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London
Community Rehabilitation Company



London Community Rehabilitation Company (CRC) Safeguarding Children Procedures

Implementation Date: 3 November 2014



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Version 2

References

Synopsis: The Safeguarding Children Procedures provide clarity with regard to the internal and external roles and responsibilities of all staff within London CRC, and will enable us to demonstrate and evidence that we are discharging our duty under Section 11 of the 2004 Children Act.

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1. Introduction

This document follows the London Child Protection Procedures (London Safeguarding Children Board, 2011) and is consistent with London CRC's requirements in relation to the assessment and management of risk of harm.

Section 11 of the Children's Act 2004, makes it clear that there is a DUTY on Probation providers to make arrangements to ensure that in discharging their functions, they have regard to the need to PROMOTE THE WELFARE OF CHILDREN AND ENSURE THEY ARE PROTECTED FROM HARM.

"Working Together to Safeguard Children", published by the Department for Education (DfE) in 2013, guides inter-agency working to safeguard and promote the welfare of children. It defines safeguarding children as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes.

In 2009, the Ministry of Justice (MoJ) and the Department for Education and Skills (DfES) jointly published a document called "Reducing re-offending, supporting families, creating better futures: A framework for improving the local delivery of support for the families of offenders". In this document, they urge Probation staff to adopt a "Think Family" approach. It recognises Probation staff have a role in improving support for offender's children and families at each stage of the criminal justice system.

The MoJ urges probation staff to:

- Assess the offender's relationships with partners and family.
- Identify where family or parenting problems are linked to offending, and consider how interventions could help.
- Consider the impact upon children when Offender Managers are planning or making home visits.
- Plan and deliver offender programmes with consideration to the needs of children.
- Be aware of the impact of domestic abuse, substance misuse and mental illness upon children in the family.

- Consider the impact of release arrangements (either on bail or licence) on children in the household.
- Consider the impact on dependent children of the offender being in custody.
- Consider the significant contacts the offender has with any other children and their parents or carers.

London CRC's contribution to promoting the welfare of children and ensuring they are protected from harm recognises that "Working Together" makes clear what individuals and organisations should do to keep children safe and that effective safeguarding arrangements in every local area should be underpinned by two key principles:

- Safeguarding is everyone's responsibility: for services to be effective each professional and organisation should play their full part, and
- A child-centred approach. For services to be effective they should be based on a clear understanding of the needs and views of children.

No single professional can have a full picture of a child's needs and circumstances and, if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action. In order that organisations and practitioners collaborate effectively, it is vital that every individual working with children and families is aware of the role that they have to play and the role of other professionals. In addition, effective safeguarding requires clear local arrangements for collaboration between professionals and agencies.

In practice this consists of the following:

- Manage adult offenders in a way that will reduce risk of harm they pose to children (skilful assessment, well targeted interventions and risk management plan).
- Deliver services to offenders who are parents/carers that influence the reasons for their offending, e.g. poor thinking skills, poor moral reasoning, drug/alcohol dependency (Assessment Framework: Parenting capacity and family and environmental factors).
- Recognition of factors which pose a risk to children's safety and welfare, and implementation of agency procedures to protect children from harm (MAPPA, MARAC, Child Protection Procedures).
- Provide services to the women victims of male perpetrators of domestic abuse participating in accredited domestic violence programmes (and have regard to the needs of dependant children of the family).

"Working Together" outlines that practitioners need to be fully aware that providing early help is more effective in promoting the welfare of children than reacting later. This requires all professionals, including those providing services to adults with

children, to understand their role in identifying emerging problems and to share information with other professionals to support early identification and assessment to:

- Identify children and families who would benefit from early help
- Undertake an assessment of the need for early help
- Provide targeted early help services to address the assessed needs of a child and their family. Local authorities, under section 10 of the Children Act 2004, have a responsibility to promote inter-agency cooperation to improve the welfare of children.

2. Safeguarding Children Procedures across London CRC

With regard to all of the above information, guidelines and legal position, London CRC has a responsibility to follow these procedures in order to fulfil its duty to safeguard children, whilst assessing and managing the risk posed by a range of offenders.

2.a CRC and NPS Interface responsibilities: Court and Reports

As a result of changes under Transforming Rehabilitation, CRC staff will continue to contribute to court reports and risk assessments. Where service users subject to current or recent supervision to the CRC are due to appear before court for sentencing for further offences, the relevant CRC supervising officer must inform the allocated PSR author in the National Probation Service (NPS) of the service user's progress on their current order/licence.

It is essential that safeguarding issues are addressed, and the report author is informed of the service user's parenting responsibilities, and of any ongoing risk to children either posed directly by the service user, or by others, due to the service user's lifestyle / associates. Where the service user has childcare responsibility, it is important that the CRC Offender Manager relates information to the NPS report author, regarding the impact of a prison sentence, and criminogenic issues, which may affect the wellbeing of children, such as substance misuse, financial concerns, homelessness/accommodation issues, mental health concerns, etc.

NPS responsibility:

When NPS Offender Managers meet offenders for the first time at the Court, in order to complete an Oral or a Fast Delivery Report, or to complete a request for a detailed Standard Delivery Report, they are required to inform the offender about London CRC's duty with regard to Safeguarding Children, and also provide the offender information leaflet (Appendix B). NPS staff are also required to obtain information regarding the offender's living arrangements and details of any children whom the offender comes into contact with regularly (see Appendix C). The NPS Court Duty Officer is required to do an automatic check with Children's Social Services (using Appendices D and E of this document) and make a clear entry in Delius. Once a response is received, staff should make a Delius entry, using code Safeguarding – Child Related Contact.

“Working Together” (2013) states:

- Effective sharing of information between professionals and local statutory and non-statutory agencies is essential for effective identification, assessment and service provision.
- Early sharing of information is the key to providing effective early help where there are emerging problems.
- Fears about sharing information, cannot be allowed to stand in the way of the need to promote the welfare and protect the safety of children. To ensure effective safeguarding arrangements:
 1. All organisations should have arrangements in place which set out clearly the processes and the principles for sharing information between each other, with other professionals and with the LSCB
 2. No professional should assume that someone else will pass on information which they think may be critical to keeping a child safe. If a professional has concerns about a child’s welfare and believes they are suffering or likely to suffer harm, then they should share the information with local authority children’s social care.

Apart from using own professional judgement, staff should familiarise themselves with section 5 of the London Child Protection Procedures 4th Edition (2011) which covers numerous circumstances which might be indicative of abuse and/or neglect. A copy of the London Child Protection Procedures can be found on their website: www.londonscb.gov.uk/procedures.

At pre-sentence stage, should the Report Author receive information from Children’s Social Care following their enquiries, the information should be incorporated into the OASYS assessment and PSR. However, in cases where there is no evidence that a response has been received from Children’s Social Care at pre-sentence stage, and the case is allocated to the CRC following sentencing, it will be the CRC Offender Manager’s responsibility to follow up on checks made at pre-sentence stage with Social Care. Once the response from social care has been received, it is the Offender Manager’s responsibility to record this in Delius using the NDelius code ‘Safeguarding Check – response received’.

In cases where there is no evidence that communication has taken place with Social Care at PSR stage, then it will be the CRC Offender Manager’s responsibility to send a safeguarding check/notification (Appendix D) and follow up with Children’s Social Care to gather the necessary information. Once the Offender Manager has received the information from Children’s Social Care, he/she will update OASys and record in Delius using the code ‘Safeguarding Check – response received’ to reflect one of the following:

- There are no concerns.
- There are no current concerns, but list previous concerns.
- Contact Children’s Social Services if more information is required.
- Complete an Interagency Referral Form if there are concerns and forward to Children’s Social Services via fax or email, following it up with a telephone

call on the same day. Where there is not an Interagency Referral Form available, the CRC Referral Form should be used (see Appendix F) in conjunction with Appendix C and D.

Safeguarding Responsibilities in CRC casework:

2.b Prior to Release (over 12 months custody)

It is important to ensure that contact is maintained with the offender during the period in custody and prior to release. He/she should be kept informed of the CRC's statutory responsibility to safeguard children. Offender Managers should complete a Safeguarding Children Check with Children's Social Care. Checks should also be made with the Borough Intelligence Unit and intelligence received relating to children associated with service users should be incorporated into risk assessments. Also where a service user is identified as being gang-affiliated, this information should also be considered, and appropriate liaison with SPOs should take place in order to consider if additional licence conditions are needed to protect children. Where there is evidence to suggest that a service user's gang or group affiliation could place children at risk of physical, emotional or psychological harm, then a social care referral should be made outlining these concerns specifically, and a core assessment should be requested.

Prior to the offender's release on any form of licence, consideration should be given to children and vulnerable adults living at the address and how the re-introduction of the offender will impact on them. If the impact is considered to be significant, sign posting to other support services should be considered.

Offender managers should include a home visit in their assessment of the proposed release address. This includes ALL types of releases including HDC, ROTL, Licence. (Staff should familiarise themselves with the CRC's Home Visiting Policy and Procedures) When carrying out home visits, staff should be alert to any indications that suggests a child is present or is living at the address. Questions need to be asked not only about children who live at the address, but also other children who might visit the address.

Offender Managers have a responsibility to only approve suitable addresses. In these cases, a view from Children's Social Care must be sought on whether they would have objections/concerns if the offender went to live at the address. In some cases, they may already have prior knowledge of the family. This assessment is not the same as a full child protection referral/assessment but rather a risk assessment, which often focuses on assessing the child safeguarding skills/abilities of the main parent/carer to ascertain if the raised risk of the offender's presence in the household can be safely managed.

