



2024-2026

# Leicester, Leicestershire & Rutland CE Partnership Meetings

Terms of Reference for  
all partnership meetings

This document is a guide for the purposes of Leicester, Leicestershire and Rutland Multi-Agencies involved in the management of protection of children from the risk of Child Exploitation through the agreed meeting framework. The guide details the operating procedures from which agencies will discuss threat, harm, and risk on a scheduled, daily, weekly, and monthly basis and decide on the appropriate response

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#### Version Control

<b>Name</b>	<b>Amendment</b>	<b>Date</b>	<b>Version Number</b>
Helen Schofield	Draft Original		V 1
Wendy Collins	Minor Amendments		V 1.01
Sam Stone	Minor Amendments		V 1.02
Sam Stone	Update/ Amendments		V 1.03

## 1. Multi-Agency Child Exploitation Hub Remit

The purpose of the MACE Hub is to take timely action to safeguard and protect children who are identified as being at risk of or who are being sexually and or criminally exploited, trafficked, have gone missing or run away.

The Hub will provide a child first, victim centred approach combining criminal investigation and safeguarding. We will ensure the child's holistic needs are considered as part of each Local Authority's statutory responsibilities (Children Act 1989).

The Hub will:

- Form a centre of excellence, knowledge, expertise and skill that will coordinate the first response to concerns about exploitation & trafficking and work closely with colleagues responsible for children missing from home or care or where there are multiple safeguarding concerns to identify potential exploitation risks.
- Expertise, advice, guidance, and information where there are concerns about exploitation, trafficking or missing, can be accessed by all agencies via each local authority's duty services.
- Provides a strategic overview of prevalence of exploitation, missing and trafficked children across LLR and ensure that concerns and risks are appropriately raised and responded to.
- Identify children who are at risk of, or who are being exploited.
- Provide assertive outreach to support appropriate health assessment and referral to health services.
- Assist to increase the awareness, knowledge and responsibilities in relation to exploitation across the health economy and develop local health expertise in relation to CE in Leicester, Leicestershire and Rutland.
- Take assertive action to safeguard and promote the health and welfare of all children at risk of or who are being exploited.
- Ensure an appropriate exit strategy and referral to appropriate services at the end of interventions.
- Take an offender centred approach to investigations. To pursue evidence led prosecutions through the criminal justice system and wider.
- Support children and their families through the judicial process.
- Understand wider forms of exploitation such as financial exploitation also known as "money muling" and ensure that concerns and risks are appropriately raised and responded to.

## **2. The Multi-Agency Child Exploitation Team**

The team is co-located at Wigston Police Station. The team consists of Police, Local authority colleagues in the City and County. Colleagues from Rutland and Health work remotely with the Team.

### **Members of the Multi-Agency Hub:**

Detective Inspector

3 X Detective Sergeants

1 X Police Staff co-ordinator

Named Nurse Children's Safeguarding LLR ICB

1 x TM – City

3 x SW's – City

2 x MRI's – City

1 x EWO – City

1 x TM – Rutland (remotely)

2 x TM – County

2 x SP's – County

8 x SW's – County

3 x YW's – County

1 x Admin - County

## **3. Multi Agency Child Exploitation Daily Risk Management Meeting (DRMM)**

### **Child Concern**

All identified child concern will be highlighted to the Police Child Referral Team.

Children will be identified from information provided to the Police via the following means:

1. Police crime or safeguarding reports including the Public Protection Notice (PPN)
2. Intelligence post FIB assessment
3. Child Exploitation Screening Tool submitted by partner agencies

NB: Only if there is a change in risk assessment

4. Referrals from partner agencies

The Child concern will be assessed by the Child Referral Team.

A child concern that identifies potential exploitation will be shared with partner agencies to consider any immediate safeguarding concerns. This concern will also be shared with the Police Exploitation Team for review and assessment prior to the DRMM.

A child concern that has no exploitation indicators present will be subject to additional checks to identify whether there have been any previous CE concerns. If it is established that there are previous CE concerns, this will be sent to the Exploitation Team for review and assessment prior to discussion in the DRMM.

