

City of York

Safeguarding Children Partnership



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Multi-Agency Risk Assessment Meeting (RAM) Terms of Reference



Title	Risk Management Meeting (RAM) Terms of Reference
Version	Version 2.0
Date	11/10/21
Author	Sara Sherwood/ Rose Howley

Update and Approval Process			
Version	Group/Person	Date	Comments
Version 1	Sara Sherwood (SS) Rose Howley (RH)	16/08/21	
Version 2	Sara Sherwood (SS) Rose Howley (RH)	11/10/2021	Update to include feedback and comments from partners

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Reviewing Officer	CYSCP Business Unit



Introduction

The multi-agency Risk Assessment Meeting (RAM) has been established to assess and review children open to the City of York Council's Children's Service where a risk of Child Sexual Exploitation/Child Criminal Exploitation. (CSE/CCE) or Trafficking has been identified; and/or where there are concerns about children or young people who have been missing from home, care or education.

The RAM will also consider children and young people, who are in the care of other Local Authorities and are placed in the City of York Council area.

The RAM will be a multi-agency tactical approach to risk management the sharing of information about, and safeguarding of, children and young people who are vulnerable to any form of exploitation. The term Children Vulnerable to Exploitation (CVE) will therefore be used.

The RAM is designed to provide a weekly operational, integrated and proactive response and planning to CVE and missing from home.

Purpose and scope

The RAM is responsible for the oversight of risk management and intervention where children and young people have been identified as being CVE.

These children and young people will be: children in need, children who are the subjects of child protection plans; children in care; care leavers. Children who are missing from home and in some cases children who have an early help assessment/ plan.

The RAM is a weekly multi-agency meeting designed to provide a tactical and operational planning meeting, to respond to the risk assessment, and to enhance risk management. The RAM will sit under the wider MACEM, and is not to duplicate or replace statutory safeguarding and children in care processes.

The purpose of the RAM is to:

- Discuss new referrals (completed Exploitation Risk Assessments) made to the City of York Council's Exploitation and Missing Team within Children's Social Care.
- Review on a regular basis all cases where children and young people have been assessed at risk of Exploitation until there is a reduced risk.
- Share information collaboratively between agencies in order to assess the level of risk.
- Agree the level of risk – i.e. High, Medium or Low.
- Agree the suitability of an NRM referral. The City of York and North Yorkshire are currently taking part in a pilot of devolved decision making, which means that making the decision about whether a child has been subjected to modern slavery or human trafficking sits with the local decision making multi-agency NRM panel.
- The aim of the panel is to ensure there is consistent multi-agency decision-making and robust planning in respect of children who may be subjected to Modern Slavery. The panel will take place twice a week on a Monday (City of York) and a Friday (North Yorkshire).

- Ensure any immediate safeguarding measures have been taken to protect the child/young person and that safeguarding procedures have been followed.
- Review the missing from home interviews and identify those who are most at risk due to vulnerabilities or then number of missing episodes/locations found.
- Ensure that Risk Assessments are completed, reviewed and updated.
- Facilitate direct interventions and promote the safety, protection, health and well-being of children who are at risk of exploitation.
- Plan and monitor interventions which reduce the risk of harm.
- Identify alleged perpetrators of Child Exploitation and establish the potential risk they pose to others.
- Identify links between victims and perpetrators so that mapping can be undertaken.
- Reduce the number of children and young people vulnerable to Exploitation.
- Improve agency accountability and provide a clear audit trail.
- Improve support for staff involved in cases of Child Exploitation.
- Escalate high and medium risk cases to the monthly to the wider Multi-Agency Child Exploitation Missing group (MACEM).
- Identify trends, resource requirements and gaps in resources and feed these into the monthly MACEM group and any other appropriate Panels.

Membership

In order for the meeting to be quorate there must be representation from the three statutory partners (Local Authority, Police and Health). Education and Youth Justice are also required. The child's social worker and or Youth Justice worker will also be invited. As this meeting is a tactical meeting which also looks at Intel and mapping of children and links with perpetrators. Themes and local areas of risk it is important that regular attendees are in place.

