



Dudley Safeguarding People Partnership

MACE and CEOG Terms of Reference

Version Control

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Introduction

Any child or young person in Dudley who is known or suspected to be exploited, or at risk of exploitation, can be referred to statutory services for consideration of support or intervention. Likewise, potential perpetrators of exploitation, or places where exploitation is suspected to take place, can be referred for consideration of intervention, prevention, or disruption activity.

Immediate concerns should be reported to the police by calling 101 as normal. If this is not an immediate concern, then referrals for young people at risk can be made to the Exploitation Hub via the MASH. An exploitation screening tool should also be completed so that the nature and level of the risk can be understood.

Missing episodes are a clear indicator of exploitation risk and a potential indicator of significant harm. As a result, there is a daily missing meeting that take place within the MASH and includes a MASH team manager, the Exploitation Hub, CART missing services and Locate Police. (see the Missing procedures for more detail on how missing cases are managed).

The daily missing meeting will be complimented by a weekly Exploitation triage meeting with additional representation from Health, Education, YOS, Neighbourhood and Exploitation Police. This meeting has been developed in response to County Lines intensification week. Its purpose is to review and agree actions regarding emerging concerns, new referrals and events that may require a statutory or Early Help response (this forum will have a separate terms of reference).

Newly received referrals will then be reviewed by specialist staff from Social Care and Police in the Exploitation Hub and a suitable pathway decided upon for victims, perpetrators, and locations as part of the strategy to reduce exploitation.

Young people at medium or high risk of exploitation should be referred to a Multi-Agency Exploitation (MACE) meeting.

Multi-Agency Exploitation (MACE) meeting

Purpose

MACE is a multi-agency case management forum coordinating support and interventions to reduce the risk of Child Exploitation (CE) to children and young people. CE can include, but is not limited to, Child Sexual Exploitation (CSE), County Lines (CL), or Child Criminal Exploitation (CCE). These forms of exploitation are often associated with missing episodes and may also feature Online harm. It can also include modern slavery, forced labour and domestic servitude.

MACE requires agencies and professionals to work together with parents and children to alert them to the signs of exploitation. This will enable broader agencies, outside of the statutory sector, to contribute to reducing the risk and impact of child exploitation on individuals and communities.

The MACE meeting allows further information to be shared and for the young person and their parent/carer to also have a voice in their safeguarding and to contribute to any decisions.

The first MACE meeting should be held within 2 weeks of the initial referral. Review meetings should be held every 4 weeks after that for HIGH risk young people and every 6 weeks for medium risk. The Exploitation hub will set the agenda for the MACE meetings following the screening process and ensure that the meeting is recorded and authorised on LCS.

Outcomes

Outcomes of a MACE meeting may include:

- Referring a child to the National Referral Mechanism (NRM),
- Agreeing a safety plan for that young person
- Recommend a 'My Safety plan' instead of a Child in need or Child protection plan
- Ensuring they are flagged on agency systems so that the risks are more widely known
- Refer for support services from other services such as Barnardos, Phase Trust, and other voluntary sector partners
- Agreeing a Missing trigger plan
- Recommend an Early Help referral for 'at risk' cases

MACE does not replace other statutory processes and pathways such as ICPC or Core Group meetings but if suitable and convenient, these meetings can be combined or scheduled together to avoid duplication for staff and families. Detailed guidance on the use of My Safety plan is available from the Centre for Professional Practice or DSPP.

Confidentiality

Any agency in attendance or in receipt of information will be signed up to the local Information Sharing Protocol.

All members will sign or agree to a confidentiality form at the start of each meeting stating:

- All information discussed is strictly confidential and must not be disclosed to third parties. All documents circulated in connection with the meeting are to be considered restricted documents and must not be disclosed to third parties.

- The retention of all documentation in a secure location is the responsibility of the receiving agency. If disclosure is sought to a third party, then permission must be received from the Chair of the meeting.
- The disclosure of information outside of the MACE meeting will be deemed to be a breach of the subject's confidentiality and a breach of the confidentiality of the agencies involved. It may be considered an offence under the Data Protection Act.

