

# Child Sexual Exploitation Referral Guidance



## **Introduction**

This guidance should be read in conjunction with the following:

- [London Safeguarding Children from Sexual Exploitation: Practice Guidance, 2016](#)
- [London Child Protection Procedures, 2015](#)
- [London CSE Operating Protocol- 2nd Edition March, 2015](#)

This guidance is designed to assist professionals on how to make a referral to Croydon Children's social care when they have concerns a child may be at risk of sexual exploitation. The guidance sets out the steps to referring a case not already open in social care as well as how cases are managed that are open to children's social care and there are CSE concerns. Guidance for children social care staff for recording CSE concerns on CRS is included as an appendix to this document.

The aims of this guidance and the referenced protocols are:

- To identify the appropriate referral pathway for CSE referrals into Children's Social Care.
- To articulate the expectations of multi-agency partnership working to address and manage CSE concerns for individual children
- To provide timely and effective interventions with children and families to safeguard those vulnerable to sexual exploitation.
- To apply pro-active problem solving to address the risks associated with victims, perpetrators and locations and ensure the safeguarding and welfare of children and young people who are or may be at risk from sexual exploitation.
- To take action against those intent on abusing and exploiting children and young people by prosecuting and disrupting perpetrators.
- To raise awareness and provide preventative education for the welfare of children and young people who are, or may be, sexually exploited.

## **Referral Process- For all professionals/partners working with young people where there are CSE concerns**

New Cases - Not open in Children Social Care

Referrals will be made via the online MASH referral form like all other safeguarding referrals. Whenever possible the CSE risk assessment (attached to this guidance) should be completed. The referent should expect a response from the service in line with referral procedures. Where CSE concerns are identified checks will be undertaken by the Multi Agency Safeguarding Hub (MASH) Team. Based on intelligence from the MASH checks a decision will be made whether the threshold is met for a s.47 Investigation or a Child & Family Assessment.

Cases that do not meet threshold for Children's Social Care will be referred to Early Help Services or other services as appropriate. A Lead Professional will be identified to progress the plan and the CSE. The identified Lead professional can come be anyone in the network working with the child. Ideally it is the person who is best suited to encourage, cultivate and support meaningful engagement from the young person. The QA Manager responsible for oversight of CSE will track and monitor these cases.

Cases that meet threshold for Children's Social Care services will be allocated for assessment/investigation. The possible outcomes are as follows:

Level 1 – Step down – Early Help

Level 2 – Child in Need (CIN) or Child Protection (CP)

Level 3 – Initial Child Protection Conference to be convened.

## **Where Child Sexual Exploitation is identified on an open case – For Social workers within Children Social Care**

Discuss with your manager the need for strategy discussion or possible s.47 investigation.

Contact the CSE/Missing Lead for advice/consultation

Complete the CSE Risk Assessment form on CRS

Complete referral to the CSE/MASE Panel on CRS

## **Where CSE is identified by another professional on a case already opened in Children Social Care**

Contact the young person's social worker to discuss concerns and agree whether the case should be referred to MASE panel. If so the social worker will follow the procedures for opening/completing the CSE risk assessment and MASE referral

form on CRS. Alternatively any professional can make a CSE referral via the online MASH referral form.

### **6 Weekly CSE Meetings**

Identified CSE concerns will be incorporated into the child/young person's Child in Need Plan, LAC Care Plan or Child Protection Plan. CSE meetings will be held every 6 weeks to review the plans/actions around the CSE concerns. These meetings will be chaired by either the Unit Manager or Consultant.