Membership is as follows:

- North Yorkshire Police (Chair)
- Service Manager responsible for the Missing and Exploitation Team, Children's Social Care, City of York Council
- Health Rep who is able to provide link for Sexual Health and A&E attendance information
- Youth Justice Service
- CYC Education services
- Practice Manager Targeted Intervention (Early Help)
- Volunteer and Trusted Relationships Service

The RAM meeting will co-opt members from the partnership or relevant agencies when discussing specific cases where there has been agencies involvement i.e. in relation to mental health and or substance misuse.

The RAM process

The multi-agency RAM will be held virtually on a weekly basis on Monday mornings. The meeting will consider children and young people who have been identified as being CVE. These will either be new referrals to the Children's Exploitation and Missing Team, Children's Social Care, or will be reviews of Children previously heard at the RAM. Cases adopted will be discussed until the risk has reduced.

- At any time, any professional involved in the team around the child can request that a case returns to the RAM for review.
- RAM members will be expected to bring information from their organisation regarding the children and young people to be discussed.
- Case accountable social workers or their Team Managers will be invited to attend or be available for a telephone conference, as will the Exploitation Social worker or Return Home Interviewer involved.
- A separate report will not need to be provided to the RAM. The existing risk assessment, will be considered; alongside the child's plan (child in need, child protection or care plan for children in care or early help assessment).
- All professionals involved with individual children and young people will be invited to participate in the RAM. Where attendance is not possible, their information will be sought in advance.
- The views of Independent Child Protection Conference Chairs and Independent Reviewing Officers (IRO's) will also be sought prior to the meeting. Where deemed necessary, they will be asked to participate.
- In terms of the attendance of the participants who make up the core membership, the agenda will be designed to enable them to attend only for the part of the meeting relevant to them (e.g. the Corporate Parenting Team for the children in care who are not open to the Exploitation Team).
- New cases will be heard at the next RAM i.e. within a week of referral.
- High risk children will be reviewed on a weekly basis. All other children will be reviewed at a minimum of every 6 weeks. However, each case will have a review date set which is appropriate for the individual circumstances of the child/young person.
- The level of risk will be agreed by partners and each agency will update its records.
- From the RAM a timescale will be set for completion of an updated Risk Assessment. The plan of intervention will also be agreed and reviewed by partners to ensure a timely response.
- A case note will be added to the Child's Social Care record at the meeting it is expected that any decision to share information to wider partners at the MACEM will be decided at the meeting.
- Any Child who requires escalation in terms of safeguarding procedures (requirement for a strategy discussion) will be raised with the appropriate manager as a matter of urgency and will be monitored by the manager and allocated social worker.

Governance and accountability

Each agency maintains its own lines of governance and accountability.

The RAM process is to ensure a weekly tactical approach to children who go missing from home and children vulnerable to exploitation. To consider contextual safeguarding, mapping and the ability to identify perpetrators and local areas of concern. To ensure CSC, Police and health agree actions to be taken and is accountable to the monthly MACEM.

The MACEM is a wider operational group which sits under the City of York Children Partnership (CYSCP) Child Exploitation Subgroup which is responsible for providing strategic oversight and scrutiny of these meetings.

The MACEM meeting provides quarterly updates to the Child Exploitation meetings including information pertaining to data, Trusted Relationships Project and good practice examples.

Information sharing and confidentiality

The [Information Sharing Protocol](#) of the City of York Council Safeguarding Children Partnership applies.

Every conversation starts with a Child'. As a Partnership it is very important that we continue to seek assurance from our partners that Children and Young People are at the forefront of every conversation.

The CYSCP will continue to recognise the voice of the child throughout all aspects of the work therefore, the voice of the child should be considered at each RAM meeting.

The RAM is a professionals' meeting to ensure children are safeguarded from the harm of child exploitation and although members are keen to work in partnership and co-produce a response with children, consent from children, young people or their families will not be sought. Participants are bound by their organisations confidentiality requirement and also the information sharing protocol.

Useful information

[CYSCP Contextual Safeguarding webpage](#)

[CYSCP Exploitation Guidance](#)

[CYSCP MACEM Terms of Reference](#)

[National Referral Mechanism One Minute Guide](#)