

# PPR.C.

Person Posing Risk to Children

## West Midlands Region

### Multi-Agency

## Good Practice Guidance Manual

October 2009

## **Introduction**

This West Midlands Region Multi-Agency Good Practice Guidance Manual has been produced jointly by the services that are engaged in working to reduce risk to children across the region; and has the support of key multi-agency staff who are involved in child and public protection.

The work on the Manual began in January 2006. It was initiated in response to the document '*Guidance on Offences Against Children*', itself generated by a national multi-agency working group responsible for reviewing Schedule One arrangements. The Schedule One arrangements had originated with the Children and Young Persons Act 1933. '*Guidance on Offences Against Children*' suggested that the term 'Schedule One' be replaced with a new term: 'a person identified as presenting a risk, or potential risk, to children'.

The introduction of this change at a national level provided an opportunity to review and improve how services in our region work together to reduce risk to children; and specifically to improve communication between services.

The working group clearly defined how we work to assess risk to children and developed systems to improve how we communicate that risk. The work encapsulated in the manual represents a move away from the mechanistic notification system associated with Schedule One arrangements to a dynamic process that recognises the contributions made by different services. The manual itself presents standardised forms for communication to improve practice.

At the launch it was agreed that the manual would be reviewed within its first twelve months and this was been done March – September 09. The review has been overseen by representatives from all relevant agencies across the West Midlands Region supporting a small working group lead by Tina Wakfer, Birmingham Assistant Head of Safeguarding.

The Guidance Manual is a significant achievement and is testimony to the degree of commitment within the region to improve the way we communicate and work together to protect children. This re-launching of the manual through Local Safeguarding Boards is accompanied by relevant briefing materials to support a local role out of the guidance across the responsible agencies ensuring awareness and compliance.

Nigel Byford  
Assistant Chief Officer - West Midlands Probation  
Chair of PPRC Review Group. September 2009

# Persons Posing a Risk to Children: West Midlands Region Multi-Agency Good Practice Guidance Manual

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## 1 Purpose and Principles

This guidance primarily relates to the identification, assessment and management of individuals who have committed offences against a child and have received a caution or conviction for that offence. It also applies to those who have committed an offence against a child but where no formal conviction has been secured.

This Guidance has been developed to clarify how and when services communicate with each other about individuals assessed as posing a risk to children and it aims to provide guidance on the role and responsibility of each agency within the process of identification, referral assessment and management of those individuals.

This Guidance recognises that assessment of risk posed by an individual to a child or to children is not solely about conviction. Convictions alone do not define ongoing risk. Assessment of risk posed by an individual needs to take into account a wide range of factors including the age of the offender, the circumstances of the offence, their attitude towards their offence and their victim as well as any history of relevant offending.

The guidance recognises that where acts of criminal behaviour, particularly those involving serious violence or substance misuse, which are perpetrated by an individual who is a parent or carer of a child but not perpetrated against a child but may cause concern for a child's welfare. Assessment in these circumstances may be required as to how their criminal behaviour impacts on their parenting capacity. Where these concerns exist then a referral for assessment should be made in line with the local authority's Safeguarding Children arrangements.

**The table below clarifies the key principles underpinning the manual and which determine when communication and referral is required between services and when it is not.**

Category	Definition	Action
<ul style="list-style-type: none"> <li>• <b>Conviction or Caution for an offence against a child</b></li> <li>• <b>No ongoing risk to children identified</b></li> </ul>	Someone who has a relevant conviction against a child but where assessment is that they do not continue to pose a risk to children.	In these cases no notification to Children's Social Care is required. Instead detail of the conviction and assessment conclusion will be recorded on Probation / YOS / Prison records with statutory management of the offender undertaken as required.
<ul style="list-style-type: none"> <li>• <b>Conviction or Caution for an offence against a child</b></li> <li>• <b>Ongoing risk to children but NO identified child in contact</b></li> </ul>	Someone who has a relevant conviction against a child which indicates ongoing risk to children but there is no identified child in contact with the offender.	In these cases a PPRC2 referral marked for ' <b>Information Only</b> ' should be sent to Children's Social Care covering the address of the offender.
<ul style="list-style-type: none"> <li>• <b>Conviction or Caution for an offence against a child</b></li> <li>• <b>Ongoing risk to children confirmed and a child identified in contact with offender</b></li> </ul>	Someone who has a relevant conviction against a child which indicates an ongoing risk to children and where an individual child has been identified as being in direct or likely contact with the offender.	<p>In these cases a PPRC2 referral marked for '<b>Assessment Request</b>' should be sent to Children's Social Care covering the address of the child.</p> <p>The child's details must be identified in this referral.</p> <p>A separate PPRC2 referral for</p>

		<p>information should also be sent to the Children's Social Care covering the address of the offender should this be different.</p>
<ul style="list-style-type: none"> <li>• <b>No offences perpetrated against a child but;</b></li> <li>• <b>Other criminal behaviour, attitude or lifestyle of an individual indicates potential concern for a child's welfare and;</b></li> <li>• <b>Person identified as parent or carer or with significant child care responsibilities</b></li> </ul>	<p>Where those working with adults and children are concerned by the actions or behaviour of an individual which indicates potential concerns for a child's welfare; for example where there is alcohol or drug misuse by an individual or significant violence against adults and where the perpetrator of this concern is a parent or has a significant degree of care or contact with children then an assessment may be required as to the impact on the persons parenting / caring capacity in relation to the welfare of child.</p> <p>This person will not be identified as a PPRC as they have not committed an offence against a child.</p>	<p>In these cases a referral under section 47 of the Children's Act 1989 should be made to the Children's Social Care duty office covering the address of the identified child.</p> <p>Each Local Authority will have an interagency referral form for use in this process and this should be used.</p> <p>The person identifying the cause of concern is responsible for making or ensuring a referral for assessment is made</p>

# ASSESSMENT TOOLS

## Tools for Assessment in Probation, Youth Offending & Prisons

- OASys & ASSET
- OASys & Safeguarding Children

## **Assessment of Risk to Children in Probation and the Prison Services; and Youth Offending: OASys and ASSET**

### **(i) OASys**

OASys (Offender Assessment System) is the primary assessment tool for both the Probation and Prison Services.

OASys is used with offenders aged eighteen and over, and:

- forms the basis for sentence planning
- informs MAPPA and other public protection processes
- determines and tracks interventions to reduce risk and support rehabilitation
- indicates need for specialist assessment
- underpins other risk assessment processes in custody

Crucially, OASys incorporates assessment of risk to children. Identification of risk to children is included in both the Risk of Harm Screening and in the full OASys assessment.

Probation and Prison Services use OASys as the key indicator for identification of risk to children.

Where an offender is assessed on OASys as presenting a risk to children this will feed into the Risk to Children processes outlined earlier in this manual

### **Assessment of risk to children in the absence of OASys**

There are some offenders within custody who do not have an OASys. For those cases where OASys is not available, other information sources will be accessed by staff.

### **(ii) ASSET**

The over-arching document used in the Youth Offending Team setting is the ASSET document; an evidence-based document which indicates the risk of re-offending based on criminogenic factors (total score 0-48 maximum). This indicates low, medium and high risk of re-offending and may also trigger the need for a full risk of harm and / or risk of vulnerability document. The above will inform the intervention planning process.

The documents are also used in the public protection panel process for violent and sexual offenders and the PPO management process. The assessment also informs the PPRC (Persons who Pose a Risk to Children) registration.

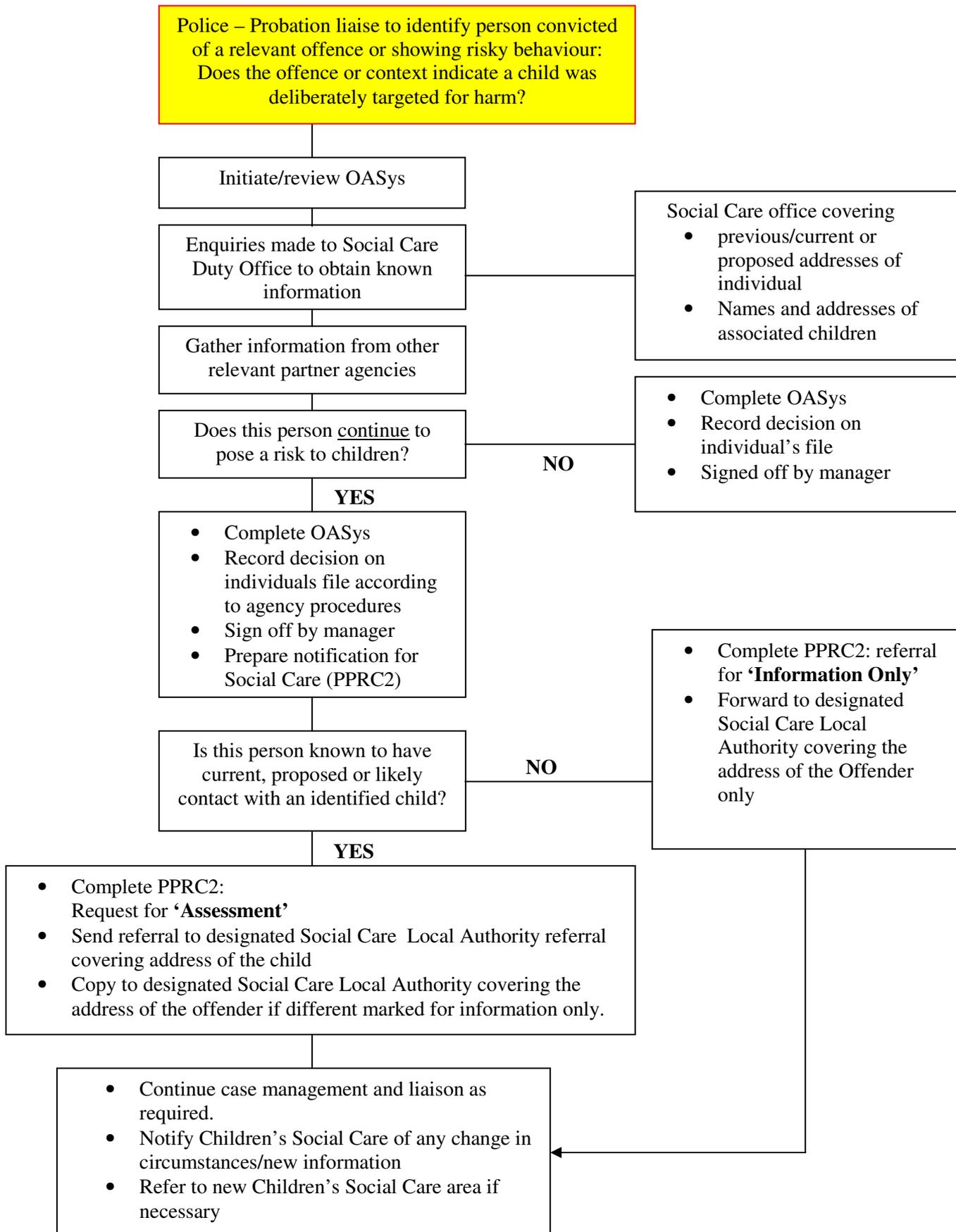


## **2. Service Processes & Assessments**

### **Probation Services**

- Identification & Notification Process Chart
- Assessment and Referral
- Re-referral

**Probation Services Identification & Notification Process Chart of Persons in the Community  
Who Pose a Risk to Children:**



**Please Note: Where an individual is transferring from YOS supervision into Probation caseload, the PPRC status should be reviewed as to continuing appropriateness by the receiving officer. Outcome to be notified to Social Care office covering address of offender.**

## **Referral to Local Authority Children's Services: Social Care.**

Probation will complete the assessment of risk posed by the individual and where the assessment concludes that the individual poses a risk to children then a referral will be made to the Local Authority Children & Families Services - Social Care.