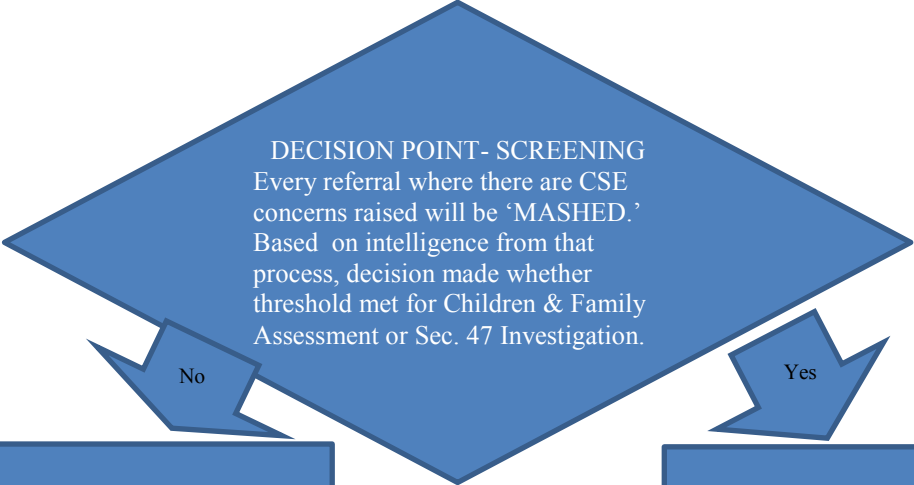
### **The CSE/MASE Panel**

The CSE (Child Sexual Exploitation) and MASE (Multi Agency Sexual Exploitation) Panel is a multi-agency panel that meets monthly to discuss CSE cases. Panel representatives include: Education, The Metropolitan Police, Health, Safer London, NSPCC, YOT and Children's Social Care.

The purpose of the MASE Panel is strategic and to collect information and intelligence in respect of CSE cases. The MASE panel is the driver for agreeing appropriate operational activity necessary to tackle CSE threats within each borough and across borough boundaries. The MASE Panel maintains strategic oversight of CSE cases and does not undertake case or care planning. The focus being on safeguarding victims, disrupting the perpetrators, targeting venues/locations, ensuring information is recorded and exchanged, linking in with other areas e.g. MARAC/MAPPA and providing information to inform problem profiles and the LSCB

Social Workers are required to attend both the CSE and MASE panel to present their cases for discussion. Follow up attendance is required to review and provide updating information in respect of CSE cases. Referrals to panel are completed as part of the CRS process for social workers within CSC. Professional colleagues can obtain a referral form by contacting the Missing/CSE Unit Coordinator at [missings@croydon.gov.uk](mailto:missings@croydon.gov.uk).

NEW REFFERAL –NOT OPENED IN CHILDREN SOCIAL CARE (CSC)- CHILD SEXUAL EXPLOITATION (CSE)



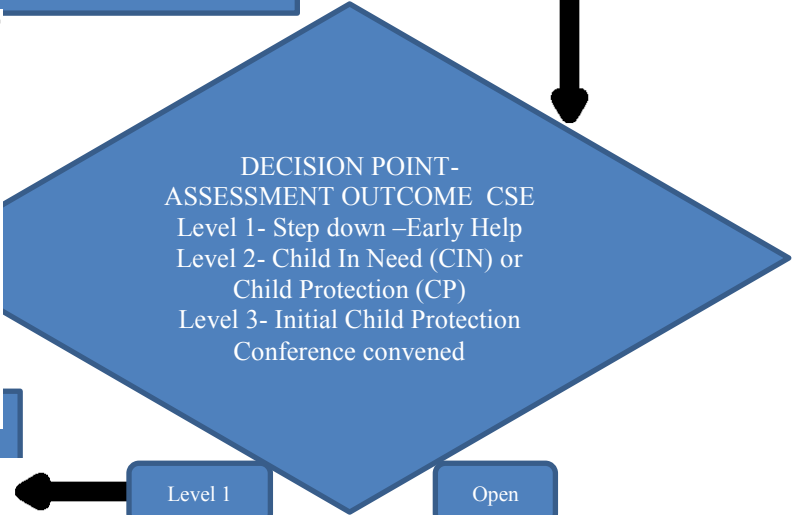
No

Yes

These referrals will be reviewed by the MASH Delivery Manager

Case allocated for assessment/investigation.

