

Referral Process for Complex Abuse Cases

During the investigation where a safeguarding need is identified i.e. a child victim / witness, ABE, an adult at risk or a person of interest is identified who may present a risk to children – the following process should be followed

Seek authority from SIO/DSIO or Supervisor in Investigation team

Email to be sent to MASH mash@staffordshire.pnn.police.uk

(DO NOT COPY others into this email to avoid confusion)

clearly marked in subject field as 'add **name of operation**'

The inbox for the MASH is actively monitored between the hours of 8am-6pm Ext: 5350

If request is **urgent** this should also be stipulated in **subject field**

- Full details of individual concerned including **DOB, address** etc. (if available)
- Any information known about their **family, associates and lifestyle**.
- Why are they linked to Operation Linear? i.e. **victim / witness or suspect?**
- Any context as to their involvement in the case i.e. is their **evidence significant?**
- Any **priority actions** required i.e. does a joint visit need to be carried out ASAP?
- Has a **profile** been requested from Intell / is a profile in existence? If so, attach to email

Once email received in MASH it will follow the Child Protection Process – **Guardian Referral to be commenced.**

Within MASH **ISL** (information sharing log) to be created to gather information from other agencies – **MISD document** commenced and attached to the Guardian Referral.

Following a full information share an **Initial Strategy Discussion** will take place between Police DS (MASH) and a Senior Practitioner Social Worker from the MASH First Response Team – this Strategy Discussion will be recorded on the relevant Police and CSC systems.

UNLESS EXCEPTIONAL CIRCUMSTANCES NO ABE INTERVIEW SHOULD BE ARRANGED BEFORE THIS POINT

The Guardian Referral will be **allocated to DC Jim Sproson** and in addition, a message will be sent on Guardian to DI Rebecca Cawkwell updating her of the Strategy Discussion that has taken place and for D/I Cawkwell (or an officer not below the rank of Sgt) to complete any further Strategy Discussion with the nominated Social Worker as appropriate – Relevant systems to be kept updated.

Any further **Strategy Discussions** or contact with individuals or professionals should then be recorded by Referral by the Investigation Team.

DC Sproson will have **overview** of all Guardian Referrals linked to Op Linear. For those cases where the Investigation Team no longer requires regular contact with the individual concerned and they still remain an Open Case with Social Care - DC Sproson will **maintain contact** with Children's Social Care to ensure **effective safeguarding**. Guardian to be kept updated.