An offender who presents a risk to children should not be allowed to live or to visit regularly at an address where children reside unless appropriate risk management plans are in place following liaison with children's social care and other relevant agencies. Where appropriate, residency requirements should be used to enforce this. If such an address is being proposed, the Offender Manager should discuss the situation with the parent or carer to establish if they are fully aware of the offender's circumstances. For Data Protection purposes, information about the offender and their offence should not be volunteered but sought.

In cases where the offender has a history of sexual/violent behaviour but there is no known history of offending against a child, but there is a child living, or regularly visiting, at the proposed release address, consideration must be given to the risk posed to children, both directly and indirectly. This must address the risk posed by associates of the offender, the potential for reprisals or the possible adverse influence the offender may have on children/younger siblings.

In the absence of a residency requirement, and where the parent or carer wishes the offender to live there, then Children's Social Care should be alerted to the situation, and a Child Protection Conference considered. This is particularly important with Presumptive HDC cases where the offender will not be subject to statutory supervision or when the Licence is due to expire. Again, it would not be appropriate to approve such an address as due consideration must be given to safeguarding children concerns and the safety of any child(ren) involved must be given full priority. In cases where the offender is subject to statutory supervision on Licence, the Offender Manager should consult the SPO as appropriate and fully explore other housing options. In cases where the address is not approved due to safeguarding concerns, social care must be alerted to the concerns by the Offender Manager.

Following release, and in instances where it appears inevitable that the offender would return to the address, for example if related to the occupant by blood, marriage or existing relationship, the Offender Manager should liaise with Children's Social Care Department in order to explore defensible risk management options. Staff need to fully consider the impact on any children in the home when offenders are subject to a period of HDC. When HDC is refused due to domestic abuse concerns or child safety concerns an automatic referral to Children's Social Services by an Offender Manager must be completed (see Paragraph 2.d for the referral process). This should be clearly recorded on Delius and OASys should be updated as required.

Offender Managers should pay acute attention to cases involving the following and in particular when it is known that children are involved:

- Sexual offences
- Domestic Violence
- Mental Health Problems including Personality Disorder
- Substance Misuse involving drugs or alcohol
- Serious Group Offending/Gang affiliation
- Violent extremism/Hate crime
- Offences involving cruelty to animals
- Any violent offence with specific consideration given to OGRS, OVP and OGP scores.

Additional consideration for these cases or the absence of these issues should not replace professional judgement in all other cases not mentioned above.

For more information, staff should refer to CRC ATLAS (Public Protection Domain).

2.c During Management of the Order/Licence:

When Offender Managers receive a file, they need to:

- Read the Delius record and OASys assessments to ensure a full assessment of safeguarding issues has been completed and further procedures have been followed in this regard (as outlined in paragraphs 2.a to 2.b above).
- If it is clear that an assessment in relation to child safeguarding has not been completed at pre-sentence stage, or by a previous supervising officer, then the allocated officer must follow the procedures as outlined in Paragraphs 2.a to 2.b above.

The Offender Manager needs to be vigilant throughout the order/licence and undertake checks with Children's Social Care at any time during the order/licence, and especially when new information that causes concern becomes available, or the offender's circumstances change (e.g. new relationships, change of address, contact arrangements with children change, etc.).

It is important that a safeguarding check has been completed at the start of the sentence. It is acknowledged that the check should be completed at pre-court stage, but the allocated Offender Manager holds responsibility for ensuring that safeguarding checks have been made on all cases held on their caseload. Information from safeguarding checks should assist offender managers in accurately completing sections R2.1 and R2.2 of the OASYS risk of harm screening. It is not acceptable for these questions to be left with a 'don't know' response for an indefinite period. Where a "Don't Know" response has been entered at PSR or ISP stage due to lack of information, then enquiries must be made with social care to follow up safeguarding checks if responses have not been received. Once the information has been received, OASYS should be reviewed accordingly.

It should be noted that this process needs to be followed in all cases no matter what the index offence, or initial risk level is assessed to be. Due consideration should also be given to regular home visits, BIU checks and Liaison with any other agency known to the offender. This will assist the safeguarding of any children linked to the offender throughout the order/licence. Any information indicating an escalation in terms of risk of harm to any child should trigger a review of the OASys assessment.

2.d Referral Process:

Safeguarding children is everyone's responsibility. At the initial contact with the offender post-sentence, pre-release and when in the community, it is important to remain alert to any safeguarding concerns. It is worth noting that where appropriate, the offender should be kept informed of the decision to refer; however, the Offender Manager does not need the offender's consent to refer. In the event that consent is refused, the child's well-being is the first priority and the referral should therefore be progressed. The offender's social history and any contact with children should be fully explored and the Offender Manager should make an informed judgement as to whether or not a referral to Children's Social Care is necessary, proportionate and appropriate. All actions should be recorded in Delius and there should be line management oversight.

While CRC staff are required to notify Social Care of all service users sentenced to new orders or prison sentences, it is recommended that a standard safeguarding children check/notification should be made in all cases. Appropriate consideration should also be given to announced and unannounced home visits. The offender manager must refer cases to Children's Social Care where there is a reasonable belief or suspicion that a child has suffered or is likely to suffer significant harm, either through neglect or abuse. The following referral process should be followed:

- Any child protection concerns should be immediately discussed with a manager. In her/his absence, consultation with another manager should be sought immediately. In the absence of a manager to consult, contact should be made with Children's Social Care.
- Each London borough has their own referral form which needs to be completed and forwarded to Children's Social Care. Each Cluster CRC Safeguarding Children Single Point of Contact needs to have access to these referral forms and make them available to all staff. Where the local referral forms cannot be found, staff should use the CRC Referral form (see Appendix F).

It is the Offender Manager's responsibility to raise concerns regarding possible safeguarding children issues, while it is the Social Worker's responsibility to assess the likelihood of abuse or neglect and further actions they need to take in that regard. For more information, staff should refer to CRC ATLAS (Public Protection Domain).

"Working Together" (2013) Page 26, Appendix A (Page 85) states:

- Once a referral has been made to Children's Social Care, it should be followed up within three working days, and UNTIL a response is received.
- Children's Social Care can either receive the referral, do a further check and decide that no further action is necessary, or allocate it to a Social Worker to undertake an assessment.
- Once the matter is allocated to a Social Worker, the Social Worker can either do the assessment and decide that no further action is necessary, or identify concerns and deliver further services.
- Where Children's Social Care decide not to take any further action, the Offender Manager needs to discuss this with his/her line manager immediately, in order to decide if they agree with the outcome, and note in Delius why it is a defensible decision.
- However if CRC staff disagree with the outcome, they should, agree further action. This could include the line manager following it up with his/her counterpart in Children's Social Care for further discussion, or the offender manager initiating a Case Conference.
- Where Children's Social Care has identified concerns and allocated the file to a Social Worker, the offender manager is required to make contact with

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the Social Worker and share information as appropriate. The offender manager will also attend any Child Protection Conferences (CPC) that might be arranged by the Social Worker or other professionals.

2.e Risk Escalation Process:

Where a child protection concern comes to light in a case held by an officer in the CRC, a review of OASYS should be undertaken. Should risk to a child be assessed as high, consultation should take place between the allocated officer and their SPO. In the absence of their SPO, another SPO should be consulted. If it is agreed that the risk of harm posed to the child is high, or if the case requires management via MAPPA arrangements, in order for multi-agency risk management to take place, and for issues such as disclosures to third parties to be discussed, then the risk escalation process should be followed. This will require line management endorsement and oversight which must be recorded in Delius by the SPO.

Should the NPS reject transfer following the risk escalation, SPO oversight is required to assess whether the judgement should be challenged and whether further information is required. Should the risk escalation team reject transfer of the case, but set a period for risk review, then line management oversight is again required and management oversight should be recorded in DELIUS under the appropriate heading. Children's Social Care should be kept up to date regarding decisions regarding management of the case at all times, in order to avoid confusion and any possible breakdown in communication. Where the risk escalation results in transfer of the case to the NPS, the CRC allocated Officer should remain involved, and be prepared to attend a future MAPPA/MARAC meeting or case conference, as part of the handover, to ensure consistency and continuity.

2.f Child Protection Conferences (CPC):

Child Protection Conferences should be treated with priority and Offender Managers need to discuss any possible reasons for possible non-attendance at a CPC with their line manager as soon as possible. The Offender Manager must record clear reasons for decisions about non-attendance. In the absence of the offender manager, their manager should identify an appropriate deputy to attend and ensure that the offender manager provides a written report to the CPC.

The Offender Manager should always attend the CPC if supervising a case where the offender is the primary carer/parent or is significantly involved with the child. They should also attend when the CPC concerns an offender who has been identified as a risk to the child. Usually the offender manager will gather information from other Probation staff and partnership organisations who work with the offender, but consideration should be given to attendance by probation staff in addition to the offender manager. For example, Programmes staff and Women's Safety Workers may have additional contributions to make.

Offender Managers are required to prepare a report for every CPC. The report is to be submitted to the Conference Chair three days in advance of the Conference. The form "London Community Rehabilitation Company (CRC) Case Conference Report" (Appendix G) should be used for this purpose. Reports are to be shared with the offender prior to the conference unless it will increase the risk to others. The report will be shared with other

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conference members and therefore care should be taken about content, particularly if any third party information is included. Arrangements can be made if necessary to submit non-disclosable information to the Chair. There will need to be liaison in advance of the conference to arrange this.

Information given to a CPC by Probation staff should be evidence-based, verified and not reliant exclusively on offender self-reporting. The Probation perspective will normally centre on two out of the three dimensions of the Common Assessment Framework, namely parenting capacity and family/environmental factors (for example, will the offender be able to consistently prioritise the child(ren)'s needs over their own?).

