Safeguarding Children Policy

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CS017	1	CDM	19372		02/12/14	02/12/16	Man

Distribution

Internal: All SCC Staff

External: Website/Councillors/Partners

1. **Introduction:**

1.1. It is a legal requirement for any organisation working with young children to ensure that there are procedures in place which, as much as possible, provide for their safety. As the City Council operates a number of activities for children it is important that a robust set of procedures is adopted to protect both individuals and the Council.

1.2. The policy statement below is supported by a more detailed working procedures document which all staff, volunteers and councillors should be aware of and for which the Council will provide basic training during the induction process.

2. Responsibility:

2.1. Every member of staff, volunteer or councillor who supports activities involving young people has a duty of care to themselves and to others and should familiarise themselves with the procedures relating to this policy

3. Designated Officer Role and Responsibilities:

3.1. The Head of Community Services will be the **Designated Safeguarding Lead** for all Child and Adults at risk Protection issues.

3.2. At all times there will also be a Deputy Designated Safeguarding Lead (DDSL)

3.3. As of August 2024 these are as follows
- DSL – Head of Community Services – Sarah Gregson.
- DDSL – CEO – Asa Thorpe

3.4. Activities undertaken by the City Council which are likely to involve these people should be reported to the DSL prior to their commencement. The DSL will then undertake, with the support of the initiating manager, a full risk assessment of the activity and recommend any risk mitigation actions. This risk assessment and any subsequent actions will be formally recorded, and this record will be maintained by the DSL.

3.5. DSL & DDSL should undertake training as outlined in the table below

4. Training Requirements
4.1. *SCC provides the following mandatory training to all staff*

Staff group	Level of safeguarding Training	Internal/External
Staff working to support children and/or adults at risk *&* *Managers responsible for safeguarding at public events*	• *Induction safeguarding overview video* • *Level 2, Plus internal procedures*	*Internal*
All staff	• *Induction safeguarding overview video* • *Level 1, plus internal procedures*	*Internal* *Internal*
Volunteers working directly to support children and/or adults at risk	• *Induction safeguarding overview video* • *Level 1, plus internal procedures*	*Internal* *Internal*
Designated safeguarding Leads (inc deputies)	• *Induction safeguarding overview video* • *Level 2, Plus internal procedures*	*Internal* *External* *External*

	• *Specialist Advance Practitioner Training*	

5. Activity Registration

5.1.　　Where a child, adult at risk or volunteer registers with Salisbury City Council to participate in an activity, the following information must be included on the registration form to support any possible safeguarding reporting pertaining to that individual in the future

- GP name and address
- D.O.B
- Whether the individual has a key worker, support worker or social worker in place

A direct and named contact will be provided to parents or carers named on the registration form of any child or adult at risk who is participating in or volunteering on SCC activity.

6. Supervision Ratios

6.1.　　SCC Follows best practice guidance fro the NSPCC in adult to child ratios when delivering work for children and young people. In non-statutory settings the NSPCC advises having at least two adults present when working with or supervising children and young people.

6.2.　　*SCC, following NSPCC recommendations, adheres to the following adult to child ratios as the minimum numbers to help keep children safe:*

- *under 2 years - one adult to three children*
- *2 - 3 years - one adult to four children*
- *4 - 8 years - one adult to six children*
- *9 - 12 years - one adult to eight children*
- 3 - 18 years - one adult to ten children

7. Information Sharing

7.1.　　The safe, relevant and expedient sharing of safeguarding information and concerns with other statutory and voluntary sector organisations should be supported by a procedure, with reference to the NSPCC report "multi-agency working and information sharing: learning from case reviews" (April 2024)

7.2.　　Whilst SCC does not provide regulated activity and has no legal responsibility to share information, it does so as an action of best practice in safeguarding

7.3. The SCC "Safeguarding & Multi-agency information sharing procedure" can be found as Appendix D to this policy

8. Lone Working

8.1.　　 It is SCC policy that no work with a child or adult at risk takes place on a one-to-one basis, unless a specific need creates a clear service case, and a risk assessment has been undertaken and signed off by the DSL.