Referrals to Social Care should be completed on a PPRC2 referral form marked either for "Information Only" or for "Assessment". The referral will be directed to the Local Authority: Social Care covering the address of where the child resides, where one is identified, and copied to the Local Authority where the offender is residing if different. Where there is no identified child, it should be sent to the Local Authority where the offender is residing. If the offender is of No Fixed Abode the referral should be sent to the Local Authority: Social Care area in which the offender is being managed by Police and/or Probation.

## **Changes in Circumstances and Re-referral**

Where there is a significant change in circumstances (e.g. release from custody or identification of a child now in contact) the Probation case worker should generate and submit a new PPRC2. The new referral should outline the change of circumstances and identify the appropriate referral. I.e. where there is an identified child an Assessment request referral must be made outlining the circumstances of contact with a child. Where there is no identified child for example the person has moved to a new area then a referral for Information only can be sent.

## **No Further Risk Identified**

In cases where an individual has been OASys assessed as no longer posing a risk to children, the details of the relevant offence and conviction will be retained as outlined in Probation Circular 87/2005.

In these cases an update of the assessment should be sent to Children's Social Care covering the address of the offender in order that their record can be updated.

## **PPRC or Section 47: Child Protection Referral**

The PPRC process is for managing individuals who have a conviction against a child or whose behaviour directed towards a child gives cause for concern.

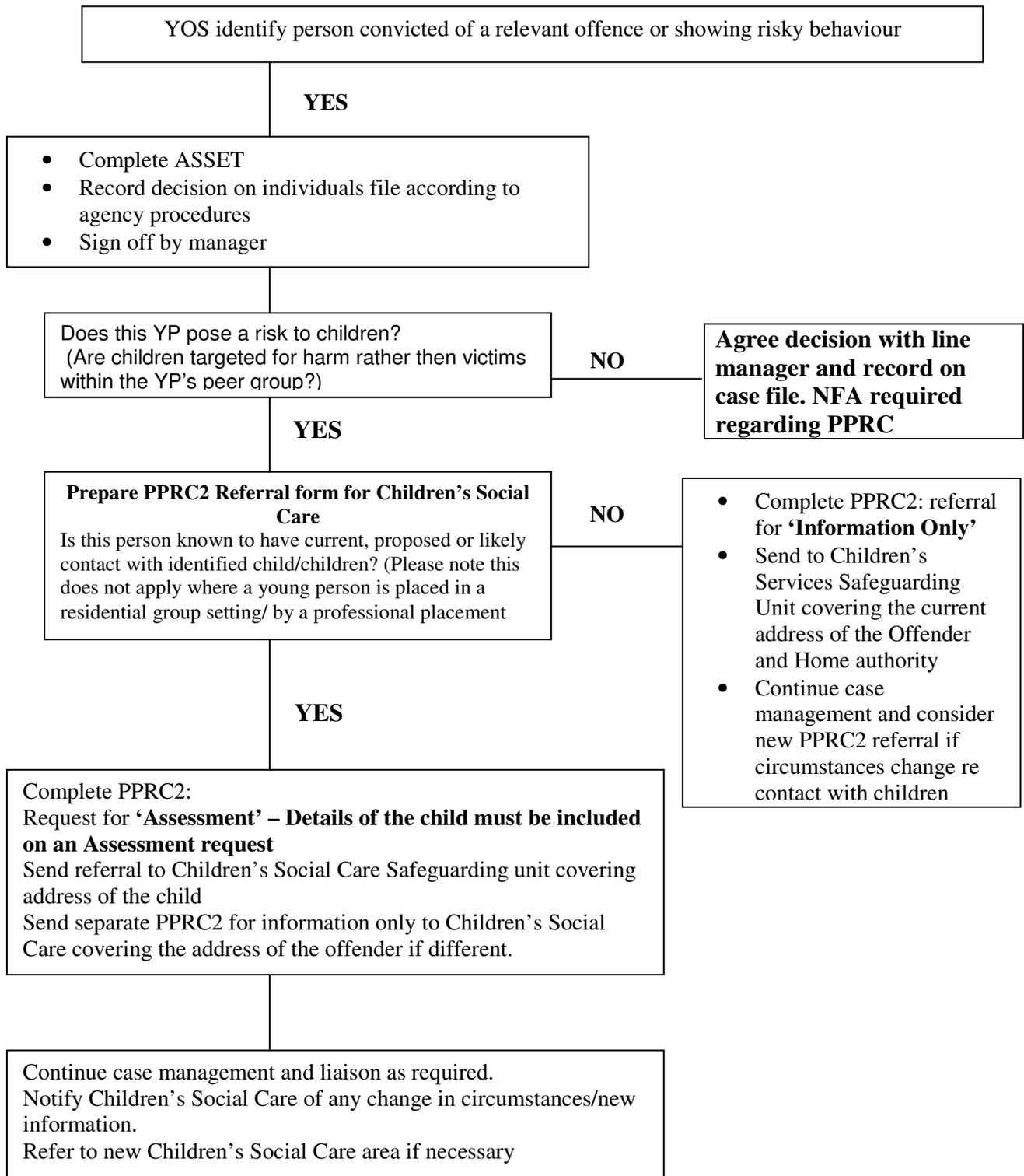
Where concerns are raised about the welfare and or safety of a child due to the criminal activity, behaviour or lifestyle of an individual but where no offences against a child have been perpetrated then the process for referral is the standard Safeguarding procedure in the local authority for the resident child. Most Local Authorities will have an interagency referral form for use.

### **3. Service Processes & Assessments**

## **Youth Offending Services**

- Identification & Notification Process Chart
- Assessment & Referral
- Re-referral

## Youth Offending Services Identification & Notification Process Chart of Persons in the Community Who Pose a Risk to Children:



### Re- Assessment of PPRC status and case transfer

**At the point of case closure re-assessment of risk to children should be undertaken. Where no ongoing risk is identified then a referral should be forwarded to Children Services to update their records.**

**Also where an individual is moving from YOS Supervision into Probation caseload, the key worker should ensure PPRC status is clear and indicated to ensure continuity in monitoring. At the point of transfer consideration should also be given to the reassessment of any on-going risk to children.**

## **Referral to Local Authority Children's Services: Social Care.**

Youth Offending Services will complete the assessment of risk posed by the individual using the ASSET tool. Where the assessment concludes that the individual poses an on-going risk to children then a referral will be made to Children Services Social Care.

Referrals to Children's Services should be completed on a PPRC2 referral form marked either for Information Only or for Assessment.

### **Referrals for Information**

Local Authorities are required to keep details of all persons with a PPRC status residing in their area. Therefore the PPRC referral notification should be sent to the Local Authority covering the address of the offender in **all** cases.

### **Referrals for Assessment**

Where referrals are for Assessment of risk to a child are made these should be directed to the Children's Services Social Care covering the address of the identified child and copied to the Local Authority where the offender resides for their information if this is different. A child's details must be identified within this referral with detail as to the context of the contact taking place or planned.

Where the young person is aged 18 or over and open to YOS with no fixed abode then the referral should be sent to the Local Authority area in which the offender is being managed by YOS and Police.

## **Changes in Circumstances and Re-referral**

Where there is a significant change in circumstances (e.g. discharge from a place of residential institution, change of area/address or identification of a child now known to be in contact with the PPRC) the YOS case worker should generate and submit a new PPRC2.

The new referral should again consider the change of circumstances and send the relevant new PPRC2 referral i.e. For Information or for Assessment.

## **No Further Risk Identified**

In cases where an individual has been ASSET assessed as no longer posing a risk to children, the details of the relevant offence and conviction will be retained as outlined in Probation Circular 87/2005. This decision will be shared with the Children's Social Care.

### **PPRC or Section 47: Child Protection Referral**

The PPRC process is for managing individuals who have a conviction against a child or whose behaviour directed towards a child gives cause for concern.

Where concerns are raised about the welfare and or safety of a child due to the criminal activity, behaviour or lifestyle of an individual but where no offences against a child have been perpetrated then the process for referral is the standard Safeguarding procedure in the local authority for the resident child. Most Local Authorities will have an interagency referral form for use.

## **2. Service Processes & Assessments**

# **HM PRISONS SERVICE**

- Identification & Notification
- Process Chart
- Notes to Process Chart
- Guidance to Reassessment of Persons in Custody Previously Identified as Posing A Risk to Children

## **Identification and notification for custody based services: HMPS**

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The Prison Service has a responsibility to identify prisoners in custody who pose a risk to children including young persons under 18 in custody.

The identification of a prisoner posing a risk to children can occur at any point during their imprisonment – regardless of their status as either a remand or convicted prisoner.

The notes below describe how staff within the prison service will go about identifying such prisoners, and how different departments within the prison work together to assess and manage the risk. The process is broken down into stages.

### **Assessment**

OASys and ASSET will often be the tool for assessing risk to children; but HMPS will also use many other sources of information to determine risk to children.

### **Management**

The management of an individual who presents a risk to children will often be through a multi-disciplinary Risk Management Team (RMT) which is in place in each of the prisons in this Prison area. The RMT usually includes the establishment's public protection co-ordinator, security, psychology and programmes staff, seconded probation, and other staff relevant to management of risk. The prison is able to monitor an individual's communication (letters, phone calls) to protect children where appropriate.

