



HYCPSP

Contextual Safeguarding Operational Group (CSOG)

TERMS OF REFERENCE

1. Purpose

This group brings together practitioners including Practice Leads, Case Managers, Service Managers Children Services, Police Criminal Exploitation/CSE and PVP Officers, Police OCG Officers, Education Officers and Health Workers-Safeguarding. Leads share information and risk analysis on identified cases to identify connectivity, themes and trends to enable the group to identify further action that could be undertaken.

This work/responsibility of this group, does not replace the role of the child protection conference or core group process and procedure. It can add value and make recommendations for consideration.

2. Membership

This group will be chaired by Cheshire Constabulary PPU. A Deputy Chair will be identified and fulfil the role of the Chair in the Chair's absence.

Membership will include representatives from:

- Cheshire Police OCG Officers
- Cheshire Police Criminal Exploitation/CSE Officers
- Cheshire Police PVP Officers
- Halton BC – Children's Social Care, Practice Leads
- Halton BC – Children's Services Service Managers
- Case Managers
- Education Officers
- Safeguarding Children Unit
- Health Safeguarding Leads
- Health Workers - Safeguarding
- Commissioned Services

Other representatives may be co-opted as required.

3. Key Responsibilities

- To work in line with the Contextual safeguarding sub group Action Plan and HSCB Business Plan and provide regular updates to the Sub Group.
- Highlight children deemed to be at risk of all forms of exploitation to enable all partners to be fully sighted.
- Identify details of any perpetrators and ensure any links are made in order to investigate, gather intelligence and disrupt activity.
- Identify any locations of note and similarly look to gather intelligence with a view to disruption.
- The Operational Group will ensure circulation of the identified children who are agreed by the group as requiring flagging due to risks. It is the responsibility of partner agencies to ensure that these children are flagged and the flag removed when agreed by the Operational Group.
- Information from recently completed screening tools where relevant will be discussed within the Operational Group. This will enable clear tracking of increasing or decreasing level of risk.
- The Local Authority will provide a list of children currently flagged as at risk of all forms of exploitation on their database for the Operational Group agenda.

All children identified at risk of exploitation will be subject to intervention as assessed via ICART. The lead worker for each child will provide an update via a point of contact for the meeting.

Partner agencies will be expected to contribute any relevant updates within the Operational Group meeting that has not already been shared in the child's planning meeting.

When a young person has been identified as at risk of all forms of exploitation for a period of 4 months, the lead professional will be invited to attend the Operational Group meeting to present the latest completed screening tool, and the plan to reduce the risk.

When a child placed within Halton by another Local Authority and a risk of exploitation is identified, a request will be made to the allocated social worker for the plan in place to address and reduce the risk, should this risk not reduce after a 3 month period the allocated social worker will be invited to the next Operational group to discuss the plan, links and community impact.

A referral form should be completed by any agency relation to a person of interest they want to highlight at the Operational Group meeting. This should be sent to the Police officer with responsibility for exploitation.

The minutes will be circulated to all agencies to enable those agencies to flag their own systems and recognise if a child at risk comes to notice.

5. Frequency of Meetings

6-weekly basis - agendas and supporting papers will be circulated 5 days before the meeting.

6. Attendance/Substitutes

All members should endeavour to attend all meetings, apologies should be sent to the Chair in advance of the meeting.

Named alternates from each organisation should be kept appropriately briefed and carry suitable authority to participate in the business of the meeting, including making decisions that is able to attend meetings in place of the main representative where necessary.

All members will prepare for meetings by reading through agenda and supporting papers and preparing written reports as appropriate. Members of the Sub Group will be responsible for ensuring:

- Their own agencies are informed of, and fully involved in, the work of the Sub Group;
- Information is disseminated within own sector/agency/department/team and other partners as relevant;
- Active participation in agenda and discussion, bringing issues to and from their own area of responsibility;
- They liaise and work with senior managers in their own sector/agency/areas of responsibility to ensure ownership of Sub Group agenda
- Actions are undertaken as agreed by the appropriate meeting date;
- If a member cannot attend, their representative will provide an update on their actions.

If a nominated member of the Sub Group is unable to attend, then a representative should attend in their place. The nominated member should inform the Multi-agency Safeguarding Unit and ensure that their designated representative has been briefed and provided with the relevant papers.

Accountability

This group reports to the Contextual Safeguarding Strategic Group, the chair of the CSOG will attend the CSSG and when required the Safeguarding Executive Group and/or HCYPSP.

Month/Year Approved: June 2019