8.2.　　No SCC employee will admit a child or adult at risk into their workplace when lone working

9. Partnership Work

9.1. All activity undertaken by SCC specifically targeted at or providing a service for children or adults at risk, in partnership with another organisation, freelance consultant or service provider must be subject to a "Safeguarding in Partnership Agreement".

9.2. This agreement will outline in writing which party takes responsibility for safeguarding policy and practice for the duration of this activity and defines a process for information sharing.

10. Hiring of SCC Facilities

10.1. All organisational hire agreements pertaining to SCC facilities or open spaces must include the following language

Is your event/activity, in/on an SCC building or land, for or largely targeted at

a) *children, young people (under 18, including family events) YES/NO*
   or
b) *adults at risk, who are not accompanied by a parent or carer.   YES/NO*

If YES to either of the above, please initial to indicate that you will provide a copy of your safeguarding policies along with your signed hire agreement.   Initial: _____

Safeguarding Responsibility
In signing this hire agreement, I understand that safeguarding for their event is their responsibility and any concerns raised to SCC about safeguarding will be shared with our Designated Safeguarding Lead who will contact you immediately.

11. Grants and subsidies given by SCC

11.1. As per the SCC Grants Policy mandatory requirements, all organisations allocated grants by SCC must "be able to provide a safeguarding policy".

11.2. As per the SCC Rent Reduction Policy mandatory requirements, all organisations in receipt of a rent reduction must "be able to provide a safeguarding policy"

12. Reporting Procedures:

All annexes and full policy documents are stored on SCC SharePoint Documents/Safeguarding Reporting

12.1. Where there is a suspicion of child abuse taking place, it must be reported following the process as outlined in the Wiltshire Safeguarding Children Board document **'What to Do'** also shown at Annex A

12.2. This shows that any concerns must be raised either with a Line Manager, the DSL or the DDSL.

12.3. Concerns raised with a Line Manager must be reported by that Line Manager to the DSL or the DDSL at the earliest opportunity.

12.4. The DSL will consider further actions required

12.5. Concerns, discussion, decisions and reasons will be recorded in writing using Wiltshire Safeguarding Children Board's Welfare and Child Protection Concern Record shown as Annex B to this policy.

12.6. The key issue is to ensure that any suspicion of child abuse is promptly reported and that all staff understands that is it their responsibility to do so.

12.7. Staff, volunteers and councillors should acquaint themselves with the types of abuse and how to recognise signs of abuse. Details of this are shown at Annex D.

12.8. Where there is allegation against staff/volunteers, it should be reported following instructions on the Wiltshire Safeguarding Children Boards 'Allegations against Adults Who Work With Children- Guidance Flowchart' shown at Annex C.

12.9. Furthermore, **all** incidents involving staff/volunteers will be reported to the CEO

12.10.   If the DSL is unavailable, then the incident should be reported to the DDSL.

13. Types of Abuse:

13.1. Neglect
13.2. Sexual
13.3. Physical
13.4. Emotional
13.5. Annexe D gives further details.

14. Confidentiality:

14.1. It is important to ensure confidentiality about any suspicions, or allegations being made by a child. Whilst it is recommended notes should be made as soon as possible, these should be treated in confidence until required by investigating authorities.
14.2. All safeguarding reporting documentation should be retained only until handed over to and stored securely by the DSL and any retained copies (digital or physical) should then be deleted or shredded.
14.3. Any contemporaneous notes made by a member of staff should be anonymised or destroyed
14.4. The DSL will store all reporting documentation in the Safeguarding Reporting Folder on SharePoint in accordance with GDPR legislation, a folder which is only accessible by senior leaders, the DSL and the DDSL.