### **Notifications at Reception and Pre-release**

Where an individual has been identified as presenting a risk to children the relevant Prison establishment will:

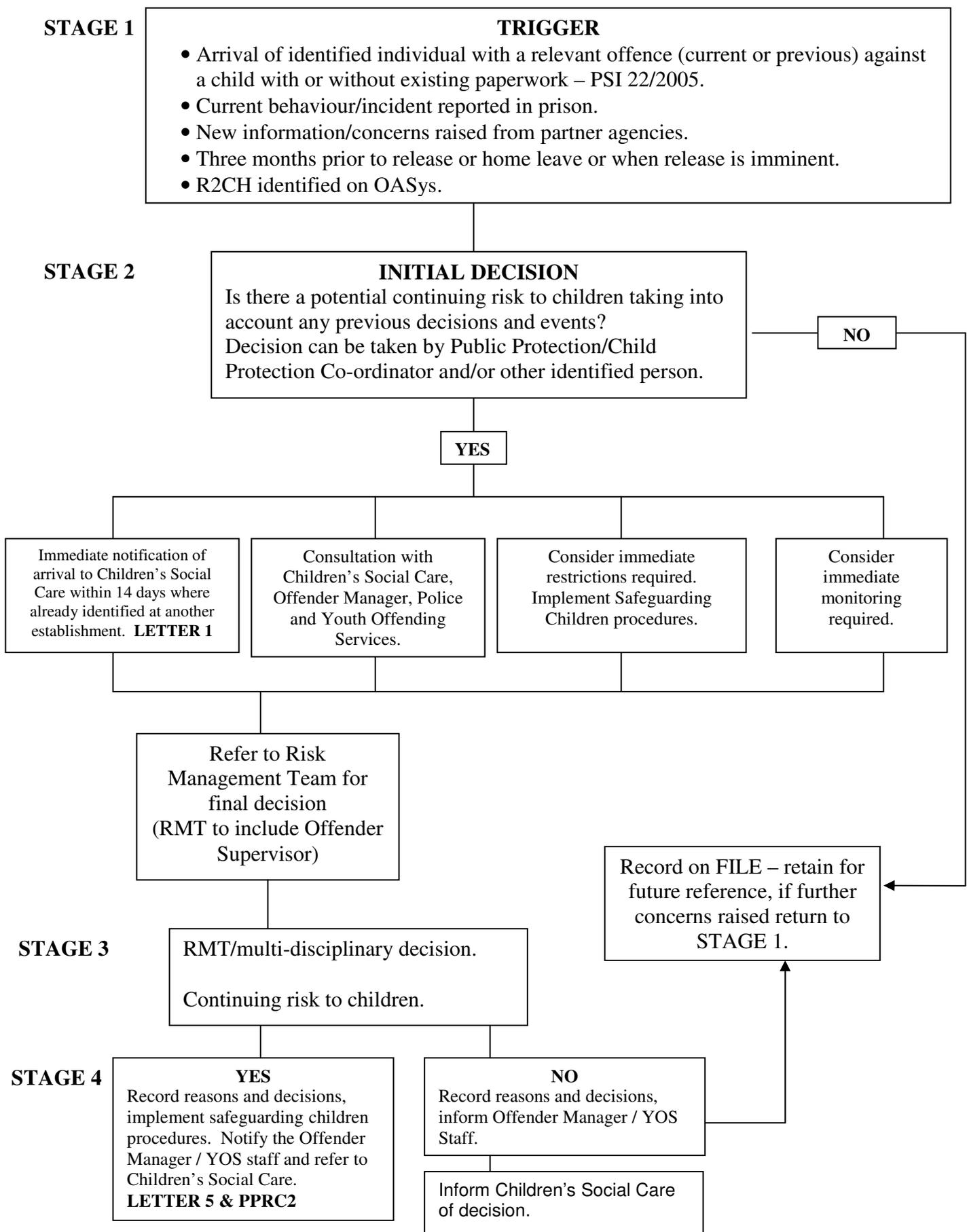
- Inform Social Care, the Probation Service and in the case of under 18s the Youth Offending Team, within 2 weeks of reception (letter 1).
- Inform Social Care, the Probation Service and in the case of Under 18s the Youth Offending Team, of all subsequent transfers (letter 2a/2b).
- Inform Social Care, the Probation Service and the Police at least 6 weeks before release and provide the release address of the offender (letter 4c).

### **Re-referral**

Where there is a significant change in circumstances (e.g. release or home leave from custody or identification of a child in contact with the PPRC) the Prison should generate and submit a new PPRC2. (letter 5)

The new referral should again consider the change of circumstances and send the relevant new PPRC2 referral. I.e. where there is an identified child an Assessment request referral must be made outlining the circumstances of contact with a child. Where there is no identified child for example the person has moved to a new area then a referral for Information only can be sent.

## Process Chart for the Management of Persons in Custody Who Pose a Risk to Children



**Please Note: Where an individual is moving from YOI into the Adult Estate, the key worker should ensure PPRC status is clear and indicated to ensure continuity in monitoring.**

## Notes to Process Chart

### STAGE 1

- This can occur at any point in the sentence
- It can be the result of minor or major incidents or behaviour
- If the paperwork has been completed elsewhere, check for accuracy and consider any new information
- Examples – drugs pass using children on visits, reported inappropriate behaviour in front of children, concern raised by OASys assessor, officer overhears conversation that concerns a child, photos of children found by Censors cause concern, new prisoner identified as continuing risk to children, OASys assessment completed by Offender Manager / ASSET by YOS staff.
- Where there is imminent release or a short sentence is imposed checks should always be made and action considered.
- **Always record decisions, reasons and who makes them.**

### STAGE 2

- If there is existing paperwork and there is identification as a risk to children, notify Children's Social Care and Offender Manager / YOS staff within 14 days (letter 1).
- Decision should always be shared.
- Undertake consultation with partner agencies
- Always seek further information/clarification if required
- Refer to other procedures if urgent and/or serious
- The question is as to whether it requires a formal multi-disciplinary decision
- **Always record decisions, reasons and who makes them.**

### STAGE 3

- The decision to be made is whether the person is considered a 'continuing risk to children'
- Make sure that you have a multi-disciplinary team including the Offender Supervisor to ensure the Offender Manager's view is represented
- Include those in the prison with skill and expertise in this area
- Always consider consulting with Children's Social Care and if there is current involvement of a social worker or in very high risks cases involve Children's Social Care if possible in your meetings
- Ask yourself whether you have sufficient information – do not make a decision until you are satisfied about this
- **Always record decisions, reasons and who makes them.**

### STAGE 4

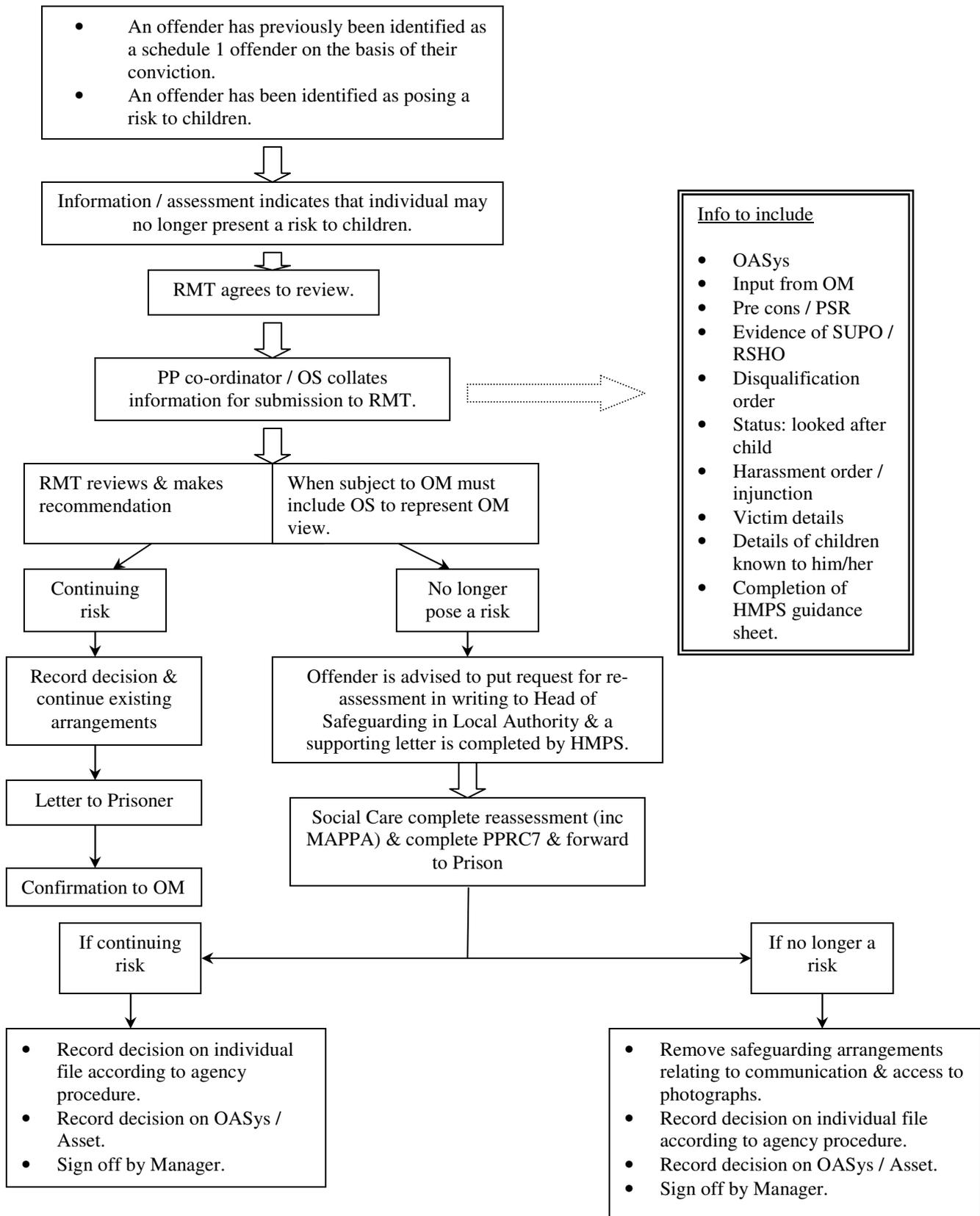
- Children's Social Care must be notified where the individual is assessed as posing a risk to children.
- The PPRC2 is the appropriate referral form.
- Where an individual child is in direct or likely contact a PPRC2 referral for **Assessment** should be made and the child's details confirmed within the referral. Where there is no identified child then a PPRC2 referral for **Information only** should be made.
- The Offender Manager / YOS staff should be notified in either case.

## Reassessment of persons in custody previously identified as posing a risk to children

The reassessment process applies to:

- (i) Offenders identified as posing a risk to children under the previous schedule 1 arrangements.
- (ii) Offenders identified as posing a risk to children since the withdrawal of the schedule 1 arrangements.

It is anticipated that it will be used most frequently to reassess those previously identified as schedule 1.



