencies are responsible for reporting back to the meeting the activities and interventions undertaken in relation to managing exploitation.

Members of the group will expect:

- To be provided with information in a timely manner.
- To be given reasonable time to make key decisions.
- To be alerted to potential risks and issues that could impact the group, as they arise.

## Membership:

- |                                               |                                                                             |
|-----------------------------------------------|-----------------------------------------------------------------------------|
| • LCSS Area Team Manager                      | Chair                                                                       |
| • Assistant Team Manager - non-statutory team | Family Solutions and Early Help                                             |
| • *SVEN Representative                        | SVEN                                                                        |
| • Area Team Leaders                           | School Health Nursing                                                       |
| • Area Team Managers                          | CAMHS                                                                       |
| • School Designated Safeguarding Leads        | Schools/Colleges                                                            |
| • Local Police Area Sergeant or PC            | Thames Valley Police                                                        |
| • District Council                            | Assistant Director Wellbeing and The Licensing and Community Safety Manager |

\*Sexual Violence and Exploitation Network

## Children Missing or Exploited Panel

### Terms of Reference and Membership:

#### **Missing and Repeat Missing (ALL children regardless of whether or not they are open to CSC)**

- Any children identified for the first time as missing 3 or more times in a 90-day period
- Any children repeatedly going missing (3 or more times in a 90-day period)
- Any missing episode where there is a serious safeguarding issue identified
- Any missing episode over 24 hours

#### **Tasks and actions:**

- The agenda and specific details of the missing reports will be provided by Thames Valley Police
- Missing Children Co-ordinators
- The panel administrator will request an update from the professionals involved with the child
- Thames Valley Police Missing Children Co-ordinators will feedback on the intelligence held by Thames Valley Police
- The panel administrator will disseminate the final agenda and papers
- Professionals to present cases to the panel as requested by the panel chair

#### **Children being or at risk of exploitation only for children (or siblings) whom are OPEN to CSC**

- In addition, if there is a concern that a child may be at risk of or being exploited and they are OPEN to Children Social Care or they have a sibling OPEN to Children's Social Care, they will also be discussed at the panel. Only open CSC cases will be discussed at this panel. For children NOT open to Children's Social Care, a screening tool will need to be submitted to the LCSS Network Meeting as noted on p.6 of the guidance document.
- New MASH referrals - where a screening tool has been submitted to the MASH relating to a child who is currently missing or being exploited, then the child will be referred to CAFAT for an assessment (and strategy discussion/s.47 if the threshold is met). The CAFAT keyworker will then consider if a referral to the Children Missing or Exploited Panel is required. If this is the outcome, they will complete the screening tool and submit this to the panel admin inbox [MissingandExploitationPanel@Oxfordshire.gov.uk](mailto:MissingandExploitationPanel@Oxfordshire.gov.uk)

#### **Tasks and actions:**

- The agenda will be provided by panel administrator based on the screening tools received from CSC
- The panel administrator will the request an update from the professionals involved with the child
- The panel administrator will then disseminate the final agenda and papers
- Professionals to present cases to the panel as requested by the panel chair



### **Aims:**

- To oversee the operational decision making and response of frontline officers and professionals working with missing children and/or children being exploited. The three new Panels, North, South and Central Oxfordshire will cover missing children and children at risk of any form of exploitation e.g. CDE and Trafficking and their siblings where appropriate.
- Agree risk assessments and interventions to reduce risks.
- Identify themes and trends.

### **Purpose**

The Panel is responsible for scrutinising local operational delivery for Exploited Children, ensuring that interventions are fit for purpose, sustainable, including the disruption of exploiters.

Ensuring consistent multi-agency challenge in accordance with Oxfordshire Safeguarding Children Board (OSCB) procedures.

To risk assess repeat and outstanding episodes for missing children and young people and consider any links to child exploitation and/or links to Organised Crime Groups.

To review the Child's plan and/ agree partnership responses and actions.

Inform the Strategic Leads Forum of any themes, trends, resource issues that will inform a strategic overview which will be reported to the Exploitation Subgroup.

