



## **CYSUR: The Mid & West Wales Safeguarding Children Board**

### **Multi-Agency Child Sexual Exploitation (M.A.C.S.E.) Meeting**

### **Terms of Reference**

APPROVED October 2017

## Background

In accordance with national standards the four county areas have adopted strategies to address the issue of Child Sexual Exploitation (CSE).

In Dyfed-Powys Police a CSE Coordinator has been appointed to review and manage the dissemination of risks identified in 'Sexual Exploitation Risk Assessment Framework' (SERAF) documents. This categorises children into '*Significant Risk*,' '*Moderate Risk*,' '*Mild Risk*' and '*Not at Risk*. Intelligence reports in relation to CSE are reviewed, created and disseminated by the Coordinator, to ensure front line officers are aware of concerns. The Coordinator currently undertakes risk assessments in relation to suspected or known perpetrators to identify level of risk and deploy appropriate disruption strategies.

The CSE Coordinator was commissioned by the CYSUR CSE Task and Finish Group to research how other areas undertook Multi Agency Child Sexual Exploitation Meetings. This group could then consider the most option for the CYSUR region.

On Monday the 13<sup>th</sup> of June the research and proposals were discussed by the CSE Task and Finish Group.

It was agreed that the proposal set out in this document would inform Local operational Groups in each area for views.

A finalised view for each area in adopting this proposal would be presented to the CYSUR Executive Board.

The CYSUR Executive Board ratified and approved this document in October 2016.

## What is a Multi-agency Child Sexual Exploitation Meeting (MACSE)?

MACSE meetings are intended to provide a framework to facilitate regular information sharing and action planning to address both victims and perpetrators of Child Sexual Exploitation (CSE). The meetings will provide a forum to monitor CSE cases of '*Significant*' and '*Moderate*' concern that have been highlighted by the Police and/or Children Services and partnership agencies to.

MACSE will not replace or supersede current policies or procedures in relation to safeguarding, nor will it singularly address the sexual exploitation of children. MACSE should be followed in conjunction with current safeguarding procedures.

No delay should be encountered or incurred in dealing with CSE concerns whilst awaiting the next MASE meeting. Prompt and positive action to protect children from CSE should be the priority for all agencies and the MASE meeting will serve as a quality assurance process to ensure that measures are undertaken and co-ordinated.

## MACSE meeting objectives

MACSE is intended to facilitate discussions focussed on those children and young persons who have previously been identified at '*Significant*' or '*Moderate*' risk of CSE. The objective of meetings will be;

- Coordination of all partnership agencies to enable the best working practices to be employed for the benefit of those affected by CSE.
- To facilitate the accurate recording and sharing of current information for individual cases amongst partnership agencies.
- To encourage discussion concerning the use of appropriate legislation to protect the victim and disrupt the offender(s).
- To ensure that any agreed action that is taken or strategy that is employed is appropriately recorded, coordinated and reviewed.
- To identify particular Offenders, links, locations, offending patterns for comparison with known victims and ongoing cases/investigations.

The responsibility for implementing agreed action rests with the nominated agency. It is not transferred to the MACSE group. MACSE meetings will facilitate the evaluation, monitoring and reviewing of effective information sharing which will enable appropriate action to be taken in responding to the individual needs of children and young people deemed at risk of CSE who continue to provide ongoing concerns for professionals.

MACSE meetings must not be used to refer cases for the first time and agencies must follow the All Wales Child Protection Procedures. This is to ensure that immediate safeguarding is assessed and undertaken. MACSE meetings are not the forum for full case management discussion. These should be held within Initial or Review Strategy or Supervision meetings.

Cases for discussion should be circulated to those attending MACSE meetings in advance and all attendees should be prepared to discuss cases from their agencies' perspective. MACSE meetings are expected to provide clarity to all of the attendees of the expectations of agencies to enable the swift implementation of strategies and action plans.

## The Governance of the MACSE meeting

The governance of established MACSE partnerships in England and Wales is held by Police or Social Care, or a mixture of both. It is suggested that the governance of MACSE in the CYSUR Regional Safeguarding Children Board area remains with the Local Authority Children's Services and is chaired by a manager from that department. This would be in line with current arrangements in respect of strategy meetings which are chaired, coordinated and administrated by Children's Services in line with the All Wales Child Protection Procedures.

The rationale for this is that the child, by the nature of their referral to the meeting, will be an 'open case' for social care but not necessarily the subject of an ongoing police investigation.

The MACSE meeting should provide CYSUR with performance management information concerning the volume of cases, emerging patterns and performance of individual agencies. The Chair will require support from an appointed MACSE Coordinator to manage the administrative needs of the meetings.