The CSE Coordinator will be alerted to all referrals regardless of screening decision.



STEP-DOWN  
Cases that do not meet the threshold to open into CSC services, but there are low CSE concerns will be tracked & monitored by CSE Coordinator and referred to Early Help Services or other identified services as appropriate. Wherever possible a lead professional will be identified to progress the plan. CSE Coordinator will review these plans

Level 1

Open

All Levels of CSE cases will be tracked and regularly reviewed by the CSE/MASE Panel.

Case will either open in CIN or CP- CSE concerns will be incorporated into plans and monitored through those established processes- i.e. core group mtgs, CIN mtgs, reviews and conferences.  
**ALERT ON CRS**

Workflow once opened in Children Social Care- YP with CSE concerns  
A strategy meeting should be convened and Sec. 47 Investigation initiated if required.

Child Protection (CP)

Child In Need (CIN)

Looked After Children (LAC)

Initial or Review Child Protection Conference convened if child already on plan and Level 1- CSE concerns will be added to on-going Child Protection plan.  
Risk Assessment completed on CRS

Initial CIN Review convened and chaired by Child In Need IRO. If child already on CIN plan, CSE concerns will be added to ongoing CIN plan.  
Level 2- ICPC could be convened to consider Child Protection plan  
Level 3 ICPC convened  
Risk assessment completed on CRS.

Level 1- CSE concerns will be added to the LAC Care plan.  
Risk assessment completed on CRS.

Level 2/3- RCPC reconvened to consider continuing the CP plan with CSE flag

Level 2- CIN plan continue/Child Protection Conference convened to consider CP/CSE plan  
Level 3- CPC convened to consider CP/CSE flag

Level 2/3- CSE actions included in LAC care plan recorded on CRS

Plans reviewed in 6 weekly core group meetings chaired by SW/UM/CP. Risk Assessment completed.

Plans reviewed in 6 weekly CIN meetings chaired by SW/UM/CP. Risk Assessment completed.

CSE review meeting. every 6 week chaired by SW/UM/CP. Risk Assessment completed.

Child Protection Conference Chairs will review CP/CSE plans as part of ongoing CP

CIN Review meeting- chaired by CIN IRO- every 3 months

CSE actions reviewed as part of ongoing LAC review process, chaired by IRO

### CSE/MASE PANEL Regular Multi-Agency Panel Oversight

Met Police (Chair)  
CSE/Missing SPOC, LB Croydon  
Fair Access Manager-Education  
Designated LAC Nurse  
YOS Manager-Gangs Lead  
Project Manager, Safer London  
Delivery Manager-MASH  
Manager, NSPCC  
Lead Child Protection Nurse, CAMHS  
QA Manager-LAC Lead,(Chair)

## London Borough of Croydon - Child Sexual Exploitation Risk Assessment

RISK LEVEL	NUMBER OF INDICATORS	BEHAVIOURS	✓	CONSIDERATIONS
<p><b>Low Risk</b></p> <p>Low risk cases do not usually meet the threshold for Social Care intervention but should have individual or multi agency intervention through the CAF.</p>	<p><b>ONE OR MORE INDICATORS IDENTIFIED</b></p>	Regularly coming home late or going missing		<p>Notify MISPER Police if the child or young person is going missing.</p> <p><b>No child under 13 can be categorised as LOW.</b></p> <p><b>No child with a learning disability can be categorised as LOW.</b></p> <p>Contact CSE/Missing Co-Ordinator for advice and resources if risk escalates.</p> <p>Complete CSE Risk Assessment Form on CRS.</p> <p>Referral to CSE Panel.</p> <p>Depending on case status case will be reviewed 6 weekly at CIN, Core Group or CSE meetings for LAC cases and recommendations to be incorporated into current care plan.</p>
		Overt sexualised dress		
		Sexualised risk taking, including on the internet		
		Unaccounted for monies or goods		
		Associating with unknown adults		
		Associating with other young people who are at risk of CSE or who are being sexually exploited		
		Reduced contact with family/friends		
		Sexually transmitted infections		
		Experimenting with drugs/alcohol		
		Poor self-image		
		Eating disorder		
		Superficial self-harm		