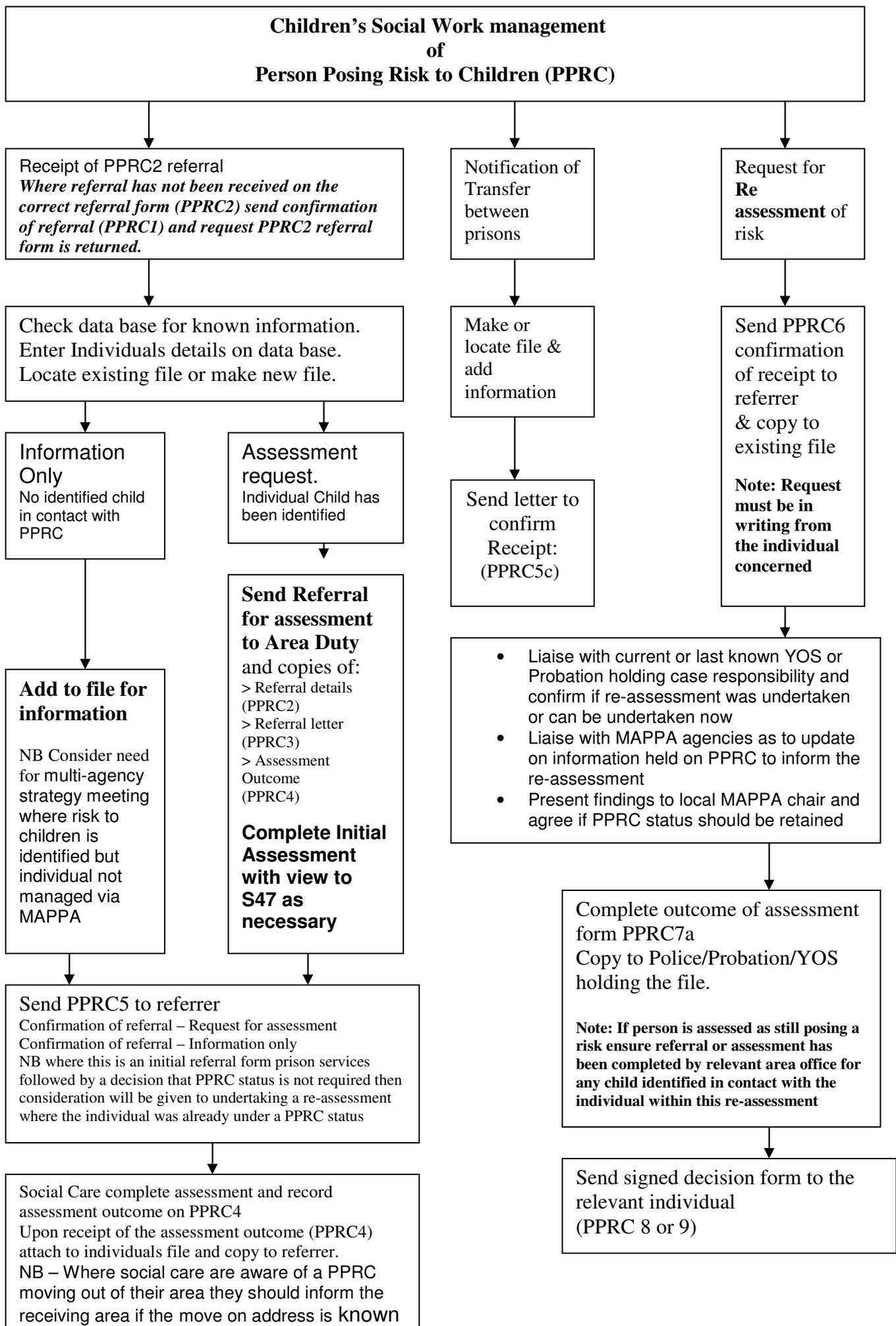
## **2.Service Processes & Assessments**

### **CHILDREN'S SOCIAL CARE**

- Assessment of need and risk
- Process Chart
- PPRC and S47 Child Protection
- Re-Assessment of PPRC status

### Assessment of risk to children

- It is the duty of every Local Authority to safeguard and promote the welfare of children within their area. Where the Local Authority have reasonable cause to suspect that a child is suffering or is likely to suffer significant harm they are required to undertake enquiries to enable them to take any action necessary to safeguard or promote the child's welfare. (Children Act 1989 S17 and S47)
- Where any individual is cautioned or convicted of an offence against a child or perpetrates an offence against a child but no conviction is subsequently secured Probation and Youth Offending services are responsible for assessing a person's ongoing risk to children i.e. PPRC status. Children's social care have a responsibility for informing this assessment though sharing information held on the individual and through sharing information and analysis of any S17 or S47 assessment completed.
- An Initial assessment will be undertaken in all cases where a child is identified as in the care of or significant contact with a person identified as a PPRC. The child's parent/carer will be seen in order to establish their ability to understand the identified risk and assess their capacity to protect the child from harm.
- Where there are concerns about the parent/carer's ability to protect the child from harm enquiries under section 47 of the Children Act 1989 will be undertaken. These will be joint assessment with police as outlined in the local safeguarding procedures.
- Within these assessments relevant details of any conviction or alleged offence relating to the person presenting risk to children (PPRC) will be shared with the parent/carer in order that they can make informed choices about protection of their child. Information will also be shared with a child, in an age appropriate way, where it is felt to be in the best interests of the child and helpful to the assessment.
- Where it is deemed necessary, specialist assessments may be sought to provide information to support this core assessment. i.e. Assessment of a persons Learning ability, Mental Health, Capacity to change or Levels of power / dependency within a relationship.
- Where there are concerns that a parent is, for what ever reason, unable to provide the necessary level of care to protect the child from harm the case will proceed through the Child Protection process and consideration given to legal intervention to protect a child as necessary.
- Where there is no identified child in contact with a PPRC information will be held at a central Safeguarding office in the Local Authority where the PPRC resides. This information will be accessed and shared should any person or agency notify contact with an identified child.



### PPRC Assessment or Section 47 Child Protection Referral

The PPRC process is for managing individuals who have perpetrated offences against a child and where a decision has been made that the person poses an ongoing risk to other children. A list of offences against children can be found at the end of this guidance. Offences against a child are set within the context of significant harm identified as Physical Abuse, Sexual Abuse, Emotional Abuse or Neglect by the Children Act's 1898 and 2004 and Working Together 2006.

**Where a person has perpetrated an offence against a child and assessment of risk to children is required the PPRC referral process outlined in this guidance should be followed.**

Where an individual perpetrates acts of criminal behaviour involving violence or substance misuse but which are not perpetrated against a child there may be cause for concern about child welfare if this person is a parent or carer of a child or has significant contact or residence with a child.

Assessment in these circumstances may be required as to how their criminal behaviour impacts on their parenting capacity and or the child's welfare.

**Where a person criminal behaviour present concerns for the welfare of a child a referral for assessment should be made in line with the local authority's Safeguarding Children arrangements.**

### S47 Child Protection Assessments and Child Protection Planning

There will be a number of individuals assessed as posing risk to the children who are in contact with or who are resident with children and these risks will be appropriately managed within a child protection plan for the child identified at risk of harm.

All Children's Social Care services will ensure that the name of the PPRC individual is cross referenced with any child on whom an assessment of risk has been undertaken. This information should be held on the PPRC's record and will enable a chronology as well as patterns to be identified regarding the behaviour of a PPRC informing the level of risk posed.

### Request for re-assessment of person who poses risk to children

All Local Authority Children's Services are required to record the names and details of any person identified as posing ongoing risk to children living within their local authority. Therefore individuals requesting information and re-assessment of this status have been and should continue to be made to the relevant Head of Safeguarding for the Local Authority.

However as outlined within this document the responsibility for assessing a persons ongoing risk to children and PPRC status is primarily the responsibility of the Youth Offending Services and Probation service using the appropriate assessment tools.

Each of those services should undertake a re-assessment of risk through the time of their intervention and importantly at the point of case closure. Where any person who's risk to children has been addressed and where assessment concludes they no longer pose a risk to children this information must to recorded on the agency file and sent to the responsible Children's Services holding the PPRC status in order that their information can also be updated.

In cases where a person requests a re-assessment of risk due to their renewed or planned contact with children then Children's Social care will undertake the necessary Initial Assessment and S47 enquiry for the identified child. Within this assessment liaison will take place with the Youth Offending Service or Probation to obtain their involvement and or views on the ongoing risk posed. Where appropriate it may be necessary for Children's Social Care to refer the individual for a re-assessment to an approved agency to inform their assessment and child protection planning.

In cases where an individual seeks a review of their status but there is no known contact with children then Children's Social Care will liaise with the MAPPA agencies in order to gather and share information regarding the person's previous history leading to PPRC, establish past or current information indicating continued risk or reduced risk to children and present the case for discussion at the local MARAP forum for agreement as to the level of ongoing risk to children.

## **2. Service Processes & Assessments**

# **POLICE**

- Identification & Referral
- Process Chart - See local force guidance for additional details re roles, responsibilities and decision making.

### Notes for Guidance Persons Posing a Risk to Children (PPRC)

The purpose of this process is to bring to the attention of the Local Authority Children's Services any individual who poses a risk to children. A referral made under this protocol will lead to an assessment where there is an identified child or sharing of information where there is no identified child.

This guidance concerns the way in which referrals will be made by police officers and police staff.

#### Police Process for PPRC

Police officers and staff will encounter individuals who may be considered as 'posing a risk to children' through a variety of circumstances in their work. The roles, responsibilities, decision making authority and process for managing these cases may vary across police services and therefore local police guidance should be referred to in conjunction with this manual.

#### Criteria for PPRC referrals

- Children's Social Care must be notified where the individual is assessed as posing a risk to children.
- The PPRC2 is the appropriate referral form.
- Where an individual child is in direct or likely contact a PPRC2 referral for **assessment** should be made and the child's details confirmed within the referral. Where there is no identified child then a PPRC2 referral for **information only** should be made.

This applies in cases where there is a relevant conviction and in cases where there is not a relevant conviction but the individual's behaviour gives cause for concern. See Purpose and Principles section for further explanation.

The individual force procedure should be followed.

# Informing the Individual & Disclosure

## **Informing the Individual and Disclosure**

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The responsibility for informing the individual presenting a risk to children sits with the agency assessing / identifying that risk. The PPRC should be advised that notification has been sent to Children Social Care in line with requirement. In exceptional cases only would a PPRC not be informed of their PPRC status. Reasons for not informing the individual be clearly defined and recorded by that individual agency and signed off by a responsible manager.

Where a referral has been made for “Assessment” of a child the parent / carer of the child concerned should be advised of the referral unless to do so would place the child at risk of harm. Reasons for not informing the parent should be stated in eth referral and clearly defined and recorded by that individual agency.

Decision-making about disclosure to third parties regarding a person’s PPRC status must comply with MAPPA Guidance (2009) for those individuals subject to MAPPA on the basis of their offence and sentence.

Disclosure to third parties of those not subject to MAPPA will be made within Child Protection section 47 enquiries led by Children’s Services: Social Care.