15. Emotional Distress:

15.1. It is possible that anyone having abuse reported to them or identifying the signs of abuse may be affected emotionally. In such cases staff, volunteers or councillors should contact the SCC's HR Manager or the Emergency Duty Team at Social Services for advice and support if appropriate.

16. Procedures

16.1. Guidelines on precautions and checks to be carried out should be followed at all times. Advice on whether an activity requires special measures in place is available from the DSL

17. Staff Disclosure and Barring Service Checks (DBS):

17.1. Any staff member, volunteer or councillor who wishes to lead, or be responsible for, activities on a regular basis involving children must have successfully completed an Enhanced Disclosure and Barring Service (EDBS) check first.
17.2. A standard check (SDBS) is requested for all staff or volunteers who are likely to come into contact with children and don't meet the criteria for an enhanced disclosure.
17.3. A basic check (BDBS) may be sufficient for those who do not meet the eligibility criteria for SDBS
17.4. SCC will have carry out an assessment of the eligibility of each role for an enhanced DBS check. An example of the questions considered can be found at https://www.gov.uk/find-out-dbs-check
17.5. Anyone not holding an EDBS check may not support activities where there is a possibility of unsupervised contact with a child occurring. In this situation they must be fully supervised by a member of staff who does hold a EDBS check, and

the activity must be sufficiently staffed to ensure there is always and EDBS checked person in the room The DO must also be made aware of this supervision.

17.6. All staff are required to join the DBS update service. If the person continues in the role the SCC the status of their DBS will be checked annually as per the DBS policy (DOC 84534).

17.7. SCC will renew the DBS of Volunteers who stay in a role requiring a standard DBS, every three years in accordance with procedures.

17.8. This policy is written to allow for staff, volunteers and councillors to begin working with adults at risk in advance of the appropriate check being completed with the appropriate supervision. This will allow effective service delivery whilst at the same time ensuring that no adult at risk is exposed to risk of abuse

18. External Staff / Bought in Staff:

18.1. If an activity requires the buying in of outside expertise e.g. children's entertainers or trainers, then said providers **must** produce their own EDBS certification which should be checked using the following criteria:

18.2. If providing a hard copy certificate, only the original document can be accepted as proof of an EDBS – photocopies will not be accepted. Certificates of more than 2 years old **will not** be accepted

18.3. If the external staff are registered with the DBS update service, they can provide SCC with access to the service to verify EDBS status.

18.4. If for exceptional reasons, staff **without** EDBS Certification are to be used, then they **must not** have unsupervised access to children at any time during activities. This must be included in the risk assessment and action plan for the event or activity.

18.5. Furthermore, the use of uncertified staff must be reported to the DO in advance of the activity taking place.

19. Additional Information/Support:

19.1. If anyone has concerns about Child Protection issues additional support is available from:

Multi-agency Safeguarding Hub: Integrated Front Door (IFD)
8.45am – 5pm Mon – Thurs, 8.45 – 4pm Fri
0300 456 0108
Or for non-urgent enquiries mash@wiltshire.gov.uk

20. Disclosure:

20.1. Any information regarding allegations or suspicion of abuse incidents must be conveyed to City Council responsible officers as soon as possible. This will enable procedures to be examined and statement prepared if allegations require further investigations.

21. List of Annexes:

21.1. Annex A - What to do if you are worried a child is being abused or neglected
21.2. Annex B – Child Welfare and Child Protection Concern Record
21.3. Annex C – Allegations against adults who work with children

21.4. Annex D - Types of Abuse

21.5. Annex E - SCC Safeguarding & Multi-agency information sharing procedure

Policy Owner: Sarah Gregson – Head of Community Services
Annexe A to SCC's Safeguarding Children Protection Policy

What to do if you are worried a child is being abused or neglected

for staff, volunteers and visitors in all agencies and settings

Be alert to signs of abuse and question unusual behaviour
If you have concerns about a child's welfare…

Where a child also discloses abuse or neglect:
- Listen; take their allegation seriously; reassure that you will take action to keep them safe
- Inform them what you are going to do next
- Do not promise confidentiality
- Do not question further or approach/inform the alleged abuser

Report concerns to the Designated/Named Safeguarding Lead or their deputy:

NAME………Sarah Gregson – 07879 661 086 – 01722 417 100……………

The Designated/Named Safeguarding Lead will:
- **consider further actions required, including consultation with MASH (number below)**
- **record in writing the discussions, decisions and reasons for decisions.**

In exceptional circumstances or in the absence of a Safeguarding Lead you may contact MASH directly.