RISK LEVEL	NUMBER OF INDICATORS	BEHAVIOURS	✓	CONSIDERATIONS
<p><b>Medium Risk</b></p> <p>As indicated above, the indicators are a guide to assisting the exercise of professional judgement. In relation to the medium level indicators, should professional judgement determine that there is reasonable cause to suspect that the child is suffering or likely to suffer significant harm requiring investigation under s.47 of the Children Act, then the procedures detailed under the higher level of risk should be followed.</p>	<p>Any of the above AND ONE OR MORE INDICATORS IDENTIFIED</p>	Getting into cars with unknown		Contact CSE/Missing Co-Ordinator for advice and alert Team Manager
		Associating with known CSE adults		Identify and refer to appropriate support services in the community such as: CSE Worker, Gangs Lead, NSPCC or Safer London
		Being groomed on internet		Complete CSE Risk Assessment Form on CRS
		Clipping i.e. offering to have sex for money or other payment and then running before sex takes place		Reconvene RCPC to consider continuing the CP Plan with CSE flag. Review CIN Plan/consider an ICPC
		Disclosure of physical assault with no substantiating evidence to warrant a S47 enquiry, then refusing to make or withdrawing a complaint		Referral to CSE Panel for LAC child/young person. <b>Referral to MASE Panel for all medium risk LAC, CIN &amp; CP cases.</b>
		Being involved in CSE through being seen in hot spots i.e. known houses or recruiting grounds		Notify MISPER Police if the child or young person is going missing.
		Older boy/girlfriend		CSE Plan to be incorporated into LAC Plan.
		Non school attendance or excluded		
		Staying out overnight with no explanation		
		Breakdown of placements due to behaviour		
Unaccounted money or goods i.e. mobiles, drugs, alcohol, clothing				



		Multiple sexually transmitted infections		Harm reduction/detox programmes
		Self-harming requiring medical assistance		
		Repeat offending		
		Gang affiliation, association or membership		

RISK LEVEL	NUMBER OF INDICATORS	BEHAVIOURS	✓	CONSIDERATIONS
<p><b>High Risk</b></p> <p>It is envisaged that the use of an Initial Child Protection Conference (ICPC) in cases of sexual exploitation will be relatively rare, but will take place where there are a number of other concerns alongside the sexual exploitation, in particular neglectful or collusive parenting. Where sexual exploitation remains the critical issue.</p>	<p><b>Any of the above and ONE OR MORE OF THESE INDICATORS</b></p>	Child under 13 engaging in sexual activity		Contact CSE/Missing Co-Ordinator for advice and alert Team Manager
		Pattern of street homelessness and staying with an adult believed to be sexually exploiting them		Complete CSE Risk Assessment Form on CRS.
		Child under 16 meeting different adults and exchanging or selling sexual activity		RCPC to be reconvened to consider continuing the CP Plan with CSE flag. For CIN, ICPC to be convened to consider CP/CSE Flag
		Being taken to clubs/hotels for sexual activity with adults		Referral to CSE Panel for LAC child/young person. <b>Referral to MASE Panel for all high risk LAC/CIN &amp;</b>
		Disclosure of sexual assault and then withdrawal of statement		