# File Retention and Destruction Policies

Service	Policy		
<b>Probation Service</b>	<p>Each Probation Area has its own policies and procedures with respect to closed file retention, but based on a minimum of six years before a file is destroyed. Some types of case e.g. high risk of harm will lead to areas retaining the file for longer periods and in a small number of cases e.g. Life Sentence cases the file may never be destroyed but will be kept for a minimum of 99yrs</p> <p>Specifically with regard to offenders who present a risk to children file retention is nationally prescribed by way of Probation Circular 87/2005 which states:            “Records of offenders assessed as Risk to Children should be retained for the same period as records on all other cases. It follows from this that Areas should retain Risk to Children cases in accordance with their retention of high risk of harm cases where children in the offenders care are on the child protection register at the point of case closure. Lifers are also an exception, as records are kept for 99 years.”</p>		
<b>Youth Offending Service</b>	<p>Policy for Youth Offending Teams is described in a national document:            YOS Information Sharing</p>		
<b>Prison Service</b>	Inmate Medical Records	<p>All Personal Health Records</p> <p>Mental Disorder treated under The Mental Health Act 1983</p> <p>Maternity Records</p>	<p>10 Years after conclusion of treatment or death.</p> <p>20 Years after treatment no longer considered necessary; or 8 years after the patient’s death if patient died while still receiving treatment.</p> <p>25 Years.</p>
	Inmate Core File and Other Prison Departmental Records	<p>For Lifers and records selected for special retention (see 3.1.3)</p> <p>For Prisoners sentenced to a total of 3 months or over in respect of any one period in custody.</p> <p>For any other prisoner received in to custody (either after sentence or on remand).</p>	<p>20 Years from date of discharge</p> <p>6 Years from date of discharge</p> <p>1 Year from date of discharge</p>
<b>Social Care</b>	<p>Social Care will retain an individual PPRC status on record for the period in which any person is assessed to pose a continued risk to children or until notification of death.</p>		
<b>Police</b>	<p>Policy for Police in line with MOPI (Management of Police Information)</p>		

## Glossary of Terms

<b>ASSET</b>	Assessment Tool for Offenders under the age of 18 years.
<b>Custodian of Register</b>	Local Authority officer responsible for the management of children subject to Child Protection planning.
<b>DTO's</b>	Detention Training Order
<b>F2050</b>	Prisoner Care Record (Prisons)
<b>HMPS</b>	Her Majesty's Person Service
<b>MAPPA</b>	Multi Agency Public Protection Arrangements
<b>NFA</b>	No further action.
<b>OASys</b>	Offender Assessment System for Offenders aged 18 and over R2, R6, R7 refer to sections of the OASys document.
<b>Offender Manager</b>	Probation Member of staff responsible for the management of the offender for period of sentence. (Community and or Custody)
<b>Offender Supervisor</b>	Prison Staff responsible for the day to day supervision of offender in custody (Prison) within Offender Management.
<b>OMM</b>	Offender Management Model
<b>PP Co-ordinator</b>	Public Protection Co-ordinator (HMPS)
<b>Pre-Cons</b>	Previous Convictions
<b>PPRC</b>	Person posing risk to children.
<b>PPRC 1-10</b>	Full series of documents used in the management of notification and assessment of those individuals identified as posing risk to children.
<b>PPRC 2/4/7</b>	Interagency documents used in the process of notification and assessment of those individuals identified as posing risk to children.
<b>PSI</b>	Prison Service Instruction
<b>PSR</b>	Pre Sentence Report.
<b>R2CH</b>	Risk to Children (Plan) (Prisons)
<b>Relevant Offence</b>	Offence against a person under age 18 years. A list of these can be found in the Criminal Justice Act 2003. Section 224 Schedule 15.
<b>RMT</b>	Risk Management Team (Prison)
<b>Schedule One</b>	Historical term identifying a person convicted of an offence against a child – No Longer in Use.
<b>Significant Harm</b>	Defined in the Children Act 1989: "Harm" means the ill treatment or impairment of health or development. Significant harm is measured by comparing the health and development that could be reasonably expected of a similar child.
<b>Social Care</b>	Children Social Work Services
<b>YOS</b>	Youth Offending Service
<b>YOT</b>	Youth Offending Team

# Documentation

Number	Purpose
<b>PPRC2 Information required for referral</b>	<p>This form is to be used by any agency referring a person who has been assessed as posing a risk to children. The form is sent to Local Authority Children &amp; Families Services - Social Care.</p> <p>It can be used to provide information only or to request an assessment. The relevant box should be ticked.</p> <p>Where there is an identified child at risk, details of the child must be entered for an assessment to be undertaken.</p> <p>When there is no identified child, this referral will be retained by Social Care for information only.</p>
<b>PPRC4 Assessment of outcome</b>	<p>The PPRC4 is the record of the assessment outcome regarding the individual presenting a risk to children. Where children are identified to be at risk of harm, details must be recorded as to how this risk will be minimised and managed.</p> <p>Copies of this form will be provided to Youth Offending, Probation and Prisons to assist in their management of the individual and for storing in their own files.</p> <p>The PPRC4 documents will be retained by children's social care on the PPRC's file and will enable any patterns of risk to be identified. This form does not replace the initial or core assessment document which is the child-specific assessment record.</p>
<b>PPRC7 Outcome of reassessment</b>	<p>Social Care record the outcome of any Re-assessment of a person posing a risk to children.</p> <p>Copies of this record will be sent to all relevant partner agencies holding files on the relevant individual.</p>

This next section includes only those documents which are multi-agency and central to the PPRC process. Other single agency documents and templates for letters are held within the appendix and are for included as suggested pro forma's.

# P.P.R.C.2

## PERSON POSING RISK TO CHILDREN INFORMATION REQUIRED FOR REFERRAL

- This form is to be used by any Agency referring a person who poses risk to children.
- Where there is an identified child at risk, details must be entered for an assessment to be undertaken.
- Where there is no identified child, this referral will be retained for information only.

### PLEASE SELECT

<b>INFORMATION ONLY</b> (No identified Child at Risk)	<input type="checkbox"/>	<b>ASSESSMENT REQUEST</b> (Identified Child at Risk)	<input type="checkbox"/>
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### DETAILS OF THE REFERRER

<b>AGENCY</b>		<b>LOCATION</b>	
<b>NAME</b>		<b>ROLE</b>	
<b>CONTACT ADDRESS</b>			
<b>POST CODE</b>		<b>TELEPHONE</b>	

### DETAILS OF PERSON PRESENTING RISK

<b>FAMILY NAME</b>		<b>FIRST NAMES</b>	
<b>ADDRESS AT TIME OF CONVICTION</b>			
<b>POST CODE</b>		<b>DOB</b>	
<b>GENDER</b>		<b>ETHNICITY</b>	

**DETAIL OF RELEVANT OFFENCE CONCERNING RISK TO CHILDREN**

(Include: nature of offence, age of victim(s), relationship to victim(s), location, date of offence / conviction, and description of their behaviour. **(Keep victims details anonymous)**.)

--

**DATE AND DETAIL OF SENTENCE IN RELATION TO THIS OFFENCE**

DATE		SENTENCE	

**WHERE OFFENDER IS IN CUSTODY PROVIDE LEVEL OF CONTACT WITH CHILDREN DECISION (PROVISIONAL AND/OR FINAL)**

DATE OF DECISION	LEVEL OF CONTACT AGREED

**CURRENT / PROPOSED COMMUNITY ADDRESS OF THE PPRC**

TYPE OF ADDRESS	
<i>ADDRESS</i>	

**DETAILS OF ALL KNOWN PERSONS (ADULTS & CHILDREN) RESIDING WITH THE PPRC AT THE COMMUNITY ADDRESS**

Name	DOB	Relationship to subject

**PROVIDE DETAILS OF CURRENT OR PLANNED CONTACT WITH CHILD/REN I.E. RELEASE TO FAMILY RESIDENCE / CONTACT WITH MEMBERS OF EXTENDED FAMILY / HOME LEAVE**

--

**DETAILS OF ANY CHILD WITH WHOM CONTACT IS CURRENT / INTENDED OR LIKELY**

NAME	DOB / AGE	ADDRESS (IDENTIFY AS CONFIDENTIAL FROM OFFENDER IF NECESSARY)	RELATIONSHIP	NAME OF PARENT

**ANY OTHER INFORMATION RELEVANT TO A RISK ASSESSMENT INC ASSET / OASys RISK ASSESSMENT**

**HAS THIS CASE BEEN REFERRED TO MAPPA?** YES  NO

If yes provide details of the Offender Manager

**SIGNATURE** - Please sign and date this form

Signature		Name		Date	
		Designation			
		Address			

# P.P.R.C.4

## PERSON POSING RISK TO CHILDREN ASSESSMENT OUTCOME FORM

- The outcome of assessments by Social Work Services will be recorded on this form.
- Where children are identified to be at risk of harm, details must be recorded as to how this risk will be minimised and managed.
- All assessments must be signed off by the responsible Team Manager.

### DETAILS OF THE PERSON COMPLETING THIS ASSESSMENT

AGENCY		LOCATION	
NAME		ROLE	
CONTACT ADDRESS			
POST CODE		TELEPHONE	

### DETAILS OF PERSON PRESENTING RISK

FAMILY NAME		FIRST NAMES	
ADDRESS			
POST CODE		DOB	
GENDER		ETHNICITY	

### DETAILS OF CHILDREN SUBJECT TO ASSESSMENT

FAMILY NAME		FIRST NAMES	
DOB		GENDER	
CAREFIRST ID		ETHNICITY	
HOME ADDRESS			

### DETAILS OF RELEVANT OFFENCE / RISKY BEHAVIOUR IDENTIFIED

--

ASSESSMENTS UNDERTAKEN					
INITIAL ASSESSMENT	YES <input type="checkbox"/>	NO <input type="checkbox"/>	CORE ASSESSMENT / S47 ENQUIRY	YES <input type="checkbox"/>	NO <input type="checkbox"/>

ASSESSMENT CONCLUSION		
Is this person identified as posing a risk to children?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

OUTCOME
Please provide a summary of the assessment giving reasons behind the conclusion. If this person is to have continued contact with any child/ren please confirm what these arrangements are and what agreement / plans have been made in respect of monitoring the safety and welfare of the child/ren during this contact.

SIGNATURES					
<i>WORKER</i>					
Signature		Print Name		Date	
<i>TEAM MANAGER (Must sign on completion)</i>					
Signature				Date	
Print Name					

**This form must be copied to the Prison, probation and/or Youth Offending Team holding the individual's file.**

# P.P.R.C.7

## PERSON POSING RISK TO CHILDREN OUTCOME OF RE-ASSESSMENT

- Where a person posing a risk to children has been re-assessed, this form is to be used to record the outcome of that assessment.
- Copies of this record should be sent to all relevant partner agencies holding files on the relevant individual.