### Daily Risk Management Meeting (DRMM) Purpose:

The purpose of the Daily Risk Management Meeting is to jointly assess the exploitation risk in a multi-agency context. Exploitation risk is assessed on the presence of indicators of exploitation. This assessment will be achieved by

- Information sharing
- Joint decision making
- Risk Grading
- Coordinated Intervention/Plan

<b><u>HIGH</u></b>	<b><u>A number of indicators of Threat, Harm and Risk of CE where the impact is likely to be significant and likely to be imminent</u></b>
<b><u>MEDIUM</u></b>	<b><u>A number of indicators of Threat, Harm and Risk of CE where there is likely to be an impact on the child</u></b>
<b><u>LOW</u></b>	<b><u>Where there is indication of CE present but the impact is minimal and key safety measures which are likely to maintain a Low risk</u></b>

### Meeting Chairperson/Attendance

The meeting will be chaired by a Detective Sergeant or Police Staff equivalent that is suitably qualified and experienced in the management of Child protection investigations.

### Method

The Police will be the lead agency responsible for the collation of the information presented at the daily meeting.

By 4pm the previous day, a list of the cases due to be discussed that day will be sent out to all partners involved in the meeting.

The discussion around each child will be focused on the exploitation THRIVE (Threat, harm, risk, investigation, vulnerabilities, and engagement) assessment. It will be a short discussion and will not negate the need for a strategy discussion or other professional discussions.

Each meeting will be audio recorded with a separate recording for each child discussed.

Actions will be generated during the course of the meeting. These actions need to be SMART.

- **Specific** – To do a clearly defined action and allocated to a named person/team
- **Measurable** – Will need to be an action which can be monitored and will be clear to see that it has been completed
- **Agreed** – The action is agreed by the parties that are going to receive the action or are likely to be within the role or remit they work to
- **Realistic** – The action is something which the person receiving is likely to be able to achieve
- **Time based** – A time frame should be placed on the action with owners of the actions striving to meet

Actions will be recorded on each agencies management system. Each agency representative will be responsible for updating their individual system following the discussion in the DRMM.

## Risk Grading

### High Risk

If a child is assessed as high risk of Child Exploitation, an investigation will be commenced. Any crime in a high-risk CE context will be investigated within the MACE Hub.

For cases that have no criminal investigation but where CE safeguarding is required, the appropriate multi-agency team will be identified to manage any further work. Any child assessed as high risk will be allocated a relevant professional to engage and work with the child.

### Medium Risk

If a child is assessed as medium CE risk during the DRMM, regardless of whether there is a crime identified or there are safeguarding concerns, a referral form will be sent to the respective NPA by an exploitation coordinator surmising the risk, further safeguarding considerations and disruption opportunities in respect of the child.

Where there is a crime identified, this information will be added on to the crime report for consideration of the investigating officer.

Where there is no crime identified, a safeguarding report will be created. Information will be added on to a NICHE occurrence by the exploitation coordinator and a task sent to the DNO pot for the respective NPA. The only exception to this is where the child is already being managed by the NPA in another capacity (i.e NOM or HKC) in which case the information will be added on to the master management report for that child.

If a child has been assessed as medium risk in the DRMM within the previous 3 months, this will not be sent to the NPA, unless there is a significant new risk identified.

It is the responsibility of the NPA to decide what work is completed from the referral form. Any work not completed should be documented on an OEL with rationale as to why it was not considered proportionate or necessary to complete.

Once the NPA has concluded their work, partners should be updated with the outcome, the task closed and the occurrence filed.

Should new safeguarding concerns be identified during the course of the work completed by the NPA, a further PPN should be submitted in order that the process of assessing the risk can commence once again.