If a referral is not required:
The Designated Safeguarding Lead will oversee relevant action, eg pastoral support, and/or early help assessment and monitor locally.

If concerns continue

The Designated/Named Safeguarding Lead (or staff) will contact MASH to make a referral

Additional/unmet needs – the Designated Safeguarding Lead will consult with relevant agencies and undertake an Early Help CAF and Team around the Child meetings.

- **Multi-Agency Safeguarding Hub (MASH): 0300 456 0108**
- **Out of Hours Emergency Duty Service: 0300 456 0100** (5.00pm to 9.00am weekdays, 4:00pm Friday to 9:00am Monday)
- If the child is in **immediate risk**, dial **999** and ask for police assistance

MASH will:
1. Acknowledge receipt of referral
2. Decide on next course of action (within 1 working day)
3. Provide feedback decision to referrer (e.g. further assessment including: strategy discussion/child protection enquiries; no further action required for children's social care and early help assessment/CAF recommended; referral to other agency for service provision).

This flowchart is intended for use as a brief guide. Refer to the DfE Guidance What to do if you are worried a child is being abused for more information, definitions and possible indicators of abuse (including child sexual exploitation).

SVPP website: **www.wiltshirescb.org.uk**   Reviewed: September 2023
Annex B to SC's Safeguarding Children policy

Child Welfare and Child Protection Concern Record

For completion where child welfare or child protection concerns are identified in accordance with the agency child protection policy. This record should be completed by the adult who first observed the concern and reported to the agency safeguarding lead without delay. The agency Safeguarding lead will review and report concerns where appropriate to Children's Social Care if a child is deemed to be in need or at risk of significant harm or in need. **This information will be disclosed only to those staff who need to know for the purposes of child protection.** Where there is no agency safeguarding lead available or in place consult with /refer to MASH where there are concerns about a child being at risk of harm.

Please note that a new form is required for each new concern

Date of alleged incident/disclosure/concern		**Date/time of report**	
Name of child/ren		**DOB**	
Child's address			
Name of person making this record (PLEASE PRINT)		**Role in Agency**	
Signed as a true record		**Date DD/MM/YY**	

Nature of concern **Attach additional sheet(s) if necessary** (include observations, child's own words where possible; exact words must be used even if they offend) **Please write legibly** and do not use acronyms.	

Body map used:	**Y** **N**

Any other relevant information (previous concern, other professionals involved/SEN details etc.)	

Current status with Early Help or Children's Social Care (please tick & add name where known)	**None**	**CAF**	**Y N**	**Known to Social Care**	**Y N**	**Allocated social worker**	**Y N**	**Child Protection Plan**	**Y N**

This section is to be completed by the agency Safeguarding Lead

Name of Safeguarding Lead reviewing the concern		Date:
Concerns should be shared with parent/child, unless to do so may place a child/ren at increased risk of harm (if in doubt consult with children's social care).		
Further action taken **Please also record whether concerns were shared with:** • **parents/carers** • **M ASH** **and if not outline reason(s)**		Date:
Final outcome		Date:

WSCB Welfare and CP Concern Record – September 2016 Review date: September 2017

Body Map to be completed by the person raising the concern or observing injuries		
PLEASE NOTE: CHILDREN ARE NOT TO BE UNDRESSSED OR PHOTOGRAPHS TAKEN OF ANY M ARKS **OR INJURIES**		
Date concern noted		**Date/time of report**
Name of child		**DOB**
Name of person making this record (PLEASE PRINT)		**Role in agency**
Signed as a true record		**Date DD/MM/YY**
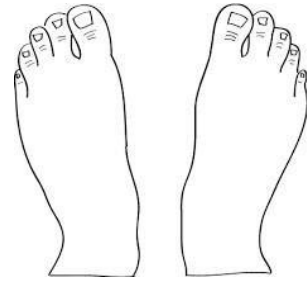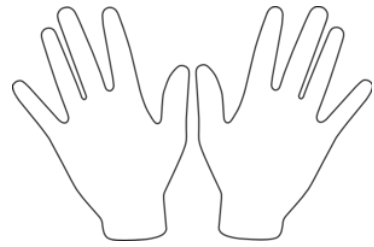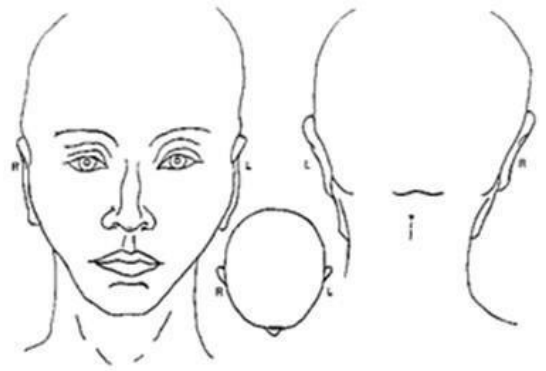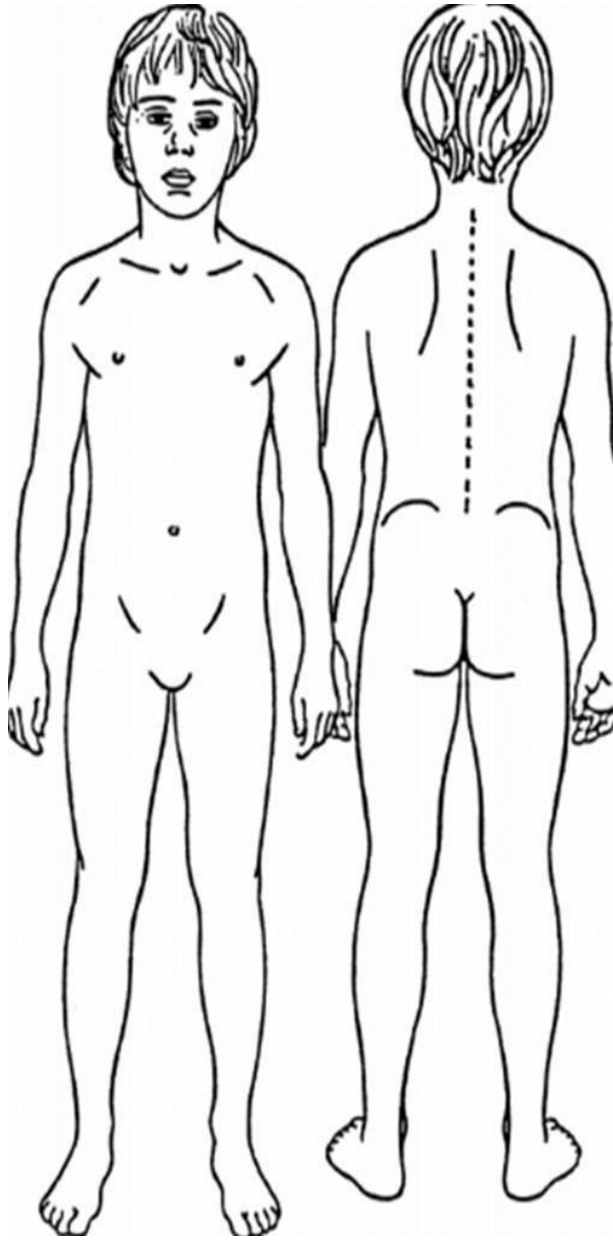
WSCB Welfare and CP Concern Record – September 2016 Review date: September 2017

Annexe D to SCC's Safeguarding Children Policy

What are the Types of Abuse?