### DETAILS OF PERSON PRESENTING RISK

<b>FAMILY NAME</b>		<b>FIRST NAMES</b>	
<b>ADDRESS</b>			
<b>POST CODE</b>		<b>DOB</b>	
<b>GENDER</b>		<b>ETHNICITY</b>	

### DETAILS OF RELEVANT OFFENCE

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### AGENCIES CONSULTED (provide names of workers consulted)

<b>Agency</b>	<b>Worker(s)</b>

**Information obtained within this re-assessment (include details of other relevant offences and views of other agencies on the relevance of PPRC status)**


OUTLINE FACTORS INDICATING CONTINUED OR REDUCED RISK	

DECISION	
The above named person continues to pose a risk to children	<input type="checkbox"/>
Based on the information known to date the above named no longer poses a risk to children	<input type="checkbox"/>

DETAILS OF PERSON UNDERTAKING THIS RE-ASSESSMENT	
<b>NAME</b>	<b>Date</b>
<b>DESIGNATION</b>	

HEAD OF SAFEGUARDING	
<b>COMMENTS</b>	
<b>Signature</b>	<b>Date</b>

**This form must be copied to the Prison, Probation and/or Youth Offending Team holding the individual's file**

# Appendices

Appendix		Description
<b>A</b>	<b>PPRC documentation</b>	<ul style="list-style-type: none"> <li>• PPRC 1 Referral Confirmation</li> <li>• PPRC 3 Referral to Area</li> <li>• PPRC 5a Confirmation of Referral – Information Only</li> <li>• PPRC 5b Confirmation of Referral – Request for Assessment</li> <li>• PPRC 5c Confirmation of Referral – Remand / Arrival / Transfer</li> <li>• PPRC 6 Re-assessment Request</li> <li>• PPRC 8 Declassification Agreed</li> <li>• PPRC 9 Declassification Not Agreed</li> </ul>
<b>B</b>	<b>Prison Letters</b>	<ul style="list-style-type: none"> <li>• Letter 1 – Notification of Initial Reception into Custody</li> <li>• Letter 2a – Notification of Transfer (Sending Prison)</li> <li>• Letter 2b – Notification of Transfer (Receiving Prison)</li> <li>• Letter 4a – Notification Individual Being Considered for Release</li> <li>• Letter 4b – Notification of Release Outcome</li> <li>• Letter 4c – Notification of Release</li> <li>• Letter 5 – Notification of PPRC Status</li> </ul>

C	List of PPRC Offences	<ul style="list-style-type: none"> <li>• Murder</li> <li>• Manslaughter</li> <li>• Infanticide</li> <li>• Kidnapping</li> <li>• False Imprisonment</li> <li>• Assault or battery</li> <li>• Indecent exposure - Section 4 Vagrancy Act 1824</li> <li>• Indecent exposure - Section 28 Town Police Clauses Act 1847</li> <li>• Conspiring or soliciting to commit murder - Section 4 Offences Against the Person Act 1861</li> <li>• Administering poison, or wounding, with intent to murder - Section 11 Offences Against the Person Act 1861</li> <li>• Threats to kill - Section 16 Offences Against the Person Act 1861</li> <li>• Wounding and causing grievous bodily harm: Wounding with Intent - Section 18 Offences Against the Person Act 1861</li> <li>• Wounding and causing grievous bodily harm: Inflicting bodily injury - Section 20 Offences Against the Person Act 1861</li> <li>• Maliciously administering poison - Section 23 Offences Against the Person Act 1861</li> <li>• Abandonment of children under two - Section 27 Offences Against the Person Act 1861</li> <li>• Assault occasioning actual bodily harm - Section 47 Offences Against the Person Act 1861</li> <li>• Child stealing - Section 56 Offences Against the Person Act 1861</li> <li>• Drunk in charge of a child under 7 years - Section 2 Licensing Act 1902</li> <li>• Cruelty to children - Section 1 Children and Young Persons Act 1933</li> <li>• Allowing persons under 16 to be in brothels - Section 3 Children and Young Persons Act 1933</li> <li>• Causing or allowing persons under 16 to be used for begging - Section 4 Children and Young Persons Act 1933</li> <li>• Give / cause to be given intoxicating liquor to a child under 5 years - Section 5 Children and</li> </ul>
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		<p>Young Persons Act 1933</p> <ul style="list-style-type: none"> <li>• Exposing children under seven to risk of burning - Section 11 Children and Young Persons Act 1933</li> <li>• Prohibition against persons under 16 taking part in performances endangering life and limb - Section 23 Children and Young Persons Act 1933</li> <li>• Infanticide - Section 1 Infanticide Act 1938</li> <li>• Rape - Section 1 Sexual Offences Act 1956</li> <li>• Procurement of a woman by threats - Section 2 Sexual Offences Act 1956</li> <li>• Procurement of a woman by false pretences - Section 3 Sexual Offences Act 1956</li> <li>• Administering drugs to obtain or facilitate intercourse - Section 4 Sexual Offences Act 1956</li> <li>• Intercourse with a girl under 13 - Section 5 Sexual Offences Act 1956</li> <li>• Intercourse with a girl under 16 - Section 6 Sexual Offences Act 1956</li> <li>• Intercourse with defective - Section 7 Sexual Offences Act 1956</li> <li>• Procurement of defective - Section 9 Sexual Offences Act 1956</li> <li>• Incest by a man - Section 10 Sexual Offences Act 1956</li> <li>• Incest by a woman - Section 11 Sexual Offences Act 1956</li> <li>• Buggery where the victim is under 16* - Section 12 Sexual Offences Act 1956</li> <li>• Indecency between men (gross indecency) - Section 13 Sexual Offences Act 1956</li> <li>• Indecent assault on a woman - Section 14 Sexual Offences Act 1956</li> <li>• Indecent assault on a man - Section 15 Sexual Offences Act 1956</li> <li>• Assault with intent to commit buggery - Section 16 Sexual Offences Act 1956</li> <li>• Abduction of a woman by force or for the sake of her property - Section 17 Sexual Offences Act 1956</li> <li>• Abduction of unmarried girl under</li> </ul>
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		<p>18 from parent or guardian - Section 19 Sexual Offences Act 1956</p> <ul style="list-style-type: none"> <li>• Abduction of unmarried girl under 16 from parent or guardian - Section 20 Sexual Offences Act 1956</li> <li>• Abduction of defective from parent or guardian Section 21 Sexual Offences Act 1956</li> <li>• Causing prostitution of women - Section 22 Sexual Offences Act 1956</li> <li>• Procurement of girl under 21 - Section 23 Sexual Offences Act 1956</li> <li>• Detention of a woman in a brothel or other premises - Section 24 Sexual Offences Act 1956</li> <li>• Permitting a girl under 13 to use premises for intercourse - Section 25 Sexual Offences Act 1956</li> <li>• Permitting a girl between 13 and 16 to use premises for intercourse - Section 26 Sexual Offences Act 1956</li> <li>• Permitting defective to use premises for intercourse - Section 27 Sexual Offences Act 1956</li> <li>• Causing or encouraging prostitution of, or intercourse with, or indecent assault on, girl under 16 - Section 28 Sexual Offences Act 1956</li> <li>• Causing or encouraging prostitution of defective - Section 29 Sexual Offences Act 1956</li> <li>• Man living on earnings of prostitution - Section 30 Sexual Offences Act 1956</li> <li>• Women exercising control over prostitute - Section 31 Sexual Offences Act 1956</li> <li>• Sexual intercourse with patients - Section 128 Mental Health Act 1959</li> <li>• Indecent conduct towards young child - Section 1 Indecency with Children Act 1960</li> <li>• Aiding, abetting, counselling or procuring the suicide of a child or young person -</li> <li>• Section 2 Suicide Act 1961</li> <li>• Procuring others to commit homosexual acts (by procuring a child to commit an act of buggery with any person, or procuring any person to commit an act of</li> </ul>
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		<ul style="list-style-type: none"> <li>buggery with a child) - Section 4 Sexual Offences Act 1967</li> <li>• Living on earnings of male prostitution - Section 5 Sexual Offences Act 1967</li> <li>• Burglary (by entering a building or part of a building with intent to rape a child) - Section 9 Theft Act 1968</li> <li>• Supplying or offering to supply a Class A drug to a child, being concerned in the supplying of such a drug to a child, or being concerned in the making to a child of an offer to supply such a drug - Section 4 Misuse of Drugs Act 1971</li> <li>• Inciting girl under 16 to have incestuous sexual intercourse - Section 54 Criminal Law Act 1977</li> <li>• Indecent photographs of children - Section 1 Protection of Children Act 1978</li> <li>• Offence of abduction of a child by parent - Section 1 Child Abduction Act 1984</li> <li>• Offence of abduction of child by other persons - Section 2 Child Abduction Act 1984</li> <li>• Possession of indecent photographs of children - Section 160 Criminal Justice Act 1988</li> <li>• Abduction of Child in Care/ Police Protection .. take away/induce away/assist to run away/ keep away - Section 49 Children Act 1989</li> <li>• Recovery of missing or unlawfully held children - Section 50 Children Act 1989</li> <li>• Abuse of Trust - Section 3 Sexual Offences (Amendment) Act 2000</li> <li>• Traffic in prostitution - Section 145 Nationality, Immigration and Asylum Act 2002</li> <li>• Rape - Section 1 Sexual Offences Act 2003</li> <li>• Assault by penetration - Section 2 Sexual Offences Act 2003</li> <li>• Sexual assault - Section 3 Sexual Offences Act 2003</li> <li>• Causing a person to engage in sexual activity without consent - Section 4 Sexual Offences Act 2003</li> <li>• Rape of a child under 13 - Section 5 Sexual Offences Act 2003</li> <li>• Assault of a child under 13 by</li> </ul>
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		<p>penetration - Section 6 Sexual Offences Act 2003</p> <ul style="list-style-type: none"> <li>• Sexual assault of a child under 13 - Section 7 Sexual Offences Act 2003</li> <li>• Causing or inciting a child under 13 to engage in sexual activity - Section 8 Sexual Offences Act 2003</li> <li>• Sexual Activity with a Child - Section 9 Sexual Offences Act 2003</li> <li>• Causing or inciting a child to engage in sexual activity - Section 10 Sexual Offences Act 2003</li> <li>• Engaging in sexual activity in the presence of a child - Section 11 Sexual Offences Act 2003</li> <li>• Causing a child to watch a sexual act - Section 12 Sexual Offences Act 2003</li> <li>• Child sex offences committed by a children or young persons - Section 13 Sexual Offences Act 2003</li> <li>• Arranging or facilitating commission of a child sex offence - Section 14 Sexual Offences Act 2003</li> <li>• Meeting a child following sexual grooming etc - Section 15 Sexual Offences Act 2003</li> <li>• Abuse of position of trust: sexual activity with a child - Section 16 Sexual Offences Act 2003</li> <li>• Abuse of position of trust: causing or inciting a child to engage in sexual activity - Section 17 Sexual Offences Act 2003</li> <li>• Abuse of position of trust: sexual activity in the presence of a child - Section 18 Sexual Offences Act 2003</li> <li>• Abuse of position of trust: causing a child to watch a sexual act - Section 19 Sexual Offences Act 2003</li> <li>• Sexual activity with a child family member - Section 25 Sexual Offences Act 2003</li> <li>• Inciting a child family member to engage in sexual activity - Section 26 Sexual Offences Act 2003</li> <li>• Sexual activity with a person with a mental disorder impeding choice - Section 30 Sexual Offences Act 2003</li> <li>• Causing or inciting a person, with</li> </ul>
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		<p>a mental disorder impeding choice, to engage in sexual activity - Section 31 Sexual Offences Act 2003</p> <ul style="list-style-type: none"> <li>• Engaging in sexual activity in the presence of a person with a mental disorder impeding choice - Section 32 Sexual Offences Act 2003</li> <li>• Causing a person, with a mental disorder impeding choice, to watch a sexual act - Section 33 Sexual Offences Act 2003</li> <li>• Inducement, threat or deception to procure sexual activity with a person with a mental disorder - Section 34 Sexual Offences Act 2003</li> <li>• Causing a person with a mental disorder to engage in or agree to engage in sexual activity by inducement, threat or deception - Section 35 Sexual Offences Act 2003</li> <li>• Engaging in sexual activity in the presence, procured by inducement, threat or deception, of a person with a mental disorder - Section 36 Sexual Offences Act 2003</li> <li>• Causing a person with a mental disorder to watch a sexual act by inducement, threat or deception - Section 37 Sexual Offences Act 2003</li> <li>• Care workers: sexual activity with a person with a mental disorder - Section 38 Sexual Offences Act 2003</li> <li>• Care workers: causing or inciting sexual activity - Section 39 Sexual Offences Act 2003</li> <li>• Care workers: sexual activity in the presence of a person with a mental disorder - Section 40 Sexual Offences Act 2003</li> <li>• Care workers: causing a person with a mental disorder to watch a sexual act - Section 41 Sexual Offences Act 2003</li> <li>• Paying for the sexual services of a child - Section 47 Sexual Offences Act 2003</li> <li>• Causing or inciting child prostitution or pornography - Section 48 Sexual Offences Act 2003</li> <li>• Controlling a child prostitute or a</li> </ul>
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		<p>child involved in pornography - Section 49 Sexual Offences Act 2003</p> <ul style="list-style-type: none"> <li>• Arranging or facilitating child prostitution or pornography - Section 50 Sexual Offences Act 2003</li> <li>• Causing or inciting prostitution for gain - Section 52 Sexual Offences Act 2003</li> <li>• Controlling prostitution for gain - Section 53 Sexual Offences Act 2003</li> <li>• Trafficking into the UK for sexual exploitation - Section 57 Sexual Offences Act 2003</li> <li>• Trafficking within the UK for sexual exploitation - Section 58 Sexual Offences Act 2003</li> <li>• Trafficking out of the UK for sexual exploitation - Section 59 Sexual Offences Act 2003</li> <li>• Administering a substance with intent - Section 61 Sexual Offences Act 2003</li> <li>• Committing an offence with intent to commit a sexual offence (in a case where the intended offence was an offence against Section 62 Sexual Offences Act 2003</li> <li>• Trespass with intent to commit a sexual offence (in a case where the intended offence was an offence against a child) - Section 63 Sexual Offences Act 2003</li> <li>• Exposure - Section 66 Sexual Offences Act 2003</li> <li>• Voyeurism - Section 67 Sexual Offences Act 2003</li> <li>• Trafficking people for exploitation - Section 4 Asylum and Immigration (Treatment of Claimants, etc) 2004</li> <li>• Causing or allowing the death of a child or vulnerable adult - Section 5 Domestic Violence, Crime and Victims Act 2004</li> </ul>
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Date:

Address  
Address  
Address  
Postcode

**PPRC1**

**Notification of Person who Poses or may pose a Risk to Children.**

Re: **Full NAME:**  
**Date of Birth:**

I am writing to acknowledge receipt of your notification letter regarding the above named person.

I need to advise you that a new system is now in place for the management of notification and assessment of Person posing a Risk to children.

The new referral form is called the PPRC2 and is attached for your information as a hard copy. Your own agency should soon have an electronic version available to you.

Assessment of whether a person poses a risk to children is the responsibility of Probation / Police / Prison and or Youth Offending services. **Only those deemed to pose ongoing risk to children should be referred to the Local Authority.**

Section 47 of the Children Act 1989 places responsibility for assessing risk to children on the Local Authority where the child is resident in their area.

Therefore referrals can be made for "information only" where there is no identified child or for "Assessment" of risk to an identified child where contact is likely, intended or current.

It is essential that we have sufficient information to inform an assessment and where such contact is known or planned that we are advised as soon as possible in order that the assessment can be completed.

Therefore I would be grateful if you could complete the new referral form PPRC2 and return it to me as soon as possible.

Yours sincerely

Head of Safeguarding

# MEMORANDUM

PPRC3

TO: OUR REF:  
FROM: YOUR REF:  
CC: DATE:

## Referral for Assessment

### *Notification of Person who Poses or may Pose a Risk to Children (PPRC)*

Re: **Full NAME:**  
**Date of Birth:**

Please find attached information pertaining to the above individual who has been identified as requiring an assessment of risk posed to children.

Attached to this referral letter are the following documents:

***Information for Assessment form PPRC2***

***Assessment Outcome form PPRC4***

An assessment is required regarding any current or proposed contact with the identified children and the risk posed to those children.

Children's details:

Name	Dob	Address	Relationship

Can you please liaise directly with the referrer and specifically the probation officer or youth offending worker during your assessment.

Please complete the PPRC4 Assessment Outcome form and send copies to the following:

- Probation Officer or Youth Offending Team
- Referrer
- Safeguarding Central Unit

Yours sincerely

Head of Safeguarding

Date

Address  
Address  
Address  
Address

PPRC5a

## **Acknowledgement of Notification of Person who poses a Risk to Children**

Notification received as INFORMATION ONLY

Re:           **Full NAME:**  
                  **Date of Birth:**

I am writing to confirm receipt of your referral and action taken regarding the above person who has been identified as posing a risk to children.

- As per your referral the information has been logged for information only at this time. If you receive further information that indicates contact to an identified child please complete a second PPRC2 referral form with details of the children and proposed/current contact arrangement and an assessment under S47 of the Children Act 1989 will be completed.

Yours sincerely

Head of Safeguarding

DATE

PPRC5b

## **Acknowledgement of Notification of Person who poses a Risk to Children**

Notification received as REQUEST FOR ASSESSMENT

Re:           **Full NAME:**  
                  **Date of Birth:**

I am writing to confirm receipt of your referral and action taken regarding the above person who has been identified as posing a risk to children.

A referral has been sent to (Duty Office, Address, Postcode, Tel) requesting assessment of risk posed to (Childs name).

The duty team manager will allocate the case for assessment and the allocated social worker should make contact with you shortly. The social worker is requested to complete the "Outcome Assessment" form PPRC4 and a copy of this will be sent to you upon completion.

If you do not hear from the social worker in response to this referral please do not hesitate to contact them on the above number to seek an update.

Yours sincerely

Head of Safeguarding

Date:

Address:  
Address:  
Address:  
Address:  
Address:

PPRC5c

## **Acknowledgement of Notification of Person who poses a Risk to Children**

### **Notification of Arrival / Transfer in prison or pending trial for relevant offence**

Re:           **Full NAME:**  
                  **Date of Birth:**

I am writing to confirm receipt of your notification of the arrival/transfer or pending trial of a person potentially posing risk to children.

I can confirm that a new system is in now in place for the management of notification and assessment of Persons Posing a Risk to Children. The new referral form is called the PPRC2.

Assessment of whether a person poses a risk to children is the responsibility of Probation / Police / Prison and or Youth Offending services. Only those deemed to pose ongoing risk to children should be referred to the Local Authority.

Referrals can be made for “information only” where there is no identified child or for “Assessment” of risk to an identified child where contact is likely, intended or current.

We will await a formal PPRC2 referral regarding those identified as posing an ongoing risk to children before taking any further action. This form can be completed either by the investigating police officer, allocated probation officer or youth offending worker or you and must identify named children where an assessment is requested.

If you have made this referral and are not aware of whether the person has contact with any child you must liaise with the investigating police officer, allocated probation officer or youth offending worker and agree who will send the PPRC2 and what information it should contain.

If you need any further advice or assistance please contact the Safeguarding central team on the number provided.

Yours sincerely

Head of Safeguarding

Date: 05/11/12

Address  
Address  
Address  
Postcode

**PPRC6**

Dear

## Re-Assessment of Person who Poses or may pose a Risk to Children

Re: **Full NAME:**  
**Date of Birth:**  
**Address:**

I am writing to acknowledge receipt of your letter requesting re-assessment as a person who poses a risk to children.

Your request will be discussed with relevant partner agencies holding information about your past and current risk to children.

The outcome of these enquiries will then form a decision of risk posed and you will be notified in writing of that decision.

If you require any further information regarding this process or your request please contact Safeguarding Central Unit at the address below.

Yours sincerely

Head of Safeguarding

Date: 05/11/12

Address  
Address  
Address  
Postcode

PPRC8

## Re-Assessment of Person who poses a Risk to Children

### OUTCOME: No Risk Posed

Re: **Full NAME:**  
**Date of Birth:**

Your request for re-assessment as a person who poses a risk to children has been completed. Liaison with relevant agencies has taken place to share relevant information known to date and the decision has been agreed between those agencies.

The conclusion of this assessment is that you no longer pose a risk to children.

Please be advised that any conviction for this relevant offence will remain on your criminal record.

This decision will be recorded at this office and a copy sent to the Probation / Youth Offending Team holding your file.

You should retain this letter for your future reference.

If any new information is presented regarding your risk to children you will be subject to normal investigation under Section 47 of the Children Act 1989.

Yours Sincerely

Head of Safeguarding

Date: 05/11/12

Address  
Address  
Address  
Postcode

PPRC9

## Re-Assessment of Person who poses a Risk to Children

OUTCOME: Risk to children continues to be relevant

Re: **Full NAME:**  
**Date of Birth:**

Your request for re-assessment as a person who poses a risk to children has been completed. Liaison with relevant agencies has taken place to share relevant information known to date and the decision has been agreed between those agencies.

The conclusion of this assessment is that you continue to pose a risk to children based on the following:

- \*
- \*
- \*
- \*
- \*

This decision will be recorded at this office and a copy sent to the Probation / Youth Offending Team holding your file.

Yours Sincerely

Head of Safeguarding

**Interim letter to support PPRC process implementation - YOS**

Date:

Dear

**Notification of Person who Poses or may pose a Risk to Children.**

Re: **Full NAME:**  
**Date of Birth:**

I am writing with regard to the above person concerning his assessed risk to children.