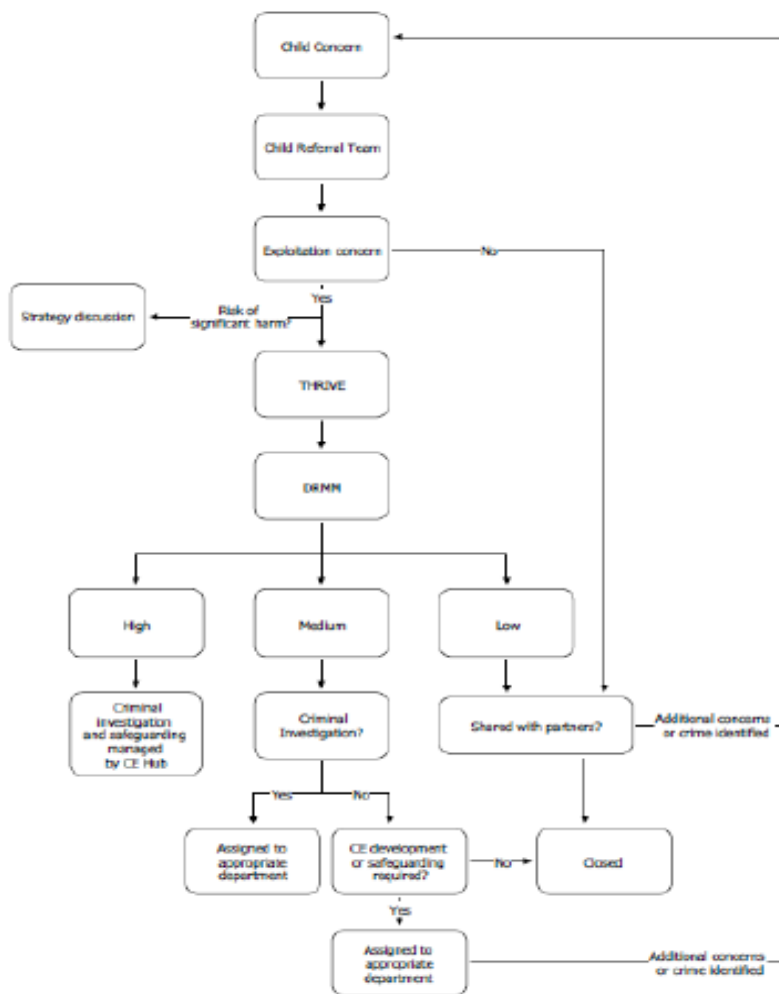
### Timing & Duration of the DRMM

- The meeting will take place Monday – Friday
- The meeting will take place at 9:00am
- Scheduled time for the meeting should be 1 hour

### Agenda

1. Introductions
2. Case discussion via thrive and information sharing
3. Risk assessment
4. Agree actions, priorities, ownership and timescales
5. Any other business

## 4. CE Process Map



Category: OFFICIAL - Draft V1.5

Author: Laura Redfern



## 5. Multi-Agency Fortnightly Operational Review Meeting (FORM)

### Purpose

A fortnightly meeting to review the multi-agency and safeguarding response and safeguarding plan to high-risk exploited children and high-risk perpetrators across LLR. The meeting will review identified high risk geographical areas as well as high/medium risk children that have been missing within the previous 14 days.

The meeting will report on all medium risk CE cases over the fortnight and give space to discuss or escalate any of these cases.

### Meeting Chairperson

The FORM meetings are chaired by a Detective Inspector from the CE Hub and Service Managers within LLR on a rota basis.

### Method

The Police will be the lead agency responsible for the collation of the information presented at the fortnightly meeting.

The CE Coordinator responsible for the collation of data in the DRMM will also attend this meeting and will provide the following data:

- CE High Risk Children
- CE High Risk Perpetrator Considerations
- CE High Risk Downgrade Considerations (Children and Perpetrators)
- Oversight on Medium Risk Children
- Missing High and Missing Medium Risk Children with an exploitation concern
- MPRU Considerations
- AOB

### Actions

Actions will be forwarded to the next Multi-Agency CE and Missing Fortnightly Operational Review Meeting. It is the responsibility of the individual and their respective organisation to bring the action to a satisfactory conclusion as soon as possible to prevent unnecessarily delay in the meeting with recapping open actions. Each agency representative is responsible for updating their systems with SMART actions and updates as well as updating the following fortnightly meeting with progress and actions.

## Timing & Duration

10:30 – 12:00 every other Wednesday

## Notification of cases

The CE Coordinator from the MACE Hub will be responsible for producing the CE and Missing document. The email containing the document for the Multi-Agency CE and Missing Fortnightly Exploitation Meeting will be sent out on the Monday prior to the Wednesday meeting.