Detailed information should be given on compliance levels, including the frequency of and reasons for missed appointments. Any information about known risk factors such as domestic abuse, substance use/misuse, extremism and mental illness should be shared openly and not minimised.

Comments about risk should be clear as to:

- What dimensions of risk are being described?
- Who is at risk?
- The nature of that risk?
- When is that risk increased?
- How is it possible to reduce that risk?
- What has contained or managed risk in the past?

Any disagreement with the decision at the conference should be notified to the Chair at the time, and any formal dissent notified in writing by the line manager within 21 working days.

Records of attendance, and decisions made, should be recorded on Delius and OASys within one working day of the conference, including any detail of Probation's role in the Child Protection Plan. When received, the minutes should be added to the file. Minutes should be checked with care to ensure they accurately reflect the discussion and any inaccuracies notified to the Chair in writing.

It is imperative that case conference decisions are incorporated into supervision and risk management planning as appropriate. As such, Offender Managers should undertake a review of OASys following every Child Protection Conference.

The core group is responsible for developing the Child Protection Plan as a detailed working tool, and implementing it, within the outline plan agreed at the Initial CPC. A Child Protection Plan may have aspects of work that can be supported or monitored by Probation staff (e.g. group or individual work around domestic abuse, drug treatment and testing or specific licence conditions). In this case it is part of their role to participate in the core group and the offender manager is then required to attend all core group meetings.

The Offender Manager is responsible for gathering information from other Probation colleagues (e.g. from Programmes staff, IDAP workers, Women's Safety Officers and if appropriate from the Community Payback Unit) and for conveying that information back to the Core Group.

Previous cases that are high profile or have been managed under MAPPA must be responded to by the SPO, and attendance of the SPO at the CPC should be considered. Similarly, Offender Managers can incorporate safety action plans from Multi-Agency Risk Assessment Conferences (MARAC) provided there is no potential for victim's safety to be compromised.

Offender Managers are required to provide a report and attend a CPC up to six months after the expiry date of the Order or Licence.

For more detailed information regarding Child Protection Conferences (Initial Conference, Review Conference, Membership, Chairing, Protection Plan, Pre-birth conference, children subject to a Child Protection Plan but living in another borough, etc.), staff should familiarise themselves with Section 8 of the London Child Protection Procedures (4th Edition, 2011).

2.g At the end of the Order/Licence:

When an Offender Manager closes a file due to the fact that the Order or Licence has come to an end, they should ensure that:

- All information regarding Safeguarding Children is included and updated in the OASys termination assessment.
- Delius records are up to date and clear as to any risks to children or a specific child.
- Social Workers and any other agencies are updated and informed of the Supervision Expiry Date.
- If Child Protection Conferences are still in process at the time of termination of the file, the Offender Manager should retain the file as he/she is required to attend a CPC up to six months of the case being archived. The SPO should be made aware of this and kept informed of developments in the case. Appropriate allowances should be given to such cases with regards to an accurate reflection on the Workload Management Tool for Offender Managers.

3. Safeguarding Children – Specific Circumstances and Perspectives to Consider

London CRC does not work directly with children as our direct service users are all over 18 years old. However, it is acknowledged Probation staff will come into contact with children and families during the course of their work with service users. There are emerging perspectives, about which practitioners need to be fully aware, in order for any vulnerability factors and risk indicators to be identified. This will ensure that appropriate consideration is given to safeguarding children issues.

3.a Child Sexual Exploitation (CSE)

The sexual exploitation of children and young people (CSE) under-18 was defined by the Department for Education in 2012 as that which:

“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.”

In statutory agencies, responsibility for action on child sexual exploitation lies with local authorities and the police. However, A multitude of services are in direct or indirect contact with children who are, or have been, at risk of being sexually exploited and CRC is considered to be one of those agencies.

The following signs of risk and vulnerabilities with children have been identified prior to abuse:

- Living in a chaotic or dysfunctional household (including parental substance use, domestic violence, parental mental health issues, parental criminality)
- History of abuse (including familial child sexual abuse, risk of forced marriage, risk of ‘honour’- based violence, physical and emotional abuse and neglect)
- Recent bereavement or loss
- Gang association either through relatives, peers or intimate relationships (in cases of gang- associated CSE only)
- Attending school with young people who are sexually exploited
- Learning disabilities
- Unsure about their sexual orientation or unable to disclose sexual orientation to their families
- Friends with young people who are sexually exploited
- Homelessness
- Lacking friends from the same age group
- Living in a gang neighbourhood
- Living in residential care
- Living in hostel, bed and breakfast accommodation or a foyer
- Low self-esteem or self-confidence
- Being a young person with carer responsibilities.

Offender Managers should be alert to all of the above when managing all cases and work in conjunction with other agencies to ensure that preventative and protective action is taken. Information should be shared as appropriate and Offender Managers should discuss their concerns with the borough’s nominated safeguarding children adviser or Line

Manager. Particular attention should be given to cases inherited from Youth Offending Services.

Consideration should also be given to referring service users, or children linked to service users, where it is assessed that child(ren) are at risk of CSE, to the local Multi-Agency Sexual Exploitation (MASE) panel. MASE panel meetings are usually co-ordinated by Social Care and Police. The purpose of MASE strategy meetings is to:

- Share and clarify information
- Establish exact nature of concerns
- Establish risk for child and any other children
- Consider action against and the likelihood of prosecution of relevant adults
- Agree on action and make recommendations to address concerns.

In some areas MASE panels are at the early stage of development, and the role of Probation services in MASE panels may vary. It is the responsibility of the ACO to identify local arrangements and to determine Probation involvement.

For further information on CSE, it is important that all staff familiarise themselves with the 2012 report from the Children's Commissioner's Office on CSE, the London Child Protection Procedures 2010 (Pages 241-3, Paragraphs 5.43–5.43.15), the Department for Education Tackling Child Sexual Exploitation Action Plan (plus progress report and step-by-step guide for practitioners (2011 and 2012)) and the Pan-London Child Sexual Exploitation Operating Protocol, 2013.

3.b Child abuse linked to Faith or Belief:

Abuse linked to faith or belief is an issue for all services with safeguarding responsibilities for children and young people.

This encompasses a wide range of issues including belief in concepts of witchcraft and spirit possession, such as:

- Demons or the devil acting through children or leading them astray (traditionally seen in some Christian beliefs).
- The evil eye or djinns (traditionally known in some Islamic faith contexts) and dakini (in the Hindu context).
- Ritual or "muti" murders where the killing of children is believed to bring supernatural benefits, or the use of their body parts is believed to produce potent magical remedies.
- The of belief in magic or witchcraft to create fear in children to make them more compliant, when they are being trafficked for domestic slavery or sexual exploitation.

Other perspectives include male circumcision, female genital mutilation, forced marriages and honour-based violence. This is not an exhaustive list and there will be other examples where children have been harmed when adults think that their actions have brought bad fortune, such as telephoning a wrong number which is believed by some to allow malevolent spirits to enter the home.

Offender Managers should protect and promote the welfare of children living in circumstances which appear to be complex because their faith, culture, nationality and possibly recent history differs significantly from that of host nation children and families. Knowledge and understanding of culture and faith is critical to effective assessments of harm through neglect and/or abuse. However, culture and faith should not be used as an excuse to abuse and must never take precedence over children's rights.

Offender Managers need to be culturally competent in order to avoid the potential of alienating the Offender and their child or family, and avoid being blinded or prejudiced by faith or cultural practices thereby losing sight of harm or potential harm to the child.

Offender Managers should also develop own knowledge or seek expert advice on the particular culture and/or faith by which the child and family lives their daily life. It is also important to be aware of what services are available locally to provide relevant cultural and appropriate faith-related Interventions. Offender Managers should therefore be fully aware of appropriate interventions and in all cases where there is evidence to support likely risk to children, a full social history should be obtained at the initial contact with the offender and throughout the Order or Licence.

Further advice and support relating to Equality and Diversity issues are available on London i. Offender Managers should familiarise themselves with the Faith and Culture Safeguarding Children Checklist (Page 40, Appendix B, Practice Guidance for Safeguarding Children in Minority Ethnic, Culture and Faith (often socially excluded) Communities, Groups and Families, 2011).

Further guidance is also available from the 2012 Department for Education report "National Action Plan to Tackle Child Abuse Linked to Faith or Belief", and the 2010 London Child Protection Procedures (Pages 151, 165, 169, 188, 190, 202 and 244).

3.c Babies aged under one, and children aged under seven years:

Babies under 12 months old are particularly vulnerable to violence and have been identified as "ages of concern" (Ofsted 2011). Where there is domestic violence in families with a child under one year old (including an unborn child, for any single incident of domestic violence) - even if the child was not present - Offender Managers should make a referral to the Local Authority's children's social care team.

If there are children under the age of seven in the family, this could raise the level of risk as young children are more vulnerable because they do not have the ability to implement safety strategies and are dependent mostly on their mothers to protect them. In cases such as this, the characteristics of the child and situation which are protective need to be carefully considered. Offenders Managers can use evidence seen in home visits to inform risk assessments.

3.d Missing from care and home:

The current statutory guidance for children missing from home or care was issued by the Department for Children, Schools and Families in 2009. The guidance defines a missing

child or a young runaway as “children up to the age of 18 who have run away from their home or care placement, have been forced to leave, or whose whereabouts are unknown.”

Offender Managers should familiarise themselves with local arrangements to safeguard children and young people, including those who are looked after by the local authority, who are at risk of going missing or running away from home. Children and young people identified in such cases may be related to offenders known to the CRC and it is important for Offender Managers to engage in any multi-agency approaches to manage risk.