Scope

- Share information between agencies to identify risks and clarify accuracy of existing information.
- Establish the exact nature of the concerns and the source of any risk
- Ensure good quality assessments are undertaken which focus on the needs of the Child/Young Person and their Family
- Consider existing intelligence and gaps and identify any linked locations and extra familial risk factors
- Understand if there is a risk to any other young people, including siblings
- Share information pertaining to suspected perpetrators with the Police and to refer them to the CEOG agenda if required
- Share other relevant intelligence – such as car registrations, nicknames/alias, descriptions/tattoos, premises/locations, etc and establish who will record these on police intelligence systems (i.e. police officers present, or a PRI form)
- Consider a referral using the National Referral Mechanism in cases where the is evidence to suggest the young person has been trafficked
- Complete a MACE safety plan and re-evaluate risk level
- Review existing cases and ensure that actions have been taken to reduce harm
- Ensure that agreed actions are carried out in a timely manner
- All agencies will be required to attend the meeting having checked their agencies records and provided a short update in writing prior to the meeting

Membership & Attendance

The below list is not exhaustive and not all members would be required at each meeting depending on the nature of the risk and age of the young person

- Dudley Children Services Exploitation co-ordinator – CHAIR
- Social Worker if allocated
- MASH Social Worker if not allocated
- WMP CSE Co-ordinator and/or CCE Co-ordinator Police
- WMP Locate officer if required
- WMP Offender manager as required
- WMP Young Persons officer as required
- Youth Offending Team officer
- School Nurse/GU nurse/ Midwife/ Safeguarding Nurse
- School Inclusion staff
- Early Help staff
- Designated safeguarding lead – school
- Representative from Phase Trust, Barnardo's, Here4Youth, Black Country Women's Aid or other voluntary sector services
- Adults Transition Safeguarding Lead

Review & Reporting

MACE Review meetings will take place 4 weeks after the initial MACE for high risk young people and 6 weeks after the initial meeting for medium risk young people.

All members attending review meetings will be required to submit short written updates prior to the scheduled meeting date to be used in the final written record of the meeting.

A review meeting will re-assess the risk to the young person based on progress since the last meeting and new information available. If the risk is lowered to 'at risk' (low) then the young person will be discharged from MACE

A high-risk case may be escalated to CEOG when panel members have exhausted areas of investigation/disruption and the risk has not reduced after 3 MACE meetings. This may require the wider partnership to support with the case by providing a deeper dive into the situation. This will be escalated by the Chair of the meeting.

Information from MACE meetings will be analysed by the Exploitation Hub and reported via an exploitation Dashboard. The MACE chair will attend the CEOG meeting to escalate matters of concern and report on patterns and trends of exploitation. The MACE chair will also report to the Child Exploitation subgroup to report on any blockages to MASE and to present the Dashboard.

MACE plans can be audited as part of audit work conducted by the Child Exploitation Subgroup or through the CPP or DSPP Multi Agency Audit plan for the year.

Child Exploitation Operational Group (CEOG)

Purpose

The Child Exploitation Operational Group (CEOG) is a multi-agency forum to discuss child exploitation suspect/perpetrators, locations linked to exploitation and missing children, and to understand patterns and trends of exploitation. Young people at high risk of exploitation can also be escalated to CEOG if their risk is not being reduced. Multiple victims linked via the same perpetrators can also be discussed collectively in this forum.

The aim of CEOG is to disrupt perpetrators and locations linked to CE and to reduce the risk to victims of exploitation now and in the future.

Outcomes of CEOG meetings may include:

- Diversion of identified perpetrators
- Patrol plans of identified hotspot areas such as parks
- Appropriate information sharing of ongoing police investigations
- Agreeing non-conviction approaches to perpetrators such as Sexual Risk Orders or Criminal Behaviour Orders
- Civil enforcement at premises linked to child exploitation
- Identification of suspects to serve Child Abduction Warning Notices on.
- Sharing of other information and intelligence linked to perpetrators and locations
- Recommending a Complex Strategy meetings or other forums such as disruption or peer mapping meetings.