## Agenda

1. Introductions
2. Case discussion via thrive and information sharing
3. Agree actions, priorities, ownership and timescales
4. Any other business

## Minutes

Minutes will be taken on behalf of the partnership by the administration support on the Leicestershire County Council/ Leicester City Council MACE Team.

## **6. Multi-Agency Monthly Exploitation Meeting**

### Aim

The aim of the MACE Monthly Exploitation Meeting will be to drive the operation delivery of the MACE arrangements across Leicester, Leicestershire and Rutland (LLR).

The group will monitor the MACE arrangements through analysing multi-agency data and outcomes to influence practice and co-ordinate approaches. Multi-agency partners will ensure that the MACE process is embedded into day to day operational practice within their own organisations.

The group will lead on identification of themes, patterns and trends around Child Exploitation across LLR. Members will also take the lead on designing, coordinating and delivering of MACE and Contextual Safeguarding campaigns in order to raise awareness both across the LLR communities and also within their own organisations.

The group will drive and have oversight of the multi-agency audit regime. The regime will consist of practice reviews of the DRMM/FORM meetings and spotlight and case file audits. The lead agency for each audit will rotate on a monthly basis. Themes from the audit finding will be discussed at each monthly meeting with a quarterly update to the Preventing Child Exploitation and Violence Delivery Group.

## Purpose

- To work in partnership to maximise preventative opportunities and reduce likelihood of continuing exploitation.
- To identify underlying issues that may be making children vulnerable to such exploitation.
- To make best use of information sharing between partner agencies to establish a comprehensive picture of such exploitation and use problem solving tactics to reduce incident and make children safer
- To focus the partnerships attention on those areas that generate the most concerns e.g. preventative/educational inputs.
- Develop and share best practice between professionals involved in working with children and young people who are subject to abuse.
- To ensure scrutiny is placed on MACE Hub performance to understand the impact of our work, identify any gaps in provision and continue to learn and develop in line with local trends and identified need.
- The MACE Monthly Exploitation meetings are accountable to the Preventing Child Exploitation and Violence Delivery Group, partners will ensure escalation takes place to the group where gaps in provision or training needs are identified.

## Meeting Chairperson

The meeting will convene monthly and will be chaired by the DCI for Child Safeguarding and Exploitation. Co-chair for the meeting will be the LLR Heads of Service.

## Method

The Police will be the lead agency responsible for the collation of the information presented at the monthly meeting.

The CE Analyst will be responsible for the collation of data in the meeting and will provide the following data:

- Daily Risk Management Meeting (DRMM) referrals for CCE/CSE

- Open Investigations/Cases
- Completed screening tool numbers
- CSE High Risk numbers (broken down by authority)
- CCE High Risk numbers (broken down by authority)
- Location (under development)
- Education establishments (list of those who feature in CE referrals/cases)
- 3 or more referrals to DRMM

## Actions

Actions will be forwarded to the next Multi-Agency Monthly Exploitation Meeting. It is the responsibility of the individual and their respective organisation to bring the action to a satisfactory conclusion as soon as possible to prevent unnecessarily delaying the meeting with recapping open actions.

## Timing & Duration

The meeting will take place on the fourth Tuesday of each month

- The meeting will take place between 10:00am – 11:30am
- The meeting will be scheduled to last 1.5 hours

## Notification of cases

The CE analyst from the MACE Hub will be responsible for the report which will extract all cases and information to discuss at the Multi-Agency Monthly Exploitation Meeting.

The email containing the relevant persons and locations will be sent on the Monday prior to the Tuesday meeting that they relate to.

## Minutes

Minutes will be taken on behalf of the partnership by police admin support.

Minutes will be distributed to the Attendance list on the day of the meeting. Any queries or concerns regarding minutes should be fed back to the administration support for amendment and redistribution to the attendance list.

## Governance

The meeting will record actions only.

The meeting will report in to the Preventing Child Exploitation and Violence Delivery Group.

The meeting will take place on Microsoft Teams.

### Data Protection and Information Sharing

The report that the Police email to partners is to be treated as:

SENSITIVE – CONFIDENTIAL information in line with GDPR

This report contains sensitive and personal information and should not be printed

All agencies are subject to information sharing protocols and information shared during these meetings is for the purposes of prevention and detection of crime and for protecting vulnerable persons.

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