**Calderdale Harmful Sexual Behaviour (HSB) Panel**

**Terms of Reference – January 2019**

**Please note: this document should be read in conjunction with the following Appendices:**

**Appendix 1 - Calderdale HSB pathway**

**Appendix 2 - Calderdale HSB Panel: Operation Guidance**

**Appendix 3 - West Yorkshire procedure for responding to incidents of Harmful Sexual Behaviour accessed via the link below:**

<http://westyorkscb.proceduresonline.com/chapters/p_abuse_child_yp.html?zoom_highlight=sexual+harmful+behaviours>

**Appendix 4 – Panel report template**

**Purpose of the HSB panel**

The purpose of the HSB panel is to:

* Develop a panel of professionals from partner agencies experienced in the identification, assessment and management of young people who display HSB
* To ensure that cases of suspected or actual HSB are well-managed and coordinated and that all possible action has been taken to protect the victims and reduce the likelihood of further victims
* Agree timely and appropriate responses to young people displaying HSB through the completion of assessments and delivery of effective, evidence based interventions
* Ensure defensible decisions are made through the provision of advice, guidance and challenge to practitioners working with young people who have displayed HSB

**Which cases will the panel discuss?**

The HSB panel will prioritise discussion of young people aged 10-17, or up to 25 where learning difficulties or disabilities are present, who display abusive or violent behaviours as identified by Hackett’s (2010) *continuum of children and young people’s sexual behaviours* (see appendix 2). Further guidance regarding these behaviours is presented using a ‘Red Amber Green’ rating system in the Calderdale Traffic Light Tool (see appendix 3).

**Referral process (see appendix 1)**

Anyone who has a concern that a child might have been abused by another child, or an adult has been the victim of HSB by a child or young person under 18 should refer their concerns to Children's Social Care or the police in accordance with their local safeguarding policies and procedures. Any professional who is unsure of the need for such a referral must seek advice from the safeguarding lead within their agency.

The MAST team will determine how to proceed in relation to the alleged abusing child and the child/adult victim where there is reasonable cause to suspect that the child concerned has experienced or is at risk of Significant Harm. This may include:

* The instigation of a section 47 investigation and assessment
* Completion of a safety and risk management strategy
* Referral to the locality team for completion of a single assessment
* Any criminal aspects of the alleged abuse are investigated
* Information relevant to the protection and needs of the alleged victim is gathered

The decision as to which cases are relevant for discussion at the HSB panel should be made by the Integrated Front Door Team Manager / Open Case Team Manager and the police as part of an initial strategy discussion, or through consultation with an existing social care team manager (where a case is already open to children’s social care). Relevant cases should then be listed for discussion at the next available HSB panel. Cases should be referred using the HSB panel report and sent to the following address:

[HSB.Panel@Calderdale.gcsx.gov.uk](mailto:HSB.Panel@wakefield.gcsx.gov.uk)

Where criminal investigations have begun, young people should be given police bail for up to 6 weeks in order for their case to be discussed at the next HSB panel.

The police may make the decision to prosecute immediately if the offence is so serious or there are previous convictions. If this decision is made, the case will still be referred to the HSB panel for discussion.

Please note: there may be occasions where the behaviour is not thought to be serious enough to warrant further intervention from the police and/or social care. These decisions should not be taken lightly and as a general rule of thumb the behaviours should be considered symptomatic of un-met need in a child or young person. However it is important that behaviour of this nature should **always** be reported into Children Social Care so that a record is made and future assessments can take this information into account.

**Attendance**

The panel will have core membership from the following agencies:

**Calderdale CSC – Team Manager**

**Calderdale Youth Offending Team (YOT)**

**CAMH Service**

**West Yorkshire Police**

**Localaa – Safeguarding Practitioner**

**Schools Lead Professional – Case specific**

**Representatives from each organisation should have the authority to allocate members of staff to support the completion of a HSB assessment and delivery of intervention where required.**

All members are required to:

* Research their own organisational databases and provide relevant information regarding children and young people listed for discussion at panel
* Contribute to panel discussions and decision making regarding appropriate responses to young people who display HSB

**Logistics of the panel**

The HSB panel will be held weekly at Halifax Police HQ, Calderdale, or at a suitable location agreed by the panel. All meetings will be chaired by a Social Care Service Manager however a vice chair should be agreed between panel members. The panel may, depending on availability, convene a meeting at short notice when required.

Cases to be discussed will be coordinated by a nominated member of the social care administration team and added to the appropriate agenda for each month. This agenda will be circulated five days prior to the panel meeting in order for the panel members to research their respective information systems and bring appropriate information to the meeting. If a panel member is unable to attend, it is their responsibility to identify a nominated representative from their organisation to represent them at the panel.

Cases will be presented by the social worker or lead professional working with the young person and family using the Strengthening Families format which should be pre-recorded on an agreed template (please see appendix 4). Panel members will then share advice and guidance to support the practitioner in:

* Identifying and exploring the harmful behaviours.
* Ensuring an appropriate safety plan is in place to support the victim and child who is alleged to have caused harm.
* Advise on what assessment of HSB or Risk and Vulnerability Tool (if any) could be undertaken and by which of the partner agencies.
* Where appropriate, allocate a named professional to support the completion of an HSB assessment.
* Agree a timescale for the work to commence.

The panel will advise based on the information presented at the meeting, as to the trajectory of the case which could include;

* Progression to an Initial Child Protection Conference
* Progression to a criminal justice route
* Progression to both a child protection and criminal justice route
* Referral to Early Intervention Panel

**Review of cases**

Initial case discussions can be reviewed at the next available panel, or when appropriate, particularly where there has been no admission of guilt or conviction. This will provide the opportunity to:

* Update on any police investigation (where applicable)
* Provide further advice and guidance to the professionals involved in the case, for example; by enhancing current safeguarding arrangements or safety plans.
* Review interventions in order to share good practice

**Interface with other systems**

The HSB panel will provide oversight and guidance to cases where Harmful Sexual Behaviour is suspected or known to have taken place. Any investigations of suspected harm to the victim or child alleged to have caused harm will be undertaken as per Calderdale Child Protection Procedures by either the MAST or the children’s social care team who hold responsibility for the case. All young people will have their own individual case planning process and review meetings. The HSB panel strengthens, but does not replace these processes.

**Information sharing**

The HSB panel will operate under the terms of Calderdale Multi-Agency Safeguarding Hub Information Sharing protocol.

**Governance**

At the close of each meeting, the chair will ensure that relevant actions resulting from the case discussions are noted in the minutes and recorded on CASS within 24 hours. Actions will be reviewed at the next scheduled meeting.

The chair of the meeting will report to the SCP, Manger to escalate any thematic areas required by a partnership.

A briefing report highlighting relevant, non-confidential information will be published to the CSCP Performance Management Subgroup at an agreed frequency.

**NB. These Terms of Reference will be reviewed after six months following commencement of the HSB panel.**