RISK LEVEL	NUMBER OF INDICATORS	BEHAVIOURS	✓	CONSIDERATIONS
		Abduction and forced imprisonment		<b>CP cases.</b>  Consider referral to UKHTC/UKBA.  Harm reduction/detox programmes.  Psychiatric assessment Intensive support.
		Being moved around for sexual activity		
		Disappearing from the 'system' with no contact with support		
		Being bought/sold/trafficked		
		Under 16 with multiple miscarriages or terminations		
		Indicators of CSE in conjunction with chronic alcohol and drug use		
		Indicators of CSE alongside serious self-harming		
		Receiving rewards of money or goods for recruiting o peers into CSE		

## Appendix A

### How to Start a CSE Episode on CRS

1. From the demographics page on the right hand side under the **Events** heading, click on **Start a Child Sexual Exploitation Episode**

The screenshot shows the 'Basic Demographics' page for a child named 'CSE TEST' (10 years old, Ref: 2521318). The interface is divided into several sections: Personal Details, Address, Contact Methods, E-Mail, Post Adoption Record, Main Carer(s)/Cares For, Important Information, Contact & Referral, Events, and Relationships. The 'Events' section is highlighted with a red dashed box, and the option 'Start a Child Sexual Exploitation Episode' is also highlighted with a red dashed box.

2. Then click on the **OK** button.



3. The following screen will then open. Before you can open the CSE Episode you need to complete the **CSE Risk Assessment and MASE Referral**. Therefore you need to click on the **Start CSE Risk Assessment & Referral Assessment** button.

The screenshot shows the 'CSE Risk Assessment & Referral Assessment' task screen. The task is assigned to 'Ms HOLLY BRYAN' and is due on '20-Nov-2015'. The task status is 'The CSE Risk Assessment & Referral Assessment has not been started.' The 'Start CSE Risk Assessment & Referral Assessment' button is highlighted with a red dashed box.

4. The Risk Assessment and MASE Referral Form will then open up  
 4.a- Complete the **Date report completed**

Child: CSE TEST 10 years (Ref: 2521318) CSE - Assessment, 19-

Information **Report** Consolidation Revisions

Date of Risk Assessment & Referral Completed

Date Report Completed

RISK ASSESSMENT

MASE REFERRAL FORM

- 4.b- Complete the Risk Assessment Tab by **answering YES or No** after each behaviour (Make sure you scroll down and complete the whole form).

Child: CSE TEST 10 years (Ref: 2521318) CSE - Assessment, 19-

Information **Report** Consolidation Revisions

Date of Risk Assessment & Referral Completed

RISK ASSESSMENT

**LOW RISK- testing**  
 Low risk cases do not usually meet the threshold for Social Care intervention but should have individual or multi agency intervention through the CAF.

NUMBER OF INDICATORS  
 ONE OR MORE INDICATORS IDENTIFIED

BEHAVIOURS	Yes/No
Regularly coming home late or going missing	YES
Overt sexualised dress	NO
Sexualised risk taking, including on the internet	NO
Unaccounted for monies or goods	YES
Associating with unknown adults	YES
Associating with other young people who are at risk of CSE or who are being sexually exploited	YES
Reduced contact with family/friends	NO
Sexually transmitted infections	YES

- 4.c- Complete the MASE Referral Form Tab – Make sure that you complete the **Referral Summary in detail**, and complete the **mandatory questions**.

Date of Risk Assessment & Referral Completed

RISK ASSESSMENT \*

**MASE REFERRAL FORM \***

Absent from school or repeated ru

Familial abuse and or problems at home (

Emotional and physical condition (E)

Gangs, older age groups and invol

Use of technology and sexual bullying (L

Alcohol and drug misuse (A)

Receipt of unexplained gifts or money (F

Distrust of authority figures (D)

Referral Summary  
 Details of incident/intelligence/crime reference number  
 Source of information, names/street names, ages, descriptions, addresses/locations, vehicle details, otl