### **Roles and Responsibilities:**

The Chair will ensure minutes are taken and disseminated to relevant professionals.

The Panel will meet monthly and minutes of the Panel meeting will be circulated to all the related agencies and lead professionals, together with the agenda for the subsequent Panel.

The Chair will hold the final approved minutes and related action plans of each Panel, with individual case records uploaded to ICS, NICHE and RMO for the child.

The membership has a responsibility to ensure a co-ordinated multi-agency approach is taken to safeguard children who have been identified as being at risk of exploitation.

Members are required to share information held by their agency for children who meet the criteria for discussion.

Members, under the guidance of the Chair, will review the available assessment information in relation to each child, including the objective scrutiny and analysis of local partnership responses and interventions.

The Chair will quality assure and monitor compliance of statutory guidance and safeguarding practice in the discharge for their role.

Where there is a significant risk of harm raised, the Chair is accountable for ensuring that an appropriate member is tasked to take immediate action.

The Chair will ensure that all relevant children and young people have (where appropriate):

- Multi-agency risk assessment and related action plan
- RMO is accurate and up to date
- Exploitation screening tool
- Current CIN/LAC/CP planning
- Escalation plans via Strategy Discussions or s.47 actions
- Health care plan if applicable
- YJS disposals if applicable
- EHCP if applicable

Each member is responsible for implementing their agreed actions and to report on the effectiveness and impact.

Members are responsible for scrutinising risk assessments, intervention plans and/or recommendations.

The Chair will ensure timely operational and tactical responses are put in place to ensure children and young people are safeguarded without delay e.g. CAWN, Police Protection Powers, ROSH and Recovery Orders, Acceptable Behaviour Contracts etc.

## Membership:

- |                                              |                      |
|----------------------------------------------|----------------------|
| • CSC Operational Lead for Missing Children  | Panel Chair          |
| • CSC FSS Service Manager                    | CSC                  |
| • Problem Solving Team Inspector or delegate | Thames Valley Police |
| • Missing Person Co-ordinator                | Thames Valley Police |
| • Kingfisher Team Manager                    | CSE Lead             |
| • CSC Edge of Care Senior RSW                | REoC (CSC)           |
| • Head of Service - Learning Engagement      | Vulnerable Learners  |
| • Head of Meadowbrook College                | Specialist Education |
| • Virtual School Head or Deputy              | Virtual School       |
| • YJS Team Manager                           | YJS                  |
| • Named and Specialist Nurses Phoenix Team   | Health               |
| • CAMHS Area Deputy Team Leaders             | CAMHS                |

Related professionals will be invited to attend Panel to present case updates and report on multi-agency risk assessments and related action plans.

## Strategic Leads Review Forum

### **Aims:**

- To ensure that the identified Chairs and senior leads in each agency for both the LCSS Network meetings and Children Missing and Exploited Panels are compliant with OSCB procedures and guidance.
- To support, quality assure and challenge the Chair/Panel's function and outcomes.
- To keep an overview of partner agencies attendance and contributions.
- To maintain an oversight of the patterns and trends of child exploitation operational responses and risks in each area.
- To provide updates on the above to the Child Exploitation Subgroup.

### **Membership:**

- Daniel Ruaux (Strategic Lead - CSC - Missing Children) - Chair
- Sue Lingard (Strategic Lead - CSC - Child Sexual Exploitation and Leaving Care) - Co-Chair
- Maria Godfrey (Strategic Lead - CSC - Early Help and MASH)
- DI Peter Scott (Strategic Lead – Thames Valley Police - Child Sexual Exploitation and CAIU)
- Deborah Bell (Strategic Lead – Education)
- Alison Chapman (Strategic Lead – Health)
- Chairs of Network and Panel meetings

### **Responsibilities:**

The Chair will ensure minutes are taken and disseminated to relevant professionals.

The Forum will meet on a quarterly basis and minutes will be circulated to the Forum, together with the agenda.

