



**POLICE  
SCOTLAND**

Keeping people safe

**POILEAS ALBA**

**KEEPING CHILDREN SAFE**

**Standard Operating Procedures**

**Notice:**

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<b>Owning Department:</b>	Public Protection Unit
<b>Version Number:</b>	3.00
<b>Date Published:</b>	25/05/2018

## Compliance Record

<b>Equality and Human Rights Impact Assessment (EqHRIA) Date Completed / Reviewed:</b>	18/12/2017
Information Management Compliant:	Yes
Health and Safety Compliant:	Yes
Publication Scheme Compliant:	Yes

## Version Control Table

<b>Version</b>	<b>History of Amendments</b>	<b>Approval Date</b>
1.00	Initial Approved Version	08/04/2013
2.00	Periodic Review – No Changes	16/01/2014
3.00	Updated to reflect changes in data protection legislation	24/05/2018

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## 1. PURPOSE

- 1.1 The purpose of this Standard Operating Procedure (SOP) is to provide clear guidance on the requirements of the Keeping Children Safe process, how to recognise an application and what action to take upon receipt.

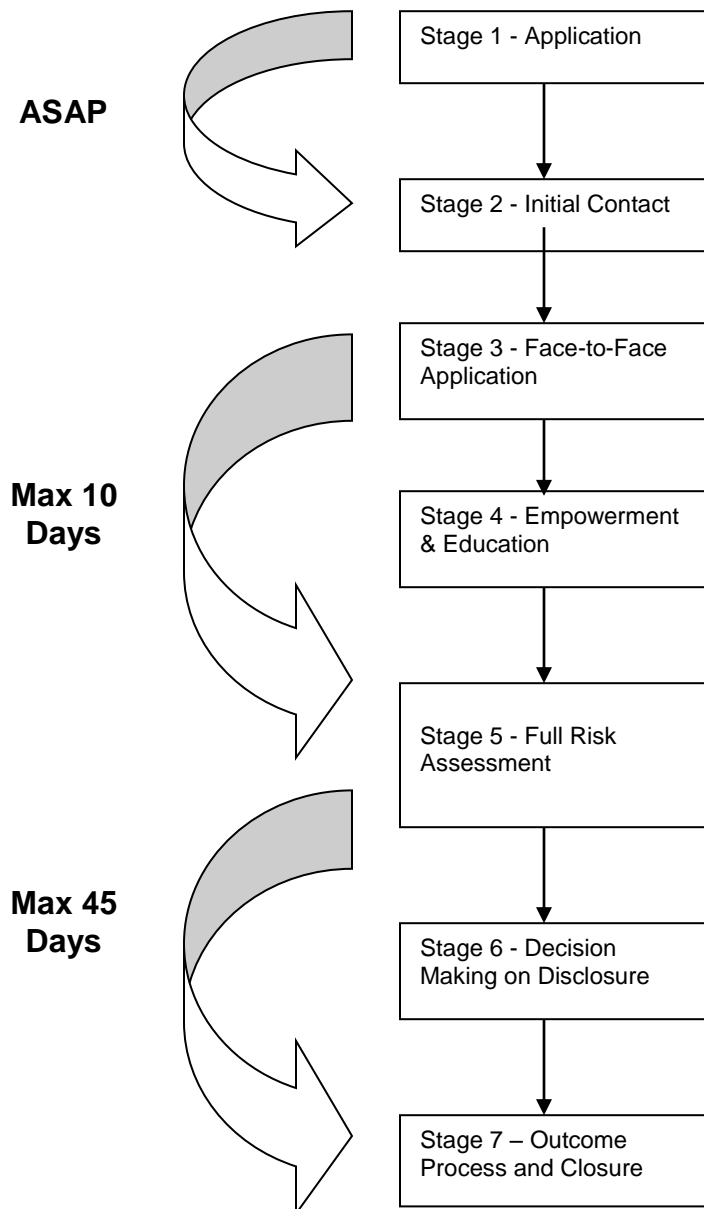
## 2. INTRODUCTION

- 2.1 The Sex Offender Community Disclosure Scheme, known as **Keeping Children Safe (KCS)**, builds on existing processes to provide a clear access route for the public to raise child protection concerns and be confident that action will follow.
- 2.2 KCS allows members of the public to request information. If the individual has convictions for sexual offences against children or has other convictions which point towards them posing a threat of serious harm or is otherwise the subject of relevant intelligence which points towards them posing such a threat then consideration will be given as to whether this information might be disclosed to a parent, guardian or carer of a child under 18 years of age.
- 2.3 While KCS is focussed on disclosure and risk management where the subject is identified as being convicted of child sexual offences, in practical terms **all requests** pertaining to a named or identified individual will be considered in order to identify any child protection concerns and the appropriate response will be determined through application of the process. It is important to recognise that many sexual offences against children are committed by people who are not Registered Sex Offenders and other types of offending behaviour, such as violent offending, should not be ignored.
- 2.4 It **does not** replace checks completed by Disclosure Scotland or employment checks provided by the Vetting and Barring Scheme under the Protection of Vulnerable Groups (Scotland) Act 2007.