Physical abuse from adults, mental health and substance misuse problems, and involvement in serious/organised criminality are commonly associated with children running away and Offender Managers should be alert to any cases involving the aforementioned factors. Persistent running away is increasingly understood to be an indicator that a child may be a victim of sexual exploitation. In the event that an offender discloses episodes involving a missing child, the case should be brought to the attention of the Line Manager and appropriate action and assessments should be initiated, which should include a home visit and referral to the Children’s Social Care Department. A sound assessment of need should take a full account of historical information.

Further guidance is available in the Ofsted’s “Missing Children” report (2013).

3.e Gangs, Serious Group Offending, Serious Youth Violence and Violent Extremism:

A child who is affected by gang activity or serious youth violence can be at risk of significant harm through physical, sexual and emotional abuse. The risk or potential risk of harm to the child may be as a victim, a perpetrator or both – in relation to their peers or to a gang-involved adult in their household. Offender Managers are in a position to identify children at risk of harm from gang activity and/or serious youth violence/serious group offending/violent extremism through their work with adults who are violent and/or affiliated to gangs.

These adults may be parents, older siblings, people engaged in recruiting children into gang activity and/or serious youth violence, or living in households with children. Offender Managers need to be confident and competent in sharing information appropriately and at the earliest opportunity with relevant agencies to safeguard children at risk of harm through gang activity and/or serious youth violence/serious group offending. A home visit should be considered in such cases in conjunction with appropriate enquiries and support from the Borough Intelligence Unit. Information should be shared in line with the 2010 London Child Protection Procedures (Section 3, Page 100 “Sharing Information”), in and in line with CRC’s information sharing protocols.

Offender Managers concerned that a child is at risk of harm as a victim or a perpetrator of serious youth violence, gang-related or not, or violent extremism, should also liaise with CRC’s single points of contact for Serious Group Offending/Gangs/Violent Extremism and their local multi-agency intelligence forum with specialist knowledge in relation to these issues. Case management should be based on good quality assessments sensitive to the issues of gender, nationality, culture and sexuality. Where appropriate CRC specific assessment tools should be used and these include the Serious Group Offending Screening tool. Registration codes should be fully updated in Delius.

Line Managers in particular should assure themselves that their staff are receiving the information and training to enable them to identify risks of harm to children from gangs, serious youth violence, serious group offending and violent extremism and have access to specialist support needed from single points of contact within CRC.

All practitioners in CRC are expected to have a copy of and have read the London Safeguarding Children Board document: “Safeguarding Children Affected by Gang Activity and/or Serious Youth Violence.”

An electronic copy is available on the CRC intranet. The document sets out the agreed London-wide procedure for dealing with children (under 18s) at risk of exposure to or involvement in gang activity or serious youth violence. The guidance is designed to be read in conjunction with the London Child Protection Procedures.

Further guidance is available from the London Safeguarding Children Board “Safeguarding children Affected by Gang Activity and/or Serious Youth Violence” (Nov 2009). Practitioners need to familiarise themselves with this document as it sets out the agreed pan-London procedure for dealing with children under 18 years old at risk of exposure to or involvement in gang activity or serious youth violence.

Additional information is available in the 2010 London Child Protection Procedures (Page 177, 2012 CRC Serious Group Offending Guidance notes (Page 17), and the 2012 CRC Guidance on working with Extremist Offenders and Convicted Terrorists.

3.f Trafficked and Exploited Children:

Human trafficking is defined by the United Nations Human Rights Commissioner for Refugees’ guidelines (2006), as a process that is a combination of three basic components:

- Movement (including within the UK)
- Control, through harm / threat of harm or fraud
- For the purpose of exploitation.

The Palermo Protocol establishes children as a special case for whom there are only two components – movement and exploitation. Any child transported for exploitative reasons is considered to be a trafficking victim – whether or not s/he has been deceived, because it is not considered possible for children to give informed consent.

In accordance with the 2011 London Safeguarding Trafficked Children Guidance, the following principles should be adopted by all agencies in relation to identifying and responding to children (and unborn children) at risk of or having been trafficked:

- Trafficking causes significant harm to children in both the short and long term; it constitutes physical and emotional abuse to children.

- The safety and welfare of the child is paramount (i.e. the nationality or immigration status of the child is secondary and should be addressed only after the child's safety is assured).
- Trafficked children are provided with the same standard of care that is available to any other child in the UK.
- All decisions or plans for the child/ren should be based on good quality assessments and supported by easily accessible multi-agency services.
- All agencies should work in partnership local communities, to empower individuals and groups to develop support networks and education programmes.

Offender Managers who come into contact with children of offenders in their everyday work need to be able to identify children who may have been trafficked, and be competent to act promptly to support and protect these children from harm.

Offender Managers have available to them the Risk Assessment Matrix in Section 1b of the Trafficked Children Toolkit (available in the "Safeguarding Children" section on London i), to identify and assess whether there are reasonable grounds to suspect that the child is trafficked. The Matrix can be used to assist initial identification or as an aid to thinking as part of the assessment process, and form the basis for discussion about the risk of harm - through trafficking - to a child. This may include deciding that the available information is not enough to form a sound judgement about the risk.

The Offender Manager should make an immediate referral to Local Authority children's social care - regardless of whether the child may be trafficked - so that appropriate assessments can be undertaken. It is important to fully explore the offender's circumstances and that of any children involved at all stages of contact (pre-sentence, in custody, pre- and post-release, community supervision) Further information is available in the London Safeguarding Trafficked Children Guidance (2011).

3.g E-safety and Information and Communication Technology (ICT) – based forms of abuse:

Information and communication technology (ICT)-based forms of child physical, sexual and emotional abuse can include bullying via mobile telephones or online (internet) via verbal and visual messages. ICT-based abuse has an additional dimension of there being a visual record of the abuse. It is important for Offender Managers to promptly identify cases with this particular dimension and take prompt action. When working with offenders who have children and in relation to specific index offences Offender Managers should be alert to the possibility that :

- A child may already have been/is being, abused and the images distributed on the internet or by mobile telephone.
- An adult or older child may be grooming a child for sexual abuse, including for involvement in making abusive images. This process can involve the child being shown abusive images.
- An adult or older child may be viewing and downloading child sexual abuse images.

Where the concerns involve a particular child or children, Offender Managers considering making a referral to LA children's social care should do so in line with Section 2.d of this document.

Offender Managers should also be alert to any evidence to support on-line exploitation/potential for harm to vulnerable service users as well. This should be followed up in the usual way.

Offender Managers may also identify a concern through a relationship with a child or an adult, from visits to the family home or from information shared by the victim's friends or family. Any concerns should be discussed with their Line Manager and/or the CRC's nominated Safeguarding Children Lead.

Specific examples relevant to CRC could be:

- An offender whose child or children are not being adequately supervised online, may be left to peruse pornographic websites, wander into chatrooms.
- A lone parent who is vulnerable to approaches online from potential partners whose motives may be sexual or financial exploitation.
- Learning-disabled parents who equally would be easy prey from apparent friends online, again making them vulnerable to sexual or financial exploitation.

In any of these examples Probation staff could act to protect the individual, or support individuals with self-protection. In all cases, consideration should be given to a referral to the relevant Children's Social Care Department.

The Child Exploitation and Online Protection Centre (CEOP) brings together law enforcement officers, specialists from children's charities and industry to tackle online child sexual abuse. CEOP provides a dedicated 24 hour online facility for reporting instances of online child sexual abuse. Further information is available from their website www.ceop.gov.uk.

The Police Child Abuse Investigation Team (CAIT) and the CEOP are appropriate resources in the event that a practitioner is concerned about the wellbeing of a child in this particular circumstance. Further guidance is available in the London Child Protection Procedures (Section 5.25, Page 196).

In relation to e-safety incidents involving staff, please see Section 5.v of this document.

4. Working within other Multi-agency Frameworks to Safeguard Children:

4.a Local Safeguarding Children Board (LSCB)

Section 14 of the Children Act 2004 sets out the objectives of LSCBs, which are:

- To coordinate what is done by each person or body represented on the Board for the purposes of safeguarding and promoting the welfare of children in the area of the local authority.
- To ensure the effectiveness of what is done by each such person or body for the purposes of safeguarding and promoting the welfare of children (Working Together 2013). Each borough has a Safeguarding Children Board and the CRC must be represented on each LSCB.

The CRC LDU Assistant Chief Officer should attend these Boards as a statutory partner. If the ACO cannot attend a meeting, he/she should delegate attendance to an SPO within their LDU and inform the administrator of the Board accordingly.

4.b Local Authority Designated Officer (LADO)

“Working Together” 2013 (Chapter 2, Paragraph 4, Page 48) sets out the role of the LADO at managing allegations against people who work with children.

The LADO is situated within children's services and should be alerted to all cases in which it is alleged that a person who works with children has:

- Behaved in a way that has harmed or may have harmed a child
- Possibly committed a criminal offence against children
- Behaves towards a child in way that indicates they may pose a risk of harm to children.

A LADO helps co-ordinate information sharing with relevant parties. They monitor and track any investigation with the expectation that it is resolved as quickly as possible. It is the responsibility of the ACO to inform the LADO and Head of CRC Human Resources of any allegations as soon as it comes to light. The ACO Portfolio Lead for Safeguarding Children should also be kept informed of all referrals to the LADO.

The LADO is involved from the initial phase of the allegation through to the conclusion of the case. The ACO should cooperate with all such investigations and where appropriate ensure that a referral is made to the Disclosure and Barring Service via HR.

