

City of York

Safeguarding Children Partnership



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**Multi-Agency Child Exploitation
and Missing Meetings (MACEM)
Terms of Reference**



Title	Multi-Agency Child Exploitation and Missing Meetings (MACEM) Terms of Reference
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Author	Sara Sherwood/ Rose Howley

Update and Approval Process			
Version	Group/Person	Date	Comments
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Introduction

The Multi- agency child exploitation and missing (MACEM) meetings are a process whereby partner agencies are able to share information where there are concerns that a child or young person (CYP) is at risk of, is being exploited, or is frequently missing from home or care. Exploitation should be taken to mean criminal exploitation, sexual exploitation and modern slavery /human trafficking.

This protocol is specifically aimed at children who are coming to the attention of agencies where screening has identified that a **minimum threshold of 'emerging concerns'** is met.

The purpose of the MACEM meetings is to target multi-agency resource by sharing information on identified children by agreeing/reviewing case actions and sharing local intelligence. The aim is to improve the identification and tracking of actions regarding children which agencies are concerned about. The meetings will not case hold.

Cases are identified at the weekly Risk and Assessment Management Meetings.

Purpose and scope

A Senior Officer from North Yorkshire Police will chair the meetings supported by a Vice Chair from Children's Social Care. North Yorkshire Police will also provide analyst support to the meetings.

A multi-agency meeting will be held once a month involving CSC, Police, Health, Probation/ CRC, LAT, YSJ and Education as the core partners. The meeting will consider children who meet the following criteria: -

1a)

- Children and Young People (CYP) subject to National Referral Mechanism (NRM) Referrals. These are children where it is suspected they may have been exploited or trafficked.
- CYP who have been reported missing 5 or more times in 90 days.
- CYP missing over a 48 hour period.
- CYP where there are concerns about child exploitation and where the child exploitation matrix risk tool has been completed and it is identified that there are emerging concerns, escalating concerns or significant concerns. This includes CYP open to City of York, children's social care.
- CYP where there are concerns about harmful sexual behaviour including where a CYP may be a perpetrator.

1b)

- Any other child subject to screening i.e (North Yorkshire Police or Children's Social care) where there are MFH/exploitation concerns and a multi-agency professional discussion would be beneficial (for example a child placed in York by a different LA however with a completed risk of CSE/CCE).

2)

- Individuals (any age) who have been formally assessed by North Yorkshire Police as being potential CSE/CE perpetrators and therefore pose a risk to an identified or unidentified child in York.

MACEM meetings will be recorded and distributed by Children's Social Care and will include appropriate case and/or partner actions.

Local Intelligence arising from the meetings will also be shared with the broader partnership via the City of York Safeguarding Children Partnership – Child Exploitation Sub-Group and also with Children Social Care senior management team.

Multi-agency briefings and training relating to missing and exploitation including harmful sexual behaviour are co-ordinated by the Safeguarding Children Partnership. This supports partners to identify where concerns sit on a continuum of need and therefore, whether the threshold above is met.

Where there are low level concerns agencies should be undertaking a Family Early Help Assessment (FEHA) with families who need additional support and where there are lower level concerns.

Agencies can contact the city of York Multi-agency safeguarding hub (MASH) if they have concerns about a child to discuss a referral to children social care or the early help service.

Referral process/pathway

Referral to the group/agenda.

Children and Young People – Part 1a) & b) (see flow Chart below)

Children and young people will be referred to the group via a completed exploitation risk assessment and a referral is made via the MASH team. Partner agencies can complete the screening tool on the Safeguarding children Partnership website and should contact the MASH if there are concerns of exploitation. If the threshold is met at level 4 the case will be discussed at the MACEM meeting. If the threshold sits at level 2 or 3 a Family Early Help assessment FEHA should be completed and appropriate work undertaken with the child/family, for example, internet safety, referrals to agencies such as PACE and hand in hand..

Referral to the MACEM is NOT A SAFEGUARDING REFERRAL and will not replace a Strategy Meeting for immediate safeguarding concerns.

Perpetrators – Part 2

- Any agency can refer a perpetrator for consideration through the North Yorkshire Police information sharing form. This can be found on the safeguarding partnership website - <https://www.saferchildrenyork.org.uk/cyscp-1/report-concern-child-young-person>
- In all cases the local intelligence DS will determine all intelligence in respect of suspected perpetrators and determine if an intelligence product will be commissioned. A local NYP police officer will be appointed for the case.
- Agencies can also share intelligence information regarding venues/localities of potential exploitation activities with North Yorkshire Police.