Members should be familiar with the Exploitation screening tool and the Child Exploitation strategy

Frequency

CEOG will meet once per calendar month on a set date to ensure there is regular oversight of disruption activity. If the chair is not available to hold a meeting the vice chair should be used instead, and meetings should not be cancelled unless unavoidable. Immediate disruption activity should take place between meetings and requests for such activity should be raised with relevant agencies at the time rather than waiting for the next CEOG meeting. Where possible the CEOG meeting should take place 1 week before the police tasking meeting to ensure that actions for police are quickly reported to these monthly police resource and tasking meetings

Membership

The below list is not exhaustive and wider invitations should be made to organisations not represented if it is felt their attendance would benefit a specific case.

All members should be familiar with the agenda and their agency actions before the meeting and be prepared to update on activity and receive actions and tasks from the chair.

Attendees should be sufficiently senior to be in a position to agree to such actions in the meeting.

- WMP Neighbourhood Policing Unit Superintendent (Chair)
- WMP Child PPU CSE Inspector or Sergeant
- WMP FCID Exploitation rep
- WMP Locate rep
- Dudley Exploitation Hub team manager

- Regulated Services (Taxi/licensing etc)
- Youth Offending Managers
- Probation Services
- Safeguarding representative from health
- Safeguarding Lead for Education
- Children Missing from Home, Care and Education representative
- Voluntary Sector representatives

Confidentiality

(as per MACE)

Scope

CEOG is an operational meeting to disrupt offending behaviour and CE risks in a multi-agency setting.

- To share information and intelligence concerning potential perpetrators of exploitation or those harming children who go missing.
- Perpetrators can include identified and confirmed suspects of criminal offences and also those who are linked to offending via intelligence even if there are no known victims.
- Agree disruption actions in relation to identified perpetrators and to track this activity
- Identify and share intelligence and information concerning locations linked to exploitation and missing children.
- To put in place activity to manage these locations and protect children linked to them.
- Police will provide oversight of on-going criminal investigations and civil injunctions to ensure interventions reflect the risk of harm and vulnerability.
- To discuss HIGH risk children who have been escalated from MACE to task additional safeguarding activity and actions
- To discuss linked victims of exploitation and ensure any connected risks or threats are managed holistically rather on a case by case basis for each child
- Identify where linked victims or perpetrators may require more formal and bespoke safeguarding activity by way of either a Complex Strategy Meeting or a Strategic Management Group (SMG) in the case of multi-victim, multi-suspect cases.
- Understand and report on emerging and existing themes and methods of exploitation experienced in Dudley and recommend operational responses.

Agenda – How to refer cases to CEOG

Cases can be referred to CEOG by a number of routes:

- Added to the agenda by referral from the Exploitation Hub following screening
- Escalated from MACE for high risk young people where the risk has not reduced by the end of the 3rd meeting
- Escalated from MACE as part of a linked series of victims
- Escalated from MACE if a perpetrator or location is identified as linked to a victim and requires further intervention.
- If an identified perpetrator or location needs to be added to the agenda outside of the above these can be referred to the Exploitation Hub
- Themes can be added to the agenda by the exploitation hub.

1 week before the meeting the chair should meet with staff from the Dudley Exploitation Hub to agree the agenda for CEOG

Victims, perpetrators, locations and themes will only be removed from CEOG agenda once the panel are satisfied that appropriate action has been undertaken to address the concern identified. The removal of victims, offenders, and locations from CEOG will be clearly documented and the reason for the removal, and actions completed, will be documented.

Accountability & Reporting

The chair of CEOG will attend the DSPP Exploitation – Children subgroup to report on activity and provide assurance that the agenda is appropriate and that agencies are contributing. The chair may escalate non-attendance at CEOG to the Exploitation – Children subgroup as well as seeking assistance in resolving and blockages or suggesting any change in terms of reference or operating principles for CEOG.

All members of CEOG are accountable to their own organisations, as well as the CEOG chair for actions that they own, and should ensure that any messages or actions are disseminated for activity as required outside of the CEOG meetings.