4.c Serious Case Reviews (SCRs):

In “Working Together” (2013), a Serious Case is categorised as:

- Where abuse or neglect of a child is known or suspected
- Either the child has died or seriously harmed, and there is cause for concern as to the way in which the Local Authority, Board partners or other relevant persons have worked together to safeguard the child.

A Serious Case Review is undertaken by the LSCB when either of the above occurs. If London CRC has a connection to the victim, suspected or alleged abuser or their family, they must participate in the process and provide all relevant information.

From 2013 there will be a national panel of independent experts to advise LSCBs about the initiation and publication of SCRs. The role of the panel will be to support LSCBs in ensuring that appropriate action is taken to learn from serious incidents in all cases where the statutory SCR criteria are met and to ensure that those lessons are shared through publication of final SCR reports. The panel will also report to the Government their views of how the SCR system is working.

The LDU and Safeguarding ACO should be kept fully informed of all Serious Case Reviews, and case records should be immediately secured to guard against loss or interference, having secured case records promptly.

For more information regarding SCRs, staff should familiarise themselves with London Child Protection Procedures 2010 (Page 499), and Working Together 2013 (Pages 69-71)

4.d Multi Agency Public Protection Arrangements (MAPPA)

As a result of changes under Transforming Rehabilitation, all MAPPA cases are held within NPS. Any CRC cases which warrant referral to MAPPA, as a Category 3 referral, will be transferred to NPS via the risk escalation process. This may require the attendance of CRC staff at MAPPA meetings in order to ensure all relevant information regarding risk and safeguarding are shared properly with NPS and MAPPA partners.

For more information regarding MAPPA, staff should familiarise themselves with the MAPPA GUIDANCE (Version 4: Summary of Main Changes from 2009 Guidance (2012)) available on London i, and the CRC ATLAS Public Protection Domain.

4.e Multi Agency Risk Assessment Conference (MARAC)

The Multi Agency Risk Assessment Conference (MARAC) is a victim-focused meeting where information is shared on the highest-risk cases of domestic abuse between criminal justice, health, child protection, housing practitioners, IDVAs (Independent Domestic Violence Advocate), as well as other specialists from the statutory and voluntary sectors. A safety plan for each victim is then created.

In all cases referred to MARAC by CRC staff, Offender Managers should contribute to the development of safety plans for victims, which in the majority of cases will also involve children.

4.f Multi-Agency Safeguarding Hubs (MASH)

MASH aims to improve the way that local safeguarding partnerships deal with child protection referrals, bringing a range of partners together into a single multi-agency safeguarding hub to share information quickly and efficiently as soon as a notification of possible harm to a child is received. Steered by a high level strategic Partnership of Local Government, Health, Police, Probation and the Greater London Authority, every borough in London will implement MASH in their own area. London CRC has made a commitment to this process with appropriate resources (at least PO grade) now being identified in each LDU. The MASH PO should provide a minimum of six hours a week and work in conjunction with all partners within the Hub. Information sharing protocols have been agreed as well as a governance structure.

All staff should familiarise themselves with the MASH information on the London Safeguarding Children Board website and also the Safeguarding Children domain on London i. Further information is available in ATLAS

5. Safeguarding Children Practice and Principles that apply across London CRC:

5.a Organisational Structure

In London CRC, a senior manager has been appointed with the lead responsibility to ensure the CRC has appropriate Safeguarding Children policies and procedures in place through which they fulfil their statutory Safeguarding Children duties. This is in addition to a specialist Safeguarding Children SPO. The Chief Executive also represents London CRC on the London Safeguarding Children Board.

Single Points of Contact at PO grade (hereby referred to as “Children’s Champions”) have also been identified within each Local Delivery Unit (Probation Officers and Senior Probation Officers) who have responsibility for promoting best practise in relation to Safeguarding Children, disseminating Lessons learnt from SFOs, SCRs, Domestic Homicide reviews and emerging research.

Roles and Responsibilities within London CRC

5.b Approved Premises

It should be noted that placements in Approved Premises (APs) are usually reserved for service users assessed as presenting a High Risk of Harm and, as such, any case originating in the CRC which qualifies for residence at AP will be subject to transfer to NPS as per the risk escalation process.

5.c Community Payback

At the Pre-sentence stage, the NPS report writer is required to ensure that the appropriate Safeguarding Children assessment has been completed, as per Section 2.a of this document. Offenders who have been sentenced to single requirement CP will receive a further assessment interview by the CP Case Manager (using the CP Assessment Form). This assessment should include information about the offender's personal circumstances, any contact with children, parental responsibility, if a child was present when the offence was committed, exclusion orders involving children or evidence of gang affiliation. If the offender is the subject of a multiple requirement Order involving CP, this further assessment will be completed by the allocated Offender Manager.

Where a check has been completed with Children's Social Care, another check only needs to be made if there is a change in the circumstances of the offender. For example, if the offender has moved address and is now living with a new family. If no check has been made at pre-sentence stage, this must be undertaken post-sentence by the CP Case Manager, or the Offender Manager in cases where there are multiple requirements.

Where a Young Offender under 18 years receives a single CP requirement, the CP Case Manager within the CRC will be informed by the Court, the CP Case Manager or Court Duty Officer will liaise with the CP Control Centre to ensure that the young person receives adequate instructions. The CDO will also be responsible for ensuring that all sentence details, copy of any instructions given and CPS documents are communicated to the receiving LDU. The CP Case manager will then be responsible for the ongoing case management of the Order.

Where CP Case Managers complete the CP Assessment Form for young offenders on CP single requirements, it is important that the young offender is also seen on his/her own (without their parent/carer), to ensure there are no safeguarding issues with the parent/carer which might not become known if the parent/carer were present. It is important to note that this only happens when the agreed model fails, that is when the assessment is completed pre-sentence. As such, CP Case Managers should not be doing assessments ordinarily but when agreed, on occasions they may need to. On these occasions, Case Managers must give due consideration to Health and Safety risks when interviewing young service users in LDU field offices. Young persons under the age of 18 years pose an enhanced risk due to their vulnerability and lack of experience. Such risks can be mitigated by ensuring they are escorted at all times in an office and waiting times minimised.

Although young people are more likely to have gang links the frequency of attendance per LDU reduces the likelihood of service users with links to different gangs attending at the same time at an office to negligible levels. All interviews with young service users should be pre-arranged and Case Managers should liaise effectively with Receptionists who should be kept informed of arrival and departure times. Further information is available in London i (Generic Young Persons Interviewing Risk Assessment: Interviewing Young Service Users aged 16 to 18 years old - October 2012).

CP Case Managers may suspect that a child is at risk of neglect or abuse (for example, the child of an offender, or a child who is subject to an Community Payback requirement,

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or being involved with or at risk from gangs. When such concerns arise, they should immediately inform their SPO and Children Social Care and follow procedures set out in Section 2.d of this document

When a Community Payback requirement is made on an offender who has been assessed as presenting a risk to children in the Court Report, or is subsequently assessed as such during the post-sentence assessment interview, the Offender Manager or CP Case Manager must immediately inform the CP Control Centre in order for them to consider this when making the final decision regarding placements. The same considerations should be given to information with regard to possible gang activity. The discussion when the Case Manager contacts the Control Centre by phone is known as the Placement Consultation.

The CP Case Manager/OM must inform Serco Control Centre at the Placement Consultation stage, and record clearly in DELIUS that these specific concerns have been raised with the Control Centre.

5.d Probation Staff in Prisons

It is essential that staff seconded to work in prison comply with the establishment's rules and procedures in relation to Safeguarding Children. The seconded SPO must ensure that all members of the seconded Probation team are familiar with and comply with rules and procedures which are in place within the prison. Additionally, prison Probation staff should regard the local offender manager as the key professional figure at the hub of the case, and ensure that they are included in all key information exchange.

Prisons (including privately-run prisons) work to a range of manuals, Prison Service Orders (these are long term rules and procedures) and Prison Service Instructions (these are more time limiting, or modifications to the Orders). Some of these govern the safety and welfare of children both inside prison (e.g. protecting children from prisoners who are identified as posing a risk to children by imposing restrictions on visits, communications and access to photographs), and outside prison (by assessing the prisoner's risk, and participating in the Safeguarding Children frameworks).

As well as the routine work undertaken in prisons by Probation staff, there are certain duties that apply specifically to offenders who present a risk to children. This is a summary of those duties, and staff based in prison should follow the more detailed accounts for their establishment. Staff should:

- Assist with the identification and risk assessment of prisoners who may pose a risk to children. Where a member of staff becomes aware of a potential risk of harm to a child through their supervision of an adult offender they will ensure that the child's welfare is safeguarded and promoted through the sharing of information with the offender manager, relevant Children's Social Care Department or the Prison's Public Protection Unit.
- Inform the home Probation area and Children's Social Care about reception, transfer and release from Court of an offender who presents a risk to children.
- Elicit information from the home Probation area, Children's Social Care and the Police Public Protection Unit when an offender who presents a risk to children is

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being considered for transfer to open conditions, Temporary Leave, Home Detention Curfew, Home Leave, or unsupervised work outside prison. They should also inform the same parties of the decisions made.

- Inform the home Probation area, the Police and Children's Social Care at least six weeks prior to the release (or possible release on licence) of an offender who presents a risk to children

Probation staff in prisons may gather information which causes concern for a child's safety, either on prison premises or in the community. They should immediately make a referral to the department in the prison which has responsibility for child protection. It may be that the Probation team at the prison is part of that department, but it is important that the prison procedures are followed, so that lines of accountability are clear and maintained. The local offender manager should also be informed.