(Definitions are taken from HM Government 'Working Together – A Guide to Inter Agencies Working To Safeguard and Promote the Welfare of Children – March 2013)

These categories are used for children who are subject to a Child Protection Plan and for statistical recording:

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Neglect

Abuse A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child.   Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.

It may feature age developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction.

It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).
Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children

<u>Neglect</u> is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food and clothing, shelter including exclusion from home or abandonment:
- to protect a child from physical and emotional harm or danger:
- ensure adequate supervision (including the use of inadequate care-givers: or
- ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

SCC Safeguarding & Multi-agency information sharing procedure

Background

Whilst confidentiality is important within safeguarding processes, the NSPCC report "Multi-agency working and information sharing: learning from case reviews" (April 2024) states

This procedure is referred to in

- The SCC Safeguarding Children Policy _ Point 7
- The SCC Safeguarding Adults at Risk Policy _ Point 6

Purpose

This procedure outlines the ways in which SCC staff can securely share information with relevant agencies and ensure that SCC has a record of all information sharing undertaken.

This procedure ensures that SCC can evidence the direct action of staff to ensure the safeguarding of children and adults at risk through information sharing.

This procedure encourages confident use of information sharing by SCC staff in the context of learning from serious case reviews.

When is it relevant to use this procedure?

The multi-agency information sharing procedure should be used in two circumstances

If a safeguarding concern is raised within SCC and it is established by the DSL that all of the following applies

a) The concern should be escalated beyond SCC

b) That the concern does not represent immediate risk of harm to a child or adult at risk (where the Wiltshire Integrated Front Door, or Police should be immediately informed)

c) That there is a known, statutory agency, who are already supporting the person concerned e.g. GP, Key worker, school with whom the information can be shared.

OR

d) Where the person concerned (or their responsible parent or carer) consents to an SCC staff member taking a record of information on a concern to share with a named external support agency or organisation

Examples of use

Example 1:

A concern is raised regarding a child who is seen out of school and unattended during school time, we only know their first name having met them at a public event. But we know which school they attend.

Action – Information share with the school safeguarding lead

Example 2:

A regular attendee at a group is showing signs of depression and feels that they are not being listened to by their GP practice

Action – Information Share with GP practice

Considerations

Wiltshire Safeguarding Vulnerable People Partnership (SVPP) provides these 7 golden rules of information sharing, which your DSL will use in assessing the need for information sharing.

i.   Remember that the UK GDPR, Data Protection Act 2018 and Human Rights laws are not barriers to justified information sharing but provide a framework to ensure that personal information about living individuals is shared appropriately.

ii. Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.

iii. Seek advice from other practitioners or your information governance lead if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.

iv. Where possible share with consent and, where possible, respect the wishes of those who do not consent to having their information shared. Under the UK GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful reason to do so, such as where safety may be at risk. You will need to base your judgment on the facts of the case. When you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared.

v.   Consider safety and well-being: Base your information sharing decisions on considerations of the safety and wellbeing of the individual and others who may be affected by their actions.

vi. Necessary, proportionate, relevant, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely (Practitioners must always follow their organisation's policy on security for handling personal information);

vii. Keep a record of your decision and the reasons for it - whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

https://swcpp-wiltshire.trixonline.co.uk/chapter/information-sharing#the-seven-golden-rules-for-information-sharing

Procedure

STEP 1 - Take a record of the concern on the form below filling in **Parts 1 & 2**
STEP 2 - SHARE THE FORM WITH YOUR DSL and complete **Parts 3 and 4** together
SEP 3 - Seek the consent of the person concerned or their responsible parent or carer for the information share, denoted by a signature on **Part 5** of the form
STEP 4 -