Methodology

1. The monthly agenda will be compiled 5 working days in advance of the meeting and forwarded to a SPOC within each agency.
2. The meeting will not go ahead without representation from all agreed agencies to ensure safeguarding risks are appropriately managed and identified.
3. Group members will be expected to share information and offer possible solutions to help manage risks identified in respect of each child and perpetrator.
4. The professional responsible for any actions must be documented along with expected timescale of completion of the task.
5. The group does not case hold.
6. The group must establish clear multi agency agreement on the management of risk.
7. Where a concern for a child is raised as part of the meeting and who is not open to Children Social Care it will be the responsibility of the chair to ensure a referral to children social care is made by the relevant agency, for consideration.
8. The MACEM meeting will review each case to ensure there is oversight of actions and that the risks are being effectively managed/ reduced.
9. The social care worker will be responsible for presenting the case at the meeting.

Meetings

Meetings to be held monthly in York.

Meetings to be chaired by:

- Children and Young people element Part 1 & 2- chaired by North Yorkshire police and children's social care.
- Perpetrator element Part 2 – North Yorkshire Police

Administrative support (taking note of actions) and meeting facilities to be provided by City of York Council.

The meetings will focus on CSE / CCE and frequent missing from home young people who are open to Children Social Care. However concerns can be raised within this meeting for children who are not open to children social care, this may result in recommendation for a referral to be made to Children Social Care.

Missing from Education is a key factor in the early identification of the risk of Child Exploitation. Intelligence on repeat and regular truants will be gathered and shared with the Exploitation team for cross-referencing to open cases. It will also inform targeted prevention work. Monthly reports will be received from the Attendance Officer and Child Effectiveness and Achievement/ Inclusion Adviser to triangulate any patterns or concerns.

Completed up-to-date risk assessments will be needed for each child 5 days before the meeting. Actions will be agreed and distributed within one week of the meeting and will continue to be reviewed at each meeting until the risk has reduced.

The storing of any information/documentation is the responsibility of each agency in line with their GDPR and safeguarding record keeping.

Governance

Accountability / Governance

The governance of the group will be City of York Safeguarding Children Partnership Child Exploitation sub group.

Reports and updates of the project will be taken to the sub group at their request.

The evaluation of the group will be conducted after an initial six months and shared with the York safeguarding Children partnership Child Exploitation sub group.

Confidentiality

Information shared and strategies agreed by this meeting are strictly confidential.

Agencies are reminded that minutes should be kept in a way that protects information about the individual under discussion from unauthorised or inappropriate access or disclosure.

The Minutes of this meeting must not be photocopied or the contents shared outside of the meeting without the agreement of the Chair of the meeting.

Agreement will be reached within the meeting on how confidential information can be further shared with the subject of the meeting and within each agency.

Consent

Information sharing is essential for safeguarding and promoting the welfare of children and young people. This protocol follows the 7 golden rules to information sharing when considering concerns about a child/individual – Necessary, proportionate, relevant, adequate, accurate, timely and secure.

Information discussed by the Group will be shared with consent unless a professional judgement has been made that there is a lawful basis to dispense with consent, i.e. where safety may be at risk such as keeping an individual or child safe from neglect or physical, emotional or mental harm, or if it is protecting their physical, mental or emotional well-being. The overriding consideration of the group is whether sharing information is likely to support the safeguarding and protection of a child.

Pathway flowchart

Children and Young People Part 1 a) and b)

Completed CSE/CCE risk assessment agreed and signed off by service manager and then sent Via Mosaic to CSE/CCE coordinator.

Perpetrators Part 2

Referring agency uses information sharing form to send any details of concerns to NYP.

<https://www.saferchildrenyork.org.uk/cyscp-1/report-concern-child-young-person>

Business support sends names over to Chair 5 **working days** before next planned MACEM meeting.

NYP send details of Perpetrators to be discussed or CAWNs for review 5 days before next planned MACEM meeting.

Chair to securely circulate list of children, young people and perpetrators to the MACEM group 5 working days prior to planned meeting. Along with any outstanding actions from last MACEM.

Meeting

The group meets as set out in ToR. The group:

- Reviews agreed actions
- Shares information as appropriate to consent and risk.
- Clearly identifies actions, owners and timescales.
- The group itself does not case hold.

Business support send action points to chair for review and distribution to MACEM members.

Useful information

Risk and Assessment Management Meeting Terms of Reference.

[National Referral Mechanism One Minute Guide](#)