When a prisoner has children subject to child protection procedures, the offender manager should ensure that the prisoner is kept informed, as appropriate, of all decisions made and actions taken regarding child protection matters, including the decisions of any Case Conferences held. This may be done in conjunction with the home Probation Officer where one is allocated. On occasions, seconded Probation staff may be asked to attend Case Conferences and the SPO, in conjunction with the member of staff, will make a decision in each case as to the appropriateness of such attendance.

For more information see Probation Circular 32/2005 and Instruction to Governors 54/94. Please note these have been amended by Prison Service Instruction 22/2005, and HMP Public Protection Manual (Chapter 2, Section 1: Safeguarding Children Statutory Guidance, Version 4.0 - January 2009), and CRC ATLAS.

5.e Victim Liaison Officers (VLOs):

In CRC cases where a discretionary referral to the Victim Liaison Service has been accepted and where the victim is a child, the Victim Liaison Officers will make contact with the parent or carer in the course of their work. However, they should also establish whether Children's Social Care is involved with the case. If so, they should liaise with them to keep informed about the impact the offence has had on the victim and to ensure that future risk management plans protect them.

Victim Liaison Officers can be alerted to concerns by victims' families at any stage in the process and should follow up any information received with the Police, Prison (where relevant) and offender manager, as well as informing Children's Social Care where appropriate.

If Victim Liaison Officers are concerned about children, for example, as a result of a home visit, they should in the first instance discuss the concerns with a Line Manager, and consider referring their concerns to Children's Social Care. Particular attention should be paid to the recording of such information on Delius and sharing the information with the offender manager.

5.f Women Safety Officers (WSOs):

All offenders attending the Integrated Domestic Abuse Programme (IDAP), as well as the Specified Activity, namely Integrated Domestic Abuse Programme Accelerated (IDAPA), must be allocated a Women Safety Officer, who will provide independent support to the victim. If there is a Social Worker involved in the case, the WSO should inform them of their involvement. If the WSO becomes concerned about the safety or welfare of children connected to a case, they must communicate their concerns to the offender manager, or their line manager, and record them on Delius. They must decide whether the information needs to be conveyed to Children's Social Care/MARAC/MAPPA and if so, agree who will undertake this task.

If a Child Protection Conference is being held it may be appropriate for the WSO to attend. This should be decided in discussion with the offender manager.

5.g Accredited Programmes:

Staff who deliver Accredited Programmes can be alerted to Safeguarding Children concerns at any time during the delivery of programmes. When an offender makes any remarks in the group with regard to his or her own or other children, the Offender Manager needs to be informed and a detailed entry made in Delius. It is then the offender manager's responsibility to assess the information and decide on further action if any. Further action might include a follow up meeting with the offender to fully explore issues raised, referral to Children Social Care or a Review of the OASys assessment and risk management plan.

5.h Offender Management:

In the course of the CRC's work with offenders, Offender Managers are in contact with, or supervising, a number of offenders who have been identified as presenting a risk, or potential risk, of harm to children. They also supervise offenders who are parents or carers of children and in some cases, these children may be at heightened risk of involvement in (or exposure to) criminal or anti-social behaviour and of other poor outcomes. By working with these offenders to change their lifestyles and to enable them to change their behaviour, offender managers safeguard and promote the welfare of offenders' children. In addition, the CRC provides a direct service to children by:

- Supporting the delivery of Community Payback requirements to 16- and 17-year-olds
- Fulfilling their role as statutory partner of Youth Offending Services
- Ensuring support for victims, and indirectly children in the family, of convicted perpetrators of domestic abuse participating in accredited domestic abuse programmes.

Offender Managers should ensure that there is effective liaison with all other agencies known to the case and in instances where there are active child protection concerns, there should be consistent gathering and sharing of information and engagement with the

relevant social worker. It is imperative that offender managers complete a risk review when the offender's circumstances change and that there is a seamless sentence plan linked to the Risk Management Plan, which includes all the relevant partner agencies and ensures the safety of the child(ren) concerned.

Where an offender has been assessed as presenting a risk to children, or where the case features child protection concerns, Offender Managers need to include an objective addressing those concerns in the Sentence Plan and Risk Management Plan. When formulating these plans to manage and reduce the risks posed by an offender who presents a risk to children, practitioners should be aware of the full range of restrictive conditions that may be placed on an Order or Licence, and of orders that exist independently such as a Non-Molestation Order and the Sexual Offence Prevention Order. Risk Management plans should also use such restrictions to govern where an offender can reside, for instance at a certain distance from a school, a playground or overlooking an area where children play. A home visit must be undertaken as part of the assessment process.

Where the risk of harm level has escalated to 'high', offender managers should also ensure that there is clarity and communication between MAPPA and other risk management processes throughout the risk escalation process and until the NPS take ownership of the case.

Practice Arrangements:

5.i Home Visits:

Home visits provide useful information for risk assessment and, in particular, regarding risks to children. Where a case is assessed as high or very high risk of serious harm, the offender manager should conduct a home visit as part of the initial assessment of the risk posed by the offender. Offender Managers should also consider home visiting where there are child protection concerns associated with the case, even when it is not the offender who presents the risk.

During all home visits staff have a responsibility to be aware of vulnerable children. Staff must be alert to any indications of child neglect or behaviour of parents which may have an adverse effect on the care and welfare of children.

When visiting an offender who has been assessed as presenting a risk to children the offender manager or visiting staff member should check all the rooms in the home and be alert to indications that children may be visiting the home, such as the presence of toys and children's videos. The Offender Manager should consider making home visits without prior notification at varying times to assess the offender's whereabouts, at times children are more likely to be present.

The Offender Manager should consider whether the location of the accommodation is appropriate to reducing the risk the offender poses, for instance near a school or playground, or overlooking gardens where children play. If staff have reason to be concerned for their own safety they should make arrangements to visit with a colleague, or a Police Officer. Further information is available in CRC's Home Community Visit Policy and Procedures 2013 and ATLAS.

5.j Children on Probation Premises:

Offenders should be discouraged from bringing a child with him/her to an interview on probation premises. This does not imply that if an offender brings a child along, that they should not be seen. The Offender Manager should endeavour to use the opportunity to obtain more information about the offender's child(ren) and the relationship between the offender and his/her child(ren) and in doing so should record fully all observations of the interaction between the offender and the child(ren). The Offender Manager further has to ensure that the offender and his/her child(ren) are seen immediately and the child(ren) should remain in their parents' care at all times.

All information should be recorded in Delius and OASys needs to be reviewed if new information becomes evident through the interview. The offender manager should also consider information sharing with other agencies if appropriate. During the interview, the offender manager should explore alternative childcare arrangements with the offender with regard to future appointments.

When any member of staff, partnership or contracted employee wishes to allow a child (their own or another) onto the probation premises, they need to notify and seek prior approval from their Line Manager.

Consideration should be given by LDU ACOs to establish women-only reporting times within their LDUs to ensure that women who have specific childcare responsibilities can be supervised in a safe and structured environment, such as Friday mornings. Offender managers should also consider conducting more regular home visits as a supervision method in order to ensure that childcare does not become an excuse for the effective management of the order/licence. The same considerations should be given to men who have sole responsibility for the care of their children.

Changes in Community Payback delivery mean that LDUs will be required to undertake interviews with young service users (under 18 years) regarding compliance issues. Depending on local agreements, some of these interviews would be delivered via Young Offender Service: Partnership Arrangements. Further guidance is available in Section 5.2.2 of this document.

5.k Recording:

Assessments need to be underpinned by OASys. The initial collation of information and assessment will primarily be carried out by staff using the OASys Assessment Framework during the course of the Court report preparation. Any risk factors should be explicitly recorded in relation to safeguarding children issues. In particular Section R2 (Risks to Children – Screening) in the “Risk Screening” section contains specific questions relating to offenders' contact with children at risk of abuse or neglect. Ticking the “Don't Know” box should only be allowed in exceptional cases, and should contain a written explanation with regard to the reasons for this and it should be rectified as soon as possible.

If a risk to children has been indicated, Section R7 (Risk of Harm to Children Whose Identity is Known – Full Analysis) should then be completed as fully as possible. This

should also be recorded in the Section R10 (Summary), and the risk level identified in Section R10.6.

All contacts with Children's Social Care should be recorded in Delius, including all decisions and recommendations of the case conference/core groups by Probation Officers/Probation Service Officers. Where SPOs need to be consulted regarding actions in relation to risk, SPO/Managers' endorsements must be entered onto the case records by the SPO/Managers themselves and should demonstrate active review of actual or potential child protection concerns.

There are several Delius contact codes that need to be used by Offender Managers where appropriate:

- "Safeguarding – Known Persons Check": This entry should be used when checks are made to check if children are known to social care, or when social care are made aware of service users recently sentenced and now under CRC management/supervision. This check must be made in every case.
- "Safeguarding Check – response received" This entry should be used once a response has been received from children's social care following a known person's check. The outcome of the check and any relevant information provided by social care should be included in this entry.
- "Safeguarding – Child Related Contact": This entry should be used when entering information relating to contacts made with other professionals involved in safeguarding such as social workers / staff involved in the MASH. Or when responses are received from social care checks.
- "Safeguarding Referral": This contact must be used when making a referral to Social Care due to a live child protection concern.
- "Safeguarding Case Conference": For recording attendance at case conferences including outcomes and any actions required.
- "Safeguarding – Child Protection Core Group Meeting": For recording attendance at core group meetings including any outcomes and actions.

There are also seven registers in Delius which should be used in order to signal varying levels of concern about child neglect or abuse. It is important that these registers are reviewed regularly, and at the very least they should be reviewed when an OASYS review is completed by the supervising officer:

- "Risk to Children": This register should be used when service user's are assessed as medium risk to children. A note should be entered summarising the risk issues and date of concerns.'
- "Child Concerns": Register should be used to highlight specific concerns relating to the children of service users. This entry is relevant to service users who are linked to children placed under a 'child in need' plan.