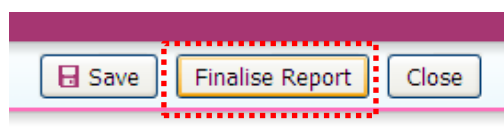
YP often goes missing from placement and has mentioned the names Lewis, Loga, Crazy and She has been seen by her F/C getting into a Ford black car, REG 123 4567  
 She is known to police  
 She often hangs around Fullwell Bus Garage, Maswell Park and Westfield Shopping Centre

Date Assessment Completed 19-Nov-2015

Suggested Outcomes  
 CSE Episode  
 No Further Action

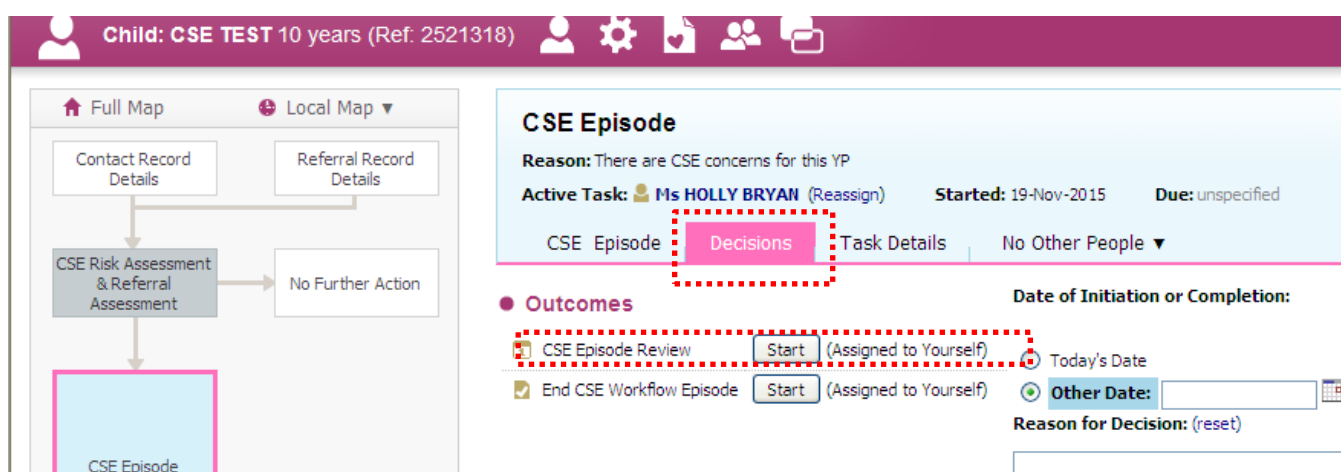
Reasons for these Suggested Outcomes  
 There are CSE concerns for this YP

- Then click Finalise  
(This will then go to the CSE Worktray to authorise and approve).

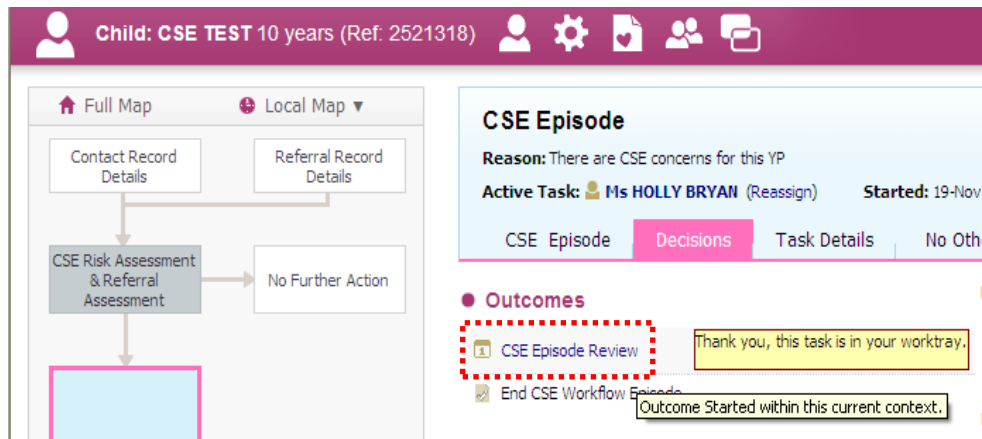


## How to Start the CSE 6 weekly Reviews

- Only** once the CSE Referral and Assessment has been authorised you will be able to start your CSE Review meeting by clicking on the **Decisions Tab** and then Clicking the **Start button** after it says **CSE Episode Review**.