### **Role of MACSE coordinator**

The MACSE Coordinator will manage the structure and administrative needs of meetings, which will include;

- Receiving and disseminating all MACSE referrals/nominations
- Preparing the agenda for monthly meetings (to be distributed four days prior to the meeting taking place)
- Constructing a time table for cases to be discussed during meetings.
- To record minutes and actions for meetings.
- To submit minutes and actions for approval of the Chair.
- To maintain a log of actions for reference/review at subsequent panel meetings.
- To update a spreadsheet record of all cases due for review

### **The role of the Chair**

The Chair's role is to provide a structured framework for the meeting, to prioritise cases and to ensure a robust multi-agency risk management plan is created. The Chair should ensure the following;

- All agencies are represented at the appropriate managerial level. If not, a report should be provided to CYSUR.
- All members are given the opportunity to engage and contribute to the meeting.
- The sharing of information between agencies in accordance with current guidelines and to ensure information is accurately recorded on agency data bases.
- Raised actions are collated and addressed expeditiously.

- The meeting is conducted at the appropriate level and focused on achieving the agreed objectives.
- Agree with partner agency representatives the frequency of the MASCE meeting in accordance with local demand

### **MACSE membership**

The statutory membership **will** include;

- Children's Social Care from the authority where the child is living
- Probation (NPS) Youth Justice Service Team (YJPS)
- Police
- Health
- Learning Services

In line All Wales Child Protection Procedures recommendations regarding core members at strategy meetings.

Other agencies for consideration based on the individuals discussed;

- IOM
- Housing/ Hafan Cymru
- Probation (CRC)
- Mental Health care providers
- Drugs/ alcohol teams
- Women's Aid/ Black Association of Women Step Out (BAWSO)
- Care Homes
- Appointed Advocates
- Victim Support
- Agencies/services brought to support the victim (e.g. Advocates)

### **MACSE referral criteria and process**

The following are examples of case criteria that would be discussed at MACSE;

**Cases where the SERAF score has indicated a Significant or Moderate level of risk**

**Perpetrator referrals** – it is anticipated this would primarily be conducted by the police, where there are concerns regarding individual offenders or Organised Crime Groups (OCGs) and further information is sought to identify potential victims to progress action planning.

**Note:-** A '***Suspect Prioritisation Assessment Tool***' is being considered with a view to providing an assessment on the threat level presented by individual offenders.

The cases held and discussed should be known to both police and social care prior to MACSE meetings taking place.

The nominated social worker or lead professional should refer a nominal to the MACSE forum. Nominations will be collated by the MACSE Coordinator. Referral documents will include background information, any actions previously taken and identified risks to which the child is exposed.

## The proposed MACSE Agenda

The following format may be considered by the Chairperson;

**1. Introduction**

*Include introductions and confidentiality statement  
Reminder to be victim focused, based on facts not opinions*

**2. Actions from previous meeting**

*Chair / Coordinator to query any particular problems with completing actions agreed from previous meeting*

**3. Introduction of individual case**

*Chair to introduce details of persons involved in case to be discussed*

**4. Summary of case**

*Referring agency to be invited to provide details of case to be discussed*

**5. Victims views**

*Social care/supporting agency to be invited to disclose views of victim*

**6. Police information**

*The PVPU representative will be invited to provide additional factual information regarding victim or perpetrator, including update on any ongoing investigation or operation and summary of previous incidents.*

**7. Other agency information**

*Representatives will be individually invited to share any relevant and CURRENT information that will add to the identification of risk.*

**8. Summary of risk identified**

*Chair to summarise risks identified through information sharing and seek agreement from representatives. This is suggested by the completion of a new SERAF, based on up to date information at the meeting.*

**9. Actions identified to manage risk**

*The Chair will invite representatives to **offer** actions to manage identified risks.  
(Agreed timeframes are essential).*

**10. Agree**

*The Chair will invite any other comments from representatives. Risk management plans will be agreed and signed by each rep.*

*11. Any emerging or identifiable patterns or locations or sources of risk and agreed actions by agencies to address.*

Perpetrator referrals would be discussed at the conclusion of the victim meeting.

This list would be prepared and disseminated by the Police. It is proposed that the Police could lead these discussions.

## **Case Closure**

Individual victim cases will be closed when all partner agencies are in agreement that the identified risk/s have reduced or removed and normal management processes are in place.

The Perpetrators discussed will not be subject of review.

## **Suggested Information Sharing Protocol**

Information will be shared at the MACSE meeting under an agreed Information Sharing Protocol (a confidential declaration shall be read out and signed at each meeting) and in line with any relevant agency policies. Future development may require a WASPI.

All MACSE members will ensure that personal data is clearly marked and securely retained by authorised personnel in line with national guidelines. Access to such material will be limited to authorised staff.

Only accurate information that is directly relevant to the safety of the child or Perpetrator should be shared.