

**City of York Safeguarding Children Partnership (CYSCP)  
Child Exploitation Risk Assessment Panel Meeting  
Terms of Reference  
January 2025**

### **Voice of the Child**

'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 Partnership will continue to recognise the voice of the child throughout all aspects of the work therefore, the voice of the child should be a standing agenda item at each of the CYSCP meetings.

The Partnership are committed to understanding the lived experience of children and young people and as a result have developed a ['Voice Pledge'](#) which was developed to use within meetings.

This pledge is based on the four general principle articles of the United Nations Convention on Rights of the Child (UNCRC).

These are as follows:

- Non-discrimination (article 2)
- Best interest of the child (article 3)
- Right to life survival and development (article 6)
- Right to be heard (article 12)

### **Purpose/Functions**

The Child Exploitation Risk Assessment Panel Meeting has been developed as part of the overarching [CYSCP Child Contextual Safeguarding Strategy](#) and in line with children at risk of, or experiencing, harm outside the home<sup>1</sup>, Working Together (2023).

The Child Exploitation Risk Assessment Panel Meeting is a multi-agency decision making panel which will be responsible for the following:

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<sup>1</sup> It is often referred to as 'extra-familial harm'. Harm can occur in a range of extra-familial contexts, including school and other educational settings, peer groups, or within community/public spaces, and/or online

- Review of exploitation assessments of children and young people that have been completed by either Police or Children's Social Care taking into account multi-agency information.
- Determine/agree whether a child or young person is deemed at risk of Child Sexual Exploitation/Child Criminal Exploitation and where applicable agree as a multi-agency partnership a risk status/adopted (High/Medium/Low).
- Where a child or young person has been given a risk status/adopted by the Panel; this will be reviewed regularly until the risk has been reduced. The following timescales will apply (these are in line with statutory timescales)
  - **High Risk Status:** The risk level will be reviewed **every 4 weeks**
  - **Medium Risk Status:** The risk level will be reviewed **every 8 weeks**
  - **Low Risk Status:** The risk level will be reviewed **every 12 weeks**

***If there is an urgent need to review the status such a new information becoming known then the case will be heard at the next available Panel meeting.***

- Review missing from home/care episodes where there is a risk of exploitation and/or the young person has been adopted by North Yorkshire Police as a priority missing (5 episodes in 30 days).
- To agree suitability of referrals to [NRM](#), [St Giles SoS](#) + and [Ivison Trust](#).
- Where during discussion in the meeting take place and a potential perpetrator/location is identified then an action should be raised to submit this information via the Police/Partnership intel form so that this can be fed into Child Exploitation Disruption Meetings.
- Where immediate safeguarding concerns have been identified, the Chair will escalate to the allocated worker and their Manager who is responsible for the case.

## **Role of the Independent Scrutineer**

The Independent Scrutineer will ensure that local multi agency safeguarding arrangements operate effectively and provide assurance to the City of York Safeguarding Children Partnership (CYSCP) and that all relevant organisations and agencies co-operate to safeguard and promote the welfare of all children in the City of York.

The Independent Scrutineer will provide objective scrutiny, constructive challenge, appreciative inquiry and assurance in judging the effectiveness of local multi-agency arrangements, including arrangements to identify and review serious child safeguarding practice reviews. As part of this the Independent Scrutineer will Chair CYSCP Executive meetings.

To work independent of, but closely with the statutory lead safeguarding partners as set out in Working Together 2023, namely the:

- Chief Executive City of York Council
- Chief Executive NHS Humber and North Yorkshire Integrated Care Board
- Chief Constable North Yorkshire Police

(or delegated safeguarding representatives) of the safeguarding partnership, ensuring effective implementation of all agreed functions including statutory functions within statutory timescales and responding to local identified priorities.

## Membership

The Child Exploitation Risk Assessment Panel Meeting will be chaired by Child Exploitation Service Manager, Children's Social Care.

Core Membership of the Panel will include:

- North Yorkshire Police Exploitation and Missing Team
- Children's Social Care, City of York Council
- York and Scarborough Teaching Hospital Foundation Trust (YSTHFT) to include Sexual Health and ED attendance
- Youth Justice Service
- Education Service Rep (consideration how to include specific schools)
- Volunteer and Trusted Relationship Service
- CAMHS
- Drug and Alcohol Service
- St Giles SoS +
- Ivison Trust
- Healthy Child Service

The Child Exploitation Risk Assessment Panel may co-opt members from the partnership or relevant agencies to attend the Panel Meeting when deemed appropriate to do so.

## Attendance from the Child or Young Person's Allocated Worker

In order for a child or young person to be considered by the Child Exploitation Risk Assessment Panel Meeting, there will be an expectation for the allocated worker to complete the relevant paperwork by 12pm on the Thursday prior to the meeting and attend the meeting. Where the allocated worker is unable to attend then an appropriate representative who has been appraised has to attend in their place.

## Quoracy

In order for the meeting to be quorate there must be representation from the three statutory partners (Local Authority, Police and Health). Where a member is unable to attend a deputy must be identified who can make decisions on behalf of their organisation.

## Governance

- The Child Exploitation Risk Assessment Panel Meeting will meet weekly virtually via MS Teams every Tuesday and the meeting will last for 2 hours.
- All Exploitation Assessments and Child Exploitation Risk Assessment Panel Meeting forms will need to be submitted by 12pm on Thursday. It is the responsibility of the social worker/practitioner to submit these. If the case is priority missing ONLY, then this is the responsibility of North Yorkshire Police.
- Children's Social Care Business Support Hub are responsible for arranging all of the meetings a year in advance.
- Children's Social Care Business Support HUB to maintain the Child Exploitation Risk Assessment Panel Meeting case tracker to track cases that need to return to future meetings (High cases return in 4 weeks, medium cases return in 8 weeks, low cases in 12 weeks).
- Children's Social Care Business Support Hub will set the agenda for the following week immediately after each meeting with both the Child Exploitation Risk Assessment Panel Meeting chair and representative from North Yorkshire Police.
- Children's Social Care Business Support Hub are responsible for ensuring that the agenda and papers are circulated following the Thursday 12pm deadline prior to the panel meeting on the Tuesday.
- Children's Social Care Business Support Hub are responsible for live minutes of the meeting, updating the case tracker and circulating the minutes no later than 5pm that same day.

- Children's Social Care Business Support Hub are responsible for uploading the completed Child Exploitation Risk Assessment meeting form to each child's mosaic record as a case note following the meeting.
- Children's Social Care Business Support Hub are responsible for contacting the Integrated Care Board (ICB) safeguarding admin team following the last Child Exploitation Risk Assessment Panel Meeting of every month with a list of all High, medium, removed or change of status to low risk, and out of area cases.
- The ICB safeguarding admin team receiving the above notification are responsible for adding a flag onto the health system for children and young people with an exploitation risk status.
- All agencies who attend the meeting ensure that children's records are updated to reflect the discussions/actions/agreed risk status.
- An email distribution list will be created, and information will be shared electronically to members.
- Information submitted by agencies is not to be shared with anyone outside of the meeting without prior consent from the Chair.
- All agencies who receive information must ensure that this is held within a secure file and must adhere to Confidentiality and Data Protection legislation.
- The terms of reference and the chairing arrangements will be reviewed annually.