      If consent is given
         a. Agreed actions are undertaken and are initialed and dated on the form when complete.
         b. Complete **Part 6**, identifying who the information was shared with and when

      If consent is refused or cannot be obtained
         a. re-escalate to the DSL

References:

1) NSPCC report "Multi-agency working and information sharing: learning from case reviews" (April 2024) - https://learning.nspcc.org.uk/media/gp0oqtpv/multi-agency-working-information-sharing-learning-from-case-reviews.pdf

SCC Safeguarding Information Sharing Reporting Form

Part 1: DETAILS
OF PERSON SUBMITTING

Name/DOB:	
Post/Job Title:	
Agency:	
Tel No. Work:	
Mobile No (if available):	
Email:	
Witnessed Incident/first hand information:	☐Yes ☐No

SOURCE DETAILS IF NOT REPORTING PERSON

These are details of the person who witnessed the incident or supplied the information on the concern.

Name/DOB:	
Source Address	
Post/Job Title:	
Agency:	
Tel No. Work:	
Mobile No (if available):	
Email:	
Provenance (How does the source know of this information ?	
Is the source willing to engage with this information sharing process? ☐ No	☐ Yes

Part 2: CONCERN DETAIL
Please provide as much detail as possible about the information using the Aide Memoire below, including the circumstances of how this was received.

Part 3: – BACKGROUND - To be completed with the SCC DSL or Deputy DSL

Has an anonymous consultation with the Wiltshire Integrated Front Door Taken Place

☐ Yes ☐ No

If no, why not?

Has the concern been reported to police

☐ Yes ☐ No

If no, why not?

Is there a known statutory agency/organisation already in support of the person named in this concern? Please include a named key worker or contact if possible

☐ Yes ☐ No

Statutory Agency/Organisation :

Named key worker/contact:

Is there a suggested external support agency relevant to this situation/concern?

Suggested external support agency:

***ALL QUESTIONS ARE MANDATORY. INCOMPLETE FORMS WILL BE RETURNED ***

Part 4: Action Plan

Agreed actions	Agreed actor	Date action completed	Initial
e.g. Share this form with Spurgeons home support worker team	e.g. Sarah Gregson	e.g 01/01/2024	e.g. SG

Signed: DSL		Date:	
Signed: Person Submitting		Date:	

Part 5: Consent
I DECLARE THAT, AS THE PERSON NAMED IN THIS REPORT, I CONSENT TO THE ACTIONS OUTLINED ABOVE AND THE SHARING OF THIS INFORMATION WITH THE NAMED ORGANISATIONS IN THE ACTION PLAN.
NAME:
SIGNATURE:
DATE:

Part 6: Sharing information
This form was shared with
ORGANISATION:
NAMED CONTACT:
ROLE:
CONTACT NUMBER:
CONTACT EMAIL:
DATE:

AIDE MEMOIRE IN RELATION TO DETAILS REQUIRED FOR INFORMATION REPORT. THIS LIST IS NOT EXHAUSTIVE AND NOT ALL SECTIONS MAY BE APPLICABLE TO EACH INDIVIDUAL REPORT

- Dates/times of incident(s) the report makes reference to.

- Full details of the incident/information to which this submission relates to

- Full name, address and DOB of **all** persons involved (including nicknames).

- Addresses / locations and days / times of activity taking place.

- Details of vehicles used. (Make & Model, Colour, Vehicle registration number)

- Details of trading name/premises of interest (newsagents, take away, off licence etc.)

Think about VULNERABILITY INDICATORS and EXPLOITATION.

- How the relationship started/what is believed to be the nature of the relationship?

- Methods of communication/contact between the parties (including specific detail i.e. social network site account names and numbers, email addresses, telephone numbers)

- How the person is being exploited (include details of any incitement/reward or coercion)?

- Details of any payment or other transactions to or from a third party.