- “Child Protection”: This register should be used when a child linked to a service user is subject to a child protection plan.
- “Disq.from Working with Children” – use where this applies to the service user.
- “Looked after child” – where a child linked to the service user is subject to a care order. It may also apply to service users aged over 18 who fit this category.
- “Intra-familial violence” - this register applies to service users convicted of violent offences against family members. Where children are linked to such service users, this would imply a risk to child whether the child is a direct victim or not.
- “Troubled Families” this register is relevant as it applies to service users who are part of families who have been successfully referred to the ‘troubled families’ project in the local authority. Children of these service users may be particularly vulnerable.

Offender Managers should also familiarise themselves with the Delius codes and registers related to Domestic Abuse, Serious Group Offending and MARAC.

As a general principle, information should be shared with an offender unless it might place someone at risk. Information should be recorded with the view that it could be an open document. Consideration should, therefore, be given to whether sensitive or third party information should be located in the confidential section of the file.

5.1 Tiering:

When tiering cases with identified Safeguarding Children concerns, responsible managers should adhere to the process in the Post – Sentence Tiering Decision Grid. Consideration should be given to the risk of harm an offender poses to a child(ren), and this should be incorporated with the rest of the information in order to ensure an offender is tiered and managed at an appropriate level. Active child protection cases should be initially tiered at 4 with the exception of cases that have been terminated.

As noted in Section 2.g of this document, if Child Protection Conferences are still in process at the time of termination of the file, the Offender Manager needs to hold on to the file as he/she is required to attend a CPC up to six months of the case being archived. The SPO should be made aware of this and kept informed of developments in the case. Appropriate allowances should be given to such cases with regards to an accurate reflection on the Workload Management Tool for Offender Managers.

5.m Confidentiality and Information Exchange:

Information sharing needs to take account of the common law duty of confidence, the Data Protection Act 1988, the European Convention on Human Rights (as incorporated in the Human Rights Act 1998), and the statutory guidance on information sharing in “Working Together” (Chapter 1, Paragraphs 22-25).

Information sharing must be lawful, necessary, proportionate and be done safely and securely so that there is accountability.

The recording and exchange of information is of critical importance in safeguarding children and has been a central feature of many child death enquiries. Full details of Information Sharing can be found in the London CRC Policy on Information Sharing on London i.

5.n Transferring Cases:

This relates to pre-release transfers, post release or community sentence transfers which includes arrangements for temporary transfers.

Probation Instruction 17/2010 should be followed by all Probation staff when transferring offenders from one trust or LDU to another.

If there are child protection issues they should be clearly identified in OASys (see Section 3.15) and raised with the relevant SPO in the importing LDU prior to transfer. No transfer should proceed until the importing area has confirmed that the address is suitable, whether the case is being transferred between teams, LDUs or CRCs. It is imperative that there should be no gap in supervision or reporting due to transfer and that the agreements for transfer are fully recorded in the file.

Where there are child protection concerns or where the offender has been assessed as presenting a risk to children, it is the importing area which is responsible for notifying Children's Social Care and all other relevant agencies about the arrival of the case. The notification should include dates of any further CPC/core group meetings.

Human Resources Management and Development:

5.o Recruitment:

London CRC has a statutory duty under Section 11 of the Children Act 2004 to safeguard and promote the welfare of children. As such, it is important to ensure that effective recruitment and HR procedures are observed and this should include checking all new staff and volunteers to ensure they are safe to work with children and young people. London CRC's Recruitment and Selection Policy as well as its Employee Vetting Protocol should be followed when staff are appointed on a permanent or temporary basis to work within the Trust.

5.p Training:

Safeguarding children training continues to be a mandatory requirement for all operational staff and managers in the CRC. This applies to new entrants and experienced practitioners and managers, who work with alleged perpetrators, and who may come in to contact with potential child victims.

LSCBs for each borough are also required to provide training for other agencies who are relevant partners in safeguarding children. LDU ACOs should ensure that these training opportunities are available and that staff attend as appropriate.

5.q Supervision:

London CRC's supervision and appraisal procedures and policies should be followed with regard to all cases which have identified Safeguarding Children concerns. The discussion should be recorded on Delius and endorsed by the manager using the 'management oversight' entry. SPOs and managers need to be kept fully apprised of progress with regard to child safeguarding concerns, and especially cases where London CRC is involved with Child Protection Conferences.

There are many situations where cases feature safeguarding children concerns. The frequency with which they are discussed in supervision must be judged according to the degree of concern about the children involved, and the level of contact that the offender has with them.

- Safeguarding Children Leads at all levels, Senior Probation Officers and Assistant Chief Officers need to ensure that all staff are familiar with guidance on the recognition of children in need, particularly those who have been abused or neglected.
- Know what to do if they have concerns about the welfare of children, aware of the Assessment Framework and know how to refer a child about whom they have concerns to the LA children's social care for their locality.
- Recognise the role they can play in working with offenders that can improve their skills as parents and carers as well as reduce the likelihood of reoffending.

5.r Safeguarding Children concerns regarding colleagues/staff:

London CRC acknowledges the potential for - and existence of - abuse of children by adults who have a professional relationship with them, and is committed to the prevention and detection of such abuse. All employees must bring to the attention of their Line Manager any suspicion or allegations of abuse against children by colleagues or employees of partner organisations. If the Line Manager is the member of staff implicated then a more senior member of staff should be approached.

London CRC staff should also bring to their Line Manager's attention any information of concern with regard to the care of a colleague's own child(ren). This could be, for example, information regarding a colleague's child being taken into care. The Line Manager should disclose this information to their senior manager who should assess the information.

5.s E-Safety

All staff should be alert to any e-safety incidents (where technology is used such as computers, mobile and smart phones and conduct/behaviour has the potential to cause harm to identified or unidentified children). It is important that all staff are able to

differentiate between their personal and professional behaviour especially when they are online. To this end, CRC has either an Acceptable User Policy (AUP) or Responsible User Policy (RUP) in place which clearly identifies the organisation's expectations and boundaries for the use of technology both provided by CRC and those provided by individuals for their personal use. Misuse of technology, for example when accessing websites with age-inappropriate sexual images via social or other networking sites, may invoke the Allegations Management process and the use of capability/disciplinary processes. If a member of staff is concerned about any aspect of this area, they should discuss this with their manager to avoid any possible misunderstanding. Further information is available in the Information Security sections on London i.

Further action will be required if it appears that the concern has led to a frustration of the member of staff's employment contract with London CRC. In such an event, discussion needs to be had with the Senior Human Resources Adviser in order to decide and agree further steps to be taken, as well as offer of support to the member of staff. Human Resources and Information Technology Department should be aware of the new legal framework created by the Sexual Offences Act 2003.

London CRC staff have a responsibility towards all children and not only those of offenders they work with, and need to notify Children's Social Services of any concerns they have about any child's health and well-being.

6. Supporting Documents

- **Probation Circulars / Probation Instructions**

PC 32/2005 Identification of individuals who present a risk to children. Interim guidance.

PC 63/2005 Statutory guidance on implementing Section 11 of the Children Act 2004 and Working together to safeguard Children.

PC 87/2005 Recording information on individuals who present a risk to children.

PC 22/2008 Revised Notification and Review procedures for Serious Further Offences.

PI 17/2010 Transfer of cases.

- **Other Documents**

The Munro Review of Child Protection: Prof Eileen Munro.

ADSS (2005) A National Framework of Standards for good practice and outcomes in adult protection work.

Department of Children Schools and Families (2013) Working together to safeguard children. A guide to interagency working to safeguard and promote the welfare of children.

Department of Children Schools and Families (2006) What to do if you are worried a child is being abused London.

Department for Children Schools and Families (2009) Information sharing: a guide for practitioners and managers.

Department for Education Child Abuse Linked to Faith or Belief National Action Plan August 2012.

Department for Children, Schools and Families, Statutory guidance on children who run away and go missing from home or care (2009), Page 6.

Department for Education New learning from serious case reviews: a two year report for 2009-2011 (2011).

Department for Education Tackling child sexual exploitation action plan, progress report and step-by-step guide for practitioners (2011 and 2012) www.education.gov.uk/tackling-child-sexual-exploitation.

Department of Health/Home Office (2000) No Secrets: Guidance to developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse.

HM Government (2007) Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004.

HM Prison / NOMS Public Protection Manual , Chapter 2 Section 1 , Safeguarding Children Statutory Guidance, Section 11 of the Children's Act 2004 - Version 4.0 January 2009.

Home Office (2005) Guidance on offences committed against children. Home Office Circular 16/2005.

Home Office (2008) Revised notification and review procedures for serious further offences PC Circular 22/2008.

Joint Inspectorate (2008) Safeguarding Children. the third Joint Chief Inspectors report on arrangements to safeguard children.

Lord Laming (2003) The Victoria Climbié Inquiry: Report of an Inquiry by Lord Laming, House of Commons.

Laming L (2009) The protection of children in England: a progress report. House of Commons.

London Safeguarding Children Board London Child Protection Procedures 4th Edition. (2010).

London Safeguarding Children Board Safeguarding children affected by gang activity and / or serious youth violence (Nov 2009).

London Safeguarding Trafficked Children Guidance (February 2011).

Multi-Agency Public Protection Arrangements Guidance Version 3 (2009), MAPPA.

Ministry of Justice & Department for Children Schools and Families (2009) Reducing re-offending, supporting families, creating better futures: A framework for improving the local delivery of support for the families of offenders.

Ministry of Justice Public Protection Unit (2009) Safeguarding Children.