- Click on the **hyperlink CSE Episode Review** to open up the meeting screen



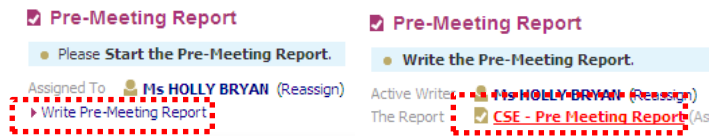
8. The below meeting screen will then open up



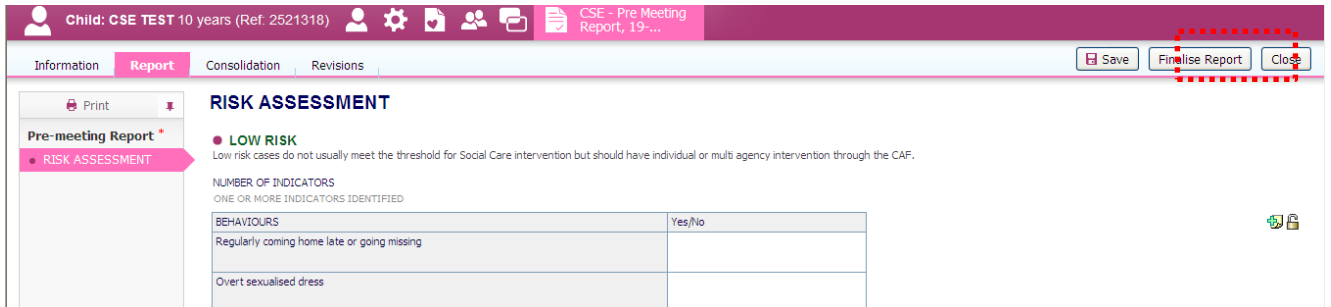
a- From the meeting screen click on **Update Meeting Details and Scheduling** link, then from the below screen add in the **meeting details** and then click **update**.



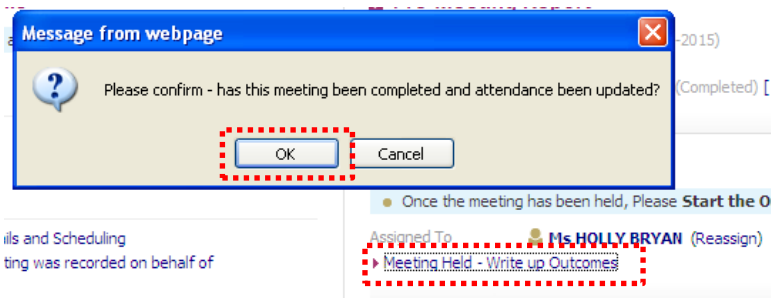
b- Click on **write pre meeting report**, and then **click on the CSE- Pre meeting Report hyperlink**.



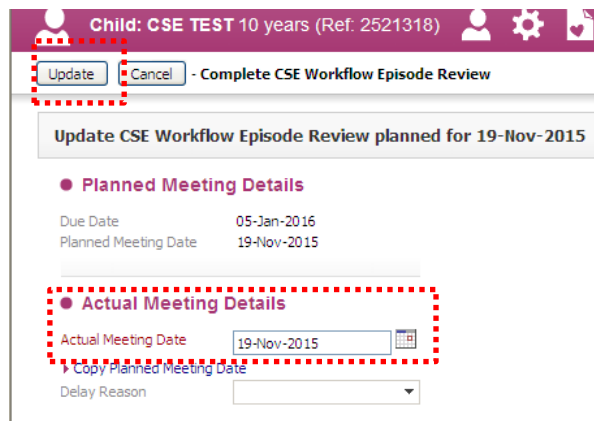
Complete the pre meeting report which is the Risk Assessment by stating **YES or No** to the behaviours listed and then Click the **Finalise Report** Button. This will then go to your manager to approve.



c- Click on the hyperlink **Meeting Held-Write up outcomes** form and then **click ok**.



