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| Date  Version No. | September 2020  V2.0 |  |  |

**Operational Vulnerabilities Meeting**

**Terms of Reference.**

**This group will:**

1. The priority of this operational group is to identify any cases where any of the three vulnerabilities (CSE, CCE, Missing) is a current feature and that:
   1. there has been an appropriate and timely response
   2. there is a robust safety plan in place with the family
   3. the case is held at the appropriate level (prevention and appropriate escalation)
   4. the interventions are driving progress
   5. that any actions relating to CCE/CSE/missing form part of the child’s main plan

with the aim that children, young people and families can achieve positive outcomes and reach their full potential

1. A child or location/hotspot will be heard at OVM should it be felt that the child is at medium or high risk of child exploitation, based on the completion of the exploitation tool and the Child Exploitation Vulnerability Tracker, which will have been considered by Childrens Social Care, Police and Health at the Weekly Vulnerability Screening.
2. Complete a thematic contextual mapping on children who are discussed at OVM to ensure that there the context of the extra familial harm is considered and appropriately managed.
3. Group members have responsibility to access live information at the meeting to feed into the safety planning for children and families at this meeting, and to ensure that actions identified are acted upon within their service areas. The live information will also feed into the updated and review of the Child Exploitation Vulnerability Tracker, to support in the identification of whether risk to the child has increased or decreased.
4. The group will make decisions by consensus regarding need for referral to full MACE, and where not appropriate will oversee the ordinary interagency management in relation to the cases. This can include formal timetabled review or immediate re-referral following increased concerns.
5. Intelligence from Police tasking meetings will feed in and feed out information to inform case planning and decision making

**Frequency**

This group will meet every 3 weeks- 9am until 1pm. In circumstances whereby capacity means that it is required, additional OVM meetings may be requested to be held. If there is an immediate safeguarding worry that becomes apparent prior to OVM, normal safeguarding process is to occur.

**Venue & Virtual Partners**

Venue can differ, attendees will always be aware in good time of the venue of the meeting.

**Chair**

The meeting is chaired by the Lead for Exploitation – Children’s Social Care

**Membership**

This is an operational group, during which, those attending will be expected to share information and ensure this is appropriately disseminated into their areas of work. Those attending will have decision making responsibility for their organisation in relation to the cases discussed and will use the correct procedures/pathways if there are causes for concern.

Members to include, at a minimum, representatives from Children’s Social Care, Education, Health and the Police.

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| **Role** | **Organisation/Service** | **Officer** |
| Lead for Exploitation | Childrens Social Care | Emily Scott |
| MET Lead for Localities | NELC/Localities | Rachel Cross |
| Locality Supervisors | NELC/Localities | Rachel Connor/ Dawn Boulder/ Nikki Knapton |
| GRAFT Team manager | NELC/ GRAFT | Emma Young |
| Street Based Lead Practitioner | NELC | Donna Chandler |
| Looked after Childrens nurse | NHS | Karen Bramley |
| Safeguarding nurse | NHS | Maria Larn |
| NEET Practitioner | NELC | Ginene Anderton |
| Early Intervention Police Team Sergeant | Humberside Police | Neil Magson |
| CCE Police Sergeant | Humberside Police | Simon Appleby |
| CSE Police detective Sergeant | Humberside Police | John Shepherd |
| CSE Police team rep | Humberside Police | Carol Burns |
| Missing Police team Detective Sergeant | Humberside Police | Amanda Walker |
| Missing Police Co-ordinator | Humberside Police | Aimee Scott |
| School nurse | Health | Lianne Saunders |
| Inclusion Officer | Education | Jenni Steel |
| Representative from Drug and alcohol services | Addaction | Brian Burns |
| Youth Offending Team Manager | YOS | Donna Abernethie |

Social workers/ YOS practitioners/ GRAFT practitioners are invited to a specific time slot should a case that they are currently involved in be discussed.

**Action Tracking**

* All case information and decisions made at the meeting will be recorded by the individual agencies represented on their respective systems on the child’s file. For children’s social care, the decision will be recorded on the child’s file as a management decision/discussion case note with a heading of: OVM. The formal minutes of the meeting will be recorded in the documents section of Liquidlogic and categorised as: P25 YYYY/MM/DD LEGAL MEETINGS (OPERATIONAL VULNERABILITIES).
* Any key worker (from any agency) that is not present at the meeting for a child or family will be notified directly of any actions recommended.
* An action log is compiled by the minute taker, and this is distributed within the minutes. A review of the action log is completed at the beginning of each meeting. The NELC minutes are recorded in a core word file. The minutes of the meeting are case recorded onto Liquid Logic by the Business Support minute taker.
* Group members will update the actions and bring updates to the next meeting.