Caring Dads: Helping Fathers value their Children (2006).

HM Government – Dept for Children, Schools and Families.
Safeguarding Children and young people who may be affected by gang activity (2010).

London Safeguarding Children Board (2010) London Serious Case Reviews Toolkit.

London Safeguarding Children Board (2011) Practice Guidance for safeguarding children in minority ethnic culture and faith (often socially excluded) communities, groups and families.

National Probation Service (West Yorkshire) (2009) A Fresh Perspective: working with offenders and their families – why it matters.

Safeguarding Children's Rights Special Initiative: Final Evaluation Report (Tavistock and Portman NHS Foundation Trust / University of East London Centre for Social Work Research, 2011).

The Office of the Children's Commissioner's Inquiry into Child Sexual Exploitation In Gangs and Groups. "I thought I was the only one. The only one in the world" . November 2012.

The Office for Standards in Education, Children's Services and Skills (Ofsted) "Ages of concern: learning lessons from serious case reviews - A thematic report of Ofsted's evaluation of serious case reviews from 1 April 2007 to 31 March 2011" (2011).

- **London CRC Policies/Documents**

Public Protection Policy

Domestic Violence Strategy

E-OASys user manual (embedded into OASys)

Policy on Work with Victims of Crime

Diversity Strategy

Offender Management guidance

Recruitment and Selection Policy

Employee Vetting Protocol

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London Probation Procedures: Safeguarding Children Serious Case Reviews

London CRC: Community Payback Practice Guidance Projects

London CRC Generic Young Persons Interviewing Risk Assessment

Assessment - Interviewing young service users (aged 16 to 18 years old)

Appendix A

Quality Criteria Checklist

Quality Criteria	Met?	Date	Comments
Has a Process Owner been identified?			
Have you followed the accessibility guidance?			
Has CRC House Style been followed?			
Is an Equality Impact Assessment required?			
Has document received the right level of approval?			
Have you followed the CRC Document Management Procedure?			

Appendix B

Putting Children First

OFFENDER INFORMATION LEAFLET

Safeguarding Children – A Shared Responsibility

Safeguarding and promoting the welfare of children is defined as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring children are growing up in circumstances consistent with the provision of safe and effective care.

Child protection is a part of safeguarding and promoting welfare and this is everyone's responsibility.

London Community Rehabilitation Company (CRC) has a statutory duty to work with other agencies to ensure they have arrangements in place to **PROMOTE THE WELFARE OF CHILDREN AND ENSURE THEY ARE PROTECTED FROM HARM**

It is for this reason that we also want to work with you to fulfil this very important duty.

CRC staff will make Safeguarding Children enquiries :

- For Effective Offender Management and to inform Risk Assessments
- When an Offender is remanded in custody and is the sole carer for a child/ children or when sentenced.
- Pre and post release from prison

Your Probation Officer will request that you provide the CRC with the details of your children or stepchildren or any other children you might have regular and significant contact with. The details required will include their name, date of birth and address . We will then make appropriate enquiries and share information with appropriate agencies.

In carrying out an enquiry, staff try to:

- keep an open mind
- be fair to all family members
- explain fully concerns and any decisions made
- establish and record your views
- confirm important decisions in writing
- share confidential information only with other professionals who need to know it
- be sensitive to any religious or cultural beliefs within your family and provide an interpreter if this is needed.

Be assured that the CRC will endeavour to keep you informed of any exchange of information. In instances where others will not be put at risk, you will be kept informed in advance of any information that will be shared with other agencies. Thank you for your cooperation.

Appendix C

INFORMATION FROM OFFENDER

When conducting an interview with the offender, it is imperative to include the assessment of possible safeguarding children concerns in order to include these in any risk assessment, risk management plan and sentence plan. Any "YES" should lead to further exploration and contact with the relevant Social Care Department .

Name of Defendant :

Date of Birth :

Current Home Address :

**Other addresses known to case / where he/she stays
or visits on regular basis** :

Offender currently in custody / Approved Premises / On Bail/ In the Community (Delete as appropriate)

Name(s) date(s) of birth and addresses of the Offender's Child/ren / other children who have significant contact with the offender:

Name	D.O.B/Age	Relationship/contact with offender	School/nursery/college (if known)
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Please complete the questions below:

Do you have younger siblings (aged under 18 years) living with you at any of the addresses above? If yes, please provide their name (s) and age(s) .

Are you , anyone you live with, your family members / any of the children mentioned above known to any Social Care Service ? If yes, please provide more details.

Do you have parental / other responsibility for anyone aged under 18 ? If yes, please provide more details.

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Names and dates of birth of other adults who reside at your current home address

Other information. If yes to any of these, please provide more details

- 1. To your knowledge , do any of the above-named children have current or previous contact with the Police or Youth Offending Service ?**

- 2. In relation to any of the children mentioned above, are there any current or previous issues with Gangs ?**

- 3. Has your child or children ever been excluded from school ?**

- 4. In relation to any of the children you have had contact with, were they present when you committed this or previous offences ?**

- 5. Are you currently in a relationship ?**

Appendix D

SAFEGUARDING CHILDREN – Check/Notification Form

Contact with Children’s Social Care

TO: Children’s Social Care, London
Borough of

FROM:
London Community Rehabilitation
Company

Address:

Offender manager:
Address:

Telephone:
Fax:
Email:

Telephone:
Fax:
Email:

Name of the offender : _____
Date of Birth : _____
Address(es) : _____

Offence committed : _____
Sentence date : _____
Sentencing Court : _____
Type of sentence : _____
Additional requirements : _____
Length of sentence : _____
Prison establishment : _____
Release date : _____
Type of licence : _____
Sentence expiry date : _____

Name(s) date(s) of birth and addresses of the Offender’s Child/ren / other children who have significant contact with the offender:

Name	D.O.B/Age	Relationship/contact with offender	School/nursery/college (if known)
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REQUEST FOR INFORMATION

London CRC is currently involved in a statutory capacity with the above named. This information is for the purpose of a risk assessment and the effective management of this offender, whose case is currently managed by London CRC. We would be grateful if you would complete the form below and return it by fax to _____ Please mark it for the attention of : Or via e-mail to : _____.

Sent by:

Position:

Signature: **Date:**

Please complete the questions below:

Is the defendant known to Children’s Social Care? If so, in what capacity? Please select

Are any of the children named in Appendix 2 known to Children’s Social Care ? Please select

If so, what is the nature of your contact with them (e g Child Protection Plan, Section 17 support Common Assessment Framework) Please include the name / contact number of any allocated social worker(s) and the date of any future Child Protection or child in Need meetings to be held.

Sent by: **Position:**
Signature: **Date:**

Appendix G

London Community Rehabilitation Company (CRC)

Child Protection Case Conference Report

TO: Children's Social Care London
Borough of

FROM: London CRC

Offender manager:

Address:

Address

Telephone:

Telephone:

Fax:

Fax:

Email:

Email:

This is a confidential document prepared specifically for this meeting. It should not be used for any other purpose without the consent of London CRC.

Date of Meeting :

Nature of Meeting :

Names of connected children

Name of Defendant :

(including known aliases)

Date of Birth :

Home Address :

Offences :

Offence and date :

Type of Order/Licence :

Commencement Date :

Expiry Date :

Is this a MAPPA case? :

If Yes, please give details :

Offender's relationship with the children :

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Name(s),date(s) of birth and addresses of Child/ren and Adults:

Name

Age

Additional Information:

Sources of Information (more than one may be selected)

- | | | |
|--|---------------------------------------|---------------------------------|
| <input type="checkbox"/> Interview | <input type="checkbox"/> Prison | <input type="checkbox"/> Police |
| <input type="checkbox"/> Alcohol Agency | <input type="checkbox"/> Case records | <input type="checkbox"/> G P |
| <input type="checkbox"/> Approved Premises | <input type="checkbox"/> Victim | |
| <input type="checkbox"/> Family | <input type="checkbox"/> Medical | |
| <input type="checkbox"/> Crown Prosecution Service | <input type="checkbox"/> Drug Agency | |
| <input type="checkbox"/> Pre-convictions | <input type="checkbox"/> S S D | |

Other Sources:

Offender Manager Assessment:

Sent by:

Position:

Signature: **Date:**

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Appendix H

SAFEGUARDING CHILDREN CHECKLIST

When conducting an interview with the offender, it is imperative to include the assessment of possible safeguarding children concerns in order to include these in any risk assessment, risk management plan and sentence plan. During the course of the Order or Licence, it is important to be alert to changes in the offender's circumstances that may be indicative of emerging safeguarding children issues.

This checklist should serve as an aide memoir , to remind Practitioners of issues to consider when working with offenders, to ensure that due consideration has been given to Safeguarding Children issues .

- Does the offender have any children ?
- Is he/she living with any children (including siblings under 18 years old) ?
- Does he/she have any contact with any other children (children of partner or friends, nieces, nephews, stepchildren from previous relationships, neighbour's children)?
- Does he/she have parental responsibility for any child (ren)?
- Does the offender have a family and are there any children involved?

If yes to any of these questions - then the Offender Manager/Case Manager/Offender Supervisor should explore further and follow relevant procedures as set out in this document.

Practitioners should also explore any concerns or evidence seen in relation to any of the following (using the relevant assessment tools, matrices, common indicators, warning signs or particular vulnerabilities), especially when children are known to be involved or known to exist:

Any evidence of

- Gang affiliation or serious group offending
- Violent extremism
- Child sexual exploitation
- Domestic violence
- Mental health problems
- Substance misuse (Drugs or Alcohol)
- Failure to cooperate or provide information regarding children and family
- Frequent changes in address
- Frequent requests to travel
- High internet usage