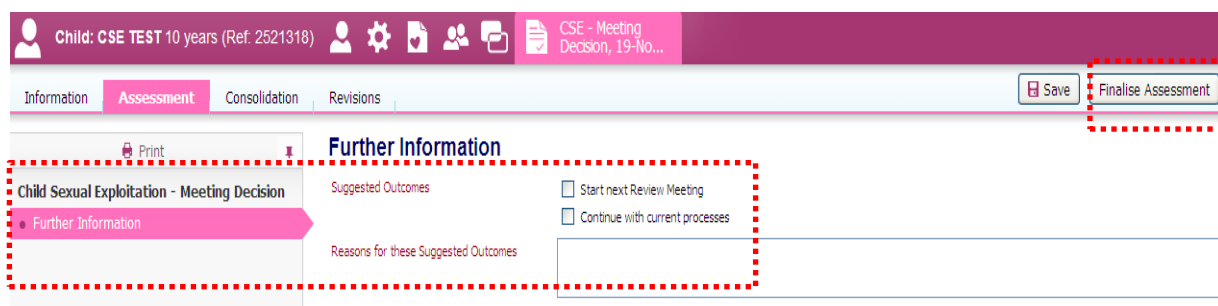
Enter the **Actual Meeting Details and delay reason if necessary**, and then click the **update button**.



Complete the the outcomes form by clicking on the two tabs on the left handside of the form and filling out the answers. On the Further details tab complete the **suggested outcomes** and the reason why:

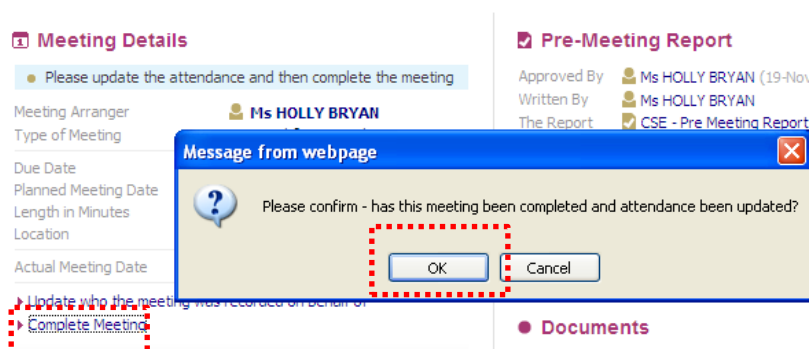
\*By clicking Start Next Review Meeting this will open up the next review for 6 weeks time and **keep the CSE Episode open.**

\*By clicking Continue with Current Process this will allow you to **close down the CSE Episode.**  
Then Click on **Finalise Assessment**



9. Click on the **complete meeting** and then **ok button.**

(Please note if you clicked on start next review process on the previous step then this will automatically open up the next review meeting screen).



## **Closing Down CSE Episode**

10. To close down a CSE Episode you need to click on the **Decisions Tab, Enter the date if not today's date** and then click on the **start button** after it says **End CSE Workflow Episode.**



11. Click on the **End CSE Workflow Episode Hyperlink**, then click on the **Start the CSE Workflow Episode Closure**

12. Complete the **Episode Closure Record Form** and then click **Finalise Assessment Button**, then **OK**.

**THE CSE EPISODE IS NOW CLOSED.**