The Chair will hold the final approved minutes and related action plans of each meeting.

The Chair of this Forum will produce a bi-annual prevalence report for the Child Exploitation Sub-Group for review. The report will be informed by the work of the LCSS Networking meetings and Children Missing and Exploited Panels and the quality assurance activity of the Strategic Leads Forum.

## Glossary

CAFAT	Children and Families Assessment Team – dedicated team that gather information to analyse the needs of the child or children and/or their family and the nature and level of any risk of harm to the child or children.
CAWN	Child Abduction Warning Notice - a tactic used by Police and Social Care to protect children from people that may place them at risk. Effectively they are warning letters to those that are believed to be involved in harbouring children, which is the reason that until recently they were commonly known as 'Harbourers Warnings'.
CDE	Child Drug Exploitation.
Child Exploitation Sub-Group	OSCB multi-agency group that meets quarterly to discuss strategy for children and young people at risk of and being exploited.
CIN	A child in need is defined under the Children Act 1989 as a child who is unlikely to achieve or maintain a reasonable level of health or development, or whose health and development is likely to be significantly or further impaired, without the provision of services; or a child who is disabled. Children in need may be assessed under section 17 of the Children Act 1989 by a social worker.
Core Group	All children and young people subjected to CIN and CP plans will have regular meetings with the professional supporting the family to make changes identified through CIN and CP planning. There is a statutory requirement that these are held every 4-6 weeks for CP plans and every 3 months for CIN plans.
CP	Following section 47 enquiries, an initial child protection conference brings together family members (and the child where appropriate) with the supporters, advocates and practitioners most involved with the child and family to make decisions about the child's future safety, health and development.
CSE	Child Sexual Exploitation.
EH	Early help support offered through the Family Solutions Team.
EHCP	Education, Health and Care Plan to assess children and young people who may have additional needs and need support to reach their potential.
ICPC/RCPC	Initial Child Protection Conference/Review Child Protection Conference.
ICS	Incident Command System - a standardised approach to the command, control, and co-ordination of emergency responses.
Kingfisher Team	Focused CSE team working with young people experiencing, or at high risk of, CSE.

LAC	Looked after Child accommodated in foster care/residential by the Local Authority.
LCSS	Locality Community Support Services supporting schools and other agencies to identify and enable families by offering support, often through the TAC or TAF processes.
LPA	Local Police Area- there are 3 LPAs that align with CSC areas, Oxford City, South and Vale and Cherwell and West.
MARAMP	Multi-Agency Risk Assessment Management Plan.
MASH	Multi-agency Safeguarding Hub – front door for all referrals to Social Care.
NICHE	Police system for recording all intelligence, crime and RMO information.
RMO	Risk Management Occurrence – the Police will enter in their systems a plan to manage risk regarding contact with Police.
ROSH	Risk of Serious Harm Order – individuals who present a risk of serious harm to themselves and others as a result of their involvement in harmful sexual behaviour, sexual offending behaviour and/or serious acts of violence.
Section 47 enquiry	Under section 47 of the Children Act 1989, where a Local Authority has reasonable cause to suspect that a child (who lives or is found in their area) is suffering or is likely to suffer significant harm, it has a duty to make such enquiries as it considers necessary to decide whether to take any action to safeguard or promote the child's welfare. Such enquiries, supported by other organisations and agencies as appropriate, should be initiated where there are concerns about all forms of abuse, neglect.
Strategy Discussion	Whenever there is reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm there should be a strategy discussion involving Local Authority Children's Social Care (including the residential or fostering service, if the child is looked after), the Police, health and other bodies such as the referring agency. This might take the form of a multi-agency meeting or phone calls and more than one discussion may be necessary. A strategy discussion can take place following a referral or at any other time, including during the assessment process and when new information is received on an already open case.
SVEN	Sexual Violence and Exploitation Network – group of voluntary agencies who support children, young people and families.
UASC	Unaccompanied Asylum Seeking Children.
YJS	Youth Justice Service - working with young people subject to a criminal order or at risk of offending.