As you will be aware the process for assessing and managing individuals who pose a risk to children was revised in 2008. A full guidance manual setting out the roles and responsibilities of each agency was launched March 2008 and your agency will have an electronic copy of the manual for your information and reference.

Where Probation or Youth Offending Services have completed their assessment and concluded that an individual poses a continued risk to children a PPRC status is recorded, Social Care are required to undertake an Assessment of Risk in respect of each individual child the subject is known to be in contact with or reside with.

From the information you have provided, although Mr X has a relevant conviction against a child, it is not clear whether the context of the offence indicates that the fact of the victim being a person under 18 years old was due to a child being the targeted victim and whether or not the person is assessed to pose ongoing risk to children in general.

If you feel that, despite the conviction there is no specific risk to children in general and children are not targeted as victims, then this can be discussed and agreed with your Line Manager, if agreed no referral to Social Care is required and the PPRC status will not be recorded on Social Care records. Your agency will continue to undertake intervention as you deem necessary.

Clearly the criminal convictions record will remain and this may effect future employment with children as offences will be revealed on any CRB checks.

Please can you review the case in question and clarify your assessment of ongoing risk to children.

If having reviewed the case you still believe that the individual poses a risk to children then you should notify this office again and notification must be sent on the PPRC2 document. You should notify for "Information" only, where there is no specific child identified in contact with the subject or notify for "Assessment" where an individual child is identified.

I hope you find this useful and if you wish to discuss this please contact .....

Yours sincerely

Head of Safeguarding

Date

Address  
Address  
Address  
Address  
Address

TW/TL2

Dear

**Assessment of Person who poses a Risk to Children**

Re: **Full NAME:**  
**Date of Birth:**

We are in receipt of your PPRC2 referral, however in this instance we believe that the referral details relate to an individual's general behaviour and or life style that may cause concern should they have a caring role or responsibility for a specific child e.g.: substance misuse or violence against an adult, rather than any direct abuse of a child. In such cases referral for concerns and assessment for a child should be made under Section17/Section 47 of the Children's Act 1989 and directed to the area office covering the address of the child

The PPRC procedure is relevant for managing people who have offences against children (whether or not a conviction was secured). In these cases the information on the adult individual is managed centrally at Silvermere Centre, and a referral for information and or assessment of risk to any identified child will be managed from this office.

The issues raised in your referral need to be made via the Inter-Agency referral form (copy enclosed) to (duty office, address, postcode, tel) Duty Office.

Yours sincerely

**Head of Safeguarding**

Public Protection



# Manual

## Persons Posing a Risk to Children

### ANNEX B LETTER – INITIAL RECEPTION

To		From	
Relevant Children's Services Social Care Office		HMYOI 0	
0		Address	0
0		Town	0
0		County	0
0		Postcode	0
Tel:	0	Tel:	0
Fax:	0	Fax:	0

### PRISONER IDENTIFIED AS A RISK TO CHILDREN

#### RISK TO CHILDREN NOTIFICATION OF INITIAL RECEPTION INTO CUSTODY

Date: 0

cc Probation File / F2050, Custodian of the Register, Offender Manager and Youth Offending Service (for information only)

Dear 0

The following prisoner has been identified as posing a continuing risk to children:

Prisoners Name	0	0	Prisoners Number	0
Date of Birth	0	Earliest Date of Release		0
Any known aliases	0			0
	0			0
	0			0

They have been received into custody at HMYOI 0 on 0

We will be conducting a Person Posing a Risk to Children (PPRC) assessment and

will be forwarding a PPRC2 (which will confirm they have been assessed as posing a risk to children). If you have any relevant active information e.g. children on the Child Protection Register etc. please let us know.

WHAT IS / WAS RELEVANT OFFENCE AGAINST A CHILD	0
AGE OF VICTIM	0
GENDER OF VICTIM	PLEASE SELECT

Signature		Name	0
Date	0	Designation	0
Contact Details	phone		0
	fax		0
	e-mail		0

**PRISONER IDENTIFIED AS A RISK TO CHILDREN**



*RISK TO CHILDREN NOTIFICATION OF TRANSFER*

Date:

To: Relevant Children's Services: Social Care Office

cc Probation File / F2050, Custodian of the Register, Offender Manager (for information only), and Youth Offending Service (for information only)

Dear Sir/Madam

The following prisoner has previously been identified as posing a continuing risk to children:

<b>Prisoner's Name:</b>		<b>any known aliases</b>	
<b>Number:</b>		<b>Date of Birth:</b>	
		<b>Earliest Date of Release:</b>	

They have been transferred to HMP \_\_\_\_\_ on [date].

This is for information only.

<b>Signature</b>		<b>Name</b>		<b>Date</b>
		<b>Designation</b>		
<b>Contact Details</b>				

Letter 2b – Transfer (Receiving Prison)

**Offender Management Unit**

HMP Wherever  
Address

Tel:

Fax:

**PRISONER IDENTIFIED AS A RISK TO CHILDREN**



*RISK TO CHILDREN NOTIFICATION OF TRANSFER*

Date:

To: Relevant Children’s Services: Social Care Office

cc Probation File / F2050, Custodian of the Register, Offender Manager (for information only), Youth Offending Service (for information only)

Dear Sir/Madam

The following prisoner has previously been identified as posing a continuing risk to children:

<b>Prisoner’s Name:</b>		<b>any known aliases</b>	
<b>Number:</b>		<b>Date of Birth:</b>	
		<b>Earliest Date of Release:</b>	

They have been received at HMP \_\_\_\_\_ on [date].

This is for information only.

<b>Signature</b>		<b>Name</b>		<b>Date</b>
		<b>Designation</b>		
<b>Contact Details</b>				

**Letter 4a – Notification of Release**

**Offender Management Unit**  
HMP Wherever  
Address

Tel:  
Fax:

**PRISONER IDENTIFIED AS A RISK TO CHILDREN**



*RISK TO CHILDREN NOTIFICATION OF RELEASE*

Date:

To: Relevant Children’s Services: Social Care Office

cc Probation File / F2050, Custodian of the Register, Offender Manager (for information only), Youth Offending Service (for information only)

Dear Sir/Madam

The following prisoner has been identified as posing a continuing risk to children:

<b>Prisoner’s Name:</b>		<b>any known aliases</b>	
<b>Number:</b>		<b>Date of Birth:</b>	
		<b>Earliest Date of Release:</b>	

They are being considered for:

- Parole
- Temporary release for the purpose of.....
- Transfer to an open prison
- Early release on compassionate grounds
- Life licence
- Unsupervised work outside the prison
- Other (give details).....

The proposed release date is.....

If you have any representations to make or any further information that you want to submit, please send it to the above address within the next 5 working days.

<b>Signature</b>		<b>Name</b>		<b>Date</b>
		<b>Designation</b>		
<b>Contact Details</b>				

**Letter 4b – Notification of Release Outcome**

**Offender Management Unit**

HMP Wherever

Address

Tel:

Fax:

**PRISONER IDENTIFIED AS A RISK TO CHILDREN**

*RISK TO CHILDREN NOTIFICATION OF RELEASE OUTCOME*



Date:

To: Relevant Children's Services: Social Care Office

cc Probation File / F2050, Custodian of the Register, Offender Manager (for information only), Youth Offending Service (for information only)

Dear Sir/Madam

The following prisoner has been identified as posing a continuing risk to children:

<b>Prisoner's Name:</b>		<b>any known aliases</b>	
<b>Number:</b>		<b>Date of Birth:</b>	
		<b>Earliest Date of Release:</b>	

Thank you for your report of..... This is to let you know that the above mentioned prisoner;

\*Is due to be temporarily released on ..... and will be staying at .....

.....  
The prisoner will be due back on (*date and time*)

\*Is to be transferred to open conditions at HMP.....

\*Has been refused temporary release

\*Has not been granted parole

\*A copy of any relevant licence conditions is attached

<b>Signature</b>		<b>Name</b>		<b>Date</b>
		<b>Designation</b>		
<b>Contact Details</b>				

\* Delete as appropriate

Letter 4c – Notification of Release from Custody

**Offender Management Unit**

HMP Wherever

Address

Tel:

Fax:

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## PRISONER IDENTIFIED AS A RISK TO CHILDREN

### RISK TO CHILDREN NOTIFICATION OF RELEASE



Date:

To: Relevant Children's Services: Social Care Office

cc Probation File / F2050, Custodian of the Register, Offender Manager (for information only), Youth Offending Service (for information only)

Dear Sir/Madam

The following prisoner has been identified as posing a continuing risk to children:

<b>Prisoner's Name:</b>		<b>any known aliases</b>	
<b>Number:</b>		<b>Date of Birth:</b>	

They will be released from *(name of Prison)* on *(date)*.

They will be on licence until *(date)*.

Their release address is:

<b>Signature</b>		<b>Name</b>		<b>Date</b>
		<b>Designation</b>		
<b>Contact Details</b>				

Letter 5 – Notification of PPRC Status

**Offender Management Unit**  
HMP Wherever  
Address

Tel:  
Fax:

**ANNEX J LETTER – NOTIFICATION OF P.P.R.C. STATUS**

To		From	
Relevant Children's Services Social Care Office		HMYOI 0	
0			
0		Address	0
0		Town	0
0		County	0
0		Postcode	0
Tel:	0	Tel:	0
Fax:	0	Fax:	0

**PRISONER IDENTIFIED AS A RISK TO CHILDREN  
NO LONGER A RISK TO CHILDREN NOTIFICATION**

Date: 0

cc Probation File / F2050, Custodian of the Register, Offender Manager and Youth Offending Service (for information only)

Dear 0

The following prisoner has been identified as No Longer Posing a continuing risk to children, by our Interdepartmental Risk Management Team:  
However, they will remain on our records for future reference.  
Should further concerns be raised they will be returned to Stage 1

Prisoners Name	0	0	Prisoners Number	0
Date of Birth	0	Earliest Date of Release	0	
Any known aliases	0	0		
	0	0		
	0	0		
Signature		Name	0	
Date	0	Designation	0	
Contact Details	phone	0		
	fax	0		
	e-mail	0		

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## PRISONER IDENTIFIED AS A RISK TO CHILDREN

### *RISK TO CHILDREN NOTIFICATION*

Date:

To: Relevant Children's Services: Social Care Office

cc Probation File / F2050, Custodian of the Register, Offender Manager (for information only), Youth Offending Service (for information only)

Dear Sir/Madam

The following prisoner has been identified as posing a continuing risk to children by our Risk Management Team:

<b>Prisoner's Name:</b>		<b>any known aliases</b>	
<b>Number:</b>		<b>Date of Birth:</b>	
		<b>Earliest Date of Release:</b>	

Please find enclosed a completed PPRC 2.

<b>Signature</b>		<b>Name</b>		<b>Date</b>
		<b>Designation</b>		
<b>Contact Details</b>				