## 3. OVERVIEW OF PROCESS

- 3.1 KCS is focussed on disclosure and risk management where the subject is identified as being convicted of child sexual offences.
- 3.2 For the purpose of KCS the request for disclosure must be concerning a child or children under 18 years of age who may be put at risk of serious harm by a person who can be named or identified by the applicant.

- 3.3 For example, when a new person has moved into the child's life and the applicant wants to ensure that the person does not have a known history of offending which would mean that they would pose a risk of serious harm to children. There does not need to be an evidenced concern to make an application.
- 3.4 When a person requests disclosure, the relevant application form or equivalent will be completed and submitted.
- 3.5 The following details the process and timescales to be followed:



- 3.6 Stated timescales are maximums and therefore each stage should be completed as soon as practicable. Notwithstanding, it is acknowledged that there may be occasions where stages five (**full risk assessment**) and seven (**outcome and closure**) may take longer to complete e.g. foreign enquiries or other unforeseen circumstances e.g. applicant on holiday.
- 3.7 It is imperative that the appropriate person responsible for keeping a record of all KCS applications is notified with the most recent information regarding the application if the process is likely to exceed these timescales.

## **4. STAGE 1 - APPLICATION**

- 4.1 Any person can be an applicant. This may include any third parties such as relatives, neighbours or friends. This is to ensure that any concerns are thoroughly investigated. A third party making an application for disclosure would not necessarily receive disclosure under KCS as it may be more appropriate that disclosure is made to the parent, carer or guardian who is in a position to take action to safeguard the child/children.
- 4.2 The primary route for the scheme will remain via the routes established within the relevant former forces to the Area Control Rooms.
- 4.3 The member of staff receiving the call must establish that the applicant is making an application under KCS.

### **4.4 ACTIONS OF THE PERSON RECEIVING THE APPLICATION**

- 4.4.1 A person registering an interest (the applicant) can contact the Police by a variety of means:
- Telephone call to Contact Centre
  - Individual attending at a Police Station
  - Street encounter with a Police Officer/member of Police Staff
  - Contact as part of a call to an incident
  - Referral via partner agencies
- 4.4.2 At the first contact stage, minimum standards of information must be obtained:
1. **Obtain full details of applicant, child concerned and subject** (including contact phone number). It is accepted that full details of subject may not be available, but the applicant should be asked to provide as much detail as possible.

2. The applicant's preferred method of future contact.
  3. Why the person is making the request/enquiry.
  4. If the subject lives with the person making the application.
  5. If the subject has immediate unsupervised access to the child/children involved in the request or any other children.
  6. If the applicant has any reason to believe the subject poses a risk of harm to the child/children concerned from behaviour they have observed/are aware of.
  7. If the subject knows the applicant is making the enquiry.
- 4.4.3 Officers/staff taking application from members of the public should advise them that someone from the Public Protection Unit or equivalent will progress their application and will contact them the next working day.
- 4.4.4 The person taking the application should also ensure that the applicant is happy for them to be contacted on details given (If not, they must be asked to provide contact details which they would be comfortable with).
- 4.4.5 Where sufficient details have been ascertained, the application will be passed on to the Area Control Room Supervisor or equivalent.

#### **Immediate Concerns**

If a call is received for the KCS scheme you must establish if there is an immediate concern for the child.

If there is immediate concern, follow existing guidelines contained within the Child Protection SOP for dealing with such an incident and take immediate action.

- 4.4.6 A Supervisor should be made aware and an incident created on the Command and Control system or equivalent. No further Keeping Children Safe involvement will be required.

#### **4.5 ACTIONS OF POLICE CONTROL CENTRE DUTY SUPERVISOR / DUTY OFFICER**

- 4.5.1 On receipt of application and on all occasions, the Duty Officer will ensure that the information received in the application is fully assessed in respect of immediate child protection concerns.



- 4.5.2 Where the subject can be identified; the Duty Officer will ensure checks on CHS/PNC have been completed. This will indicate if the subject is a **Registered Sex Offender (RSO)** who has been **Convicted of Child Sexual Offences** - convictions relating to child sex offences or other sexual convictions.
- 4.5.3 The outcomes of these checks may dictate further checks on the Scottish Intelligence Database (SID), the Command and Control System or equivalent, Vulnerable Persons Database (VPD) or equivalent, Police crime recording system, Violent and Sex Offenders Register (VISOR) and Police National Database (PND). This will ascertain if the subject is a RSO or if information exists to suggest that they pose a risk to children (or any other person). These checks can be allocated to Public Protection Units or other appropriate personnel as per geographical variations.
- 4.5.4 **NB:** Please ensure that when conducting a CHS check on a subject, a separate check is also performed on the Protection of Vulnerable Groups (PVG) database. The CHS and PVG database can be checked simultaneously however, it is possible for a subject of any KCS enquiry to show as “no trace” on CHS but still be present on the PVG database. For this reason, its inclusion in the mandatory checks is highlighted. If the PVG check results in a “trace” please refer to PVG SOP for action to be taken.
- 4.5.5 Only once the Duty Officer is **satisfied that no immediate action is required** will they forward the application form to the KCS Coordinator, the appropriate Public Protection Unit or equivalent where the application will be progressed and allocated to an Enquiry Officer.
- 4.5.6 The timescale to complete this process will be **as soon as possible and in any case no more than 24 hours (72 hours over the weekend)**.

(Please see appendices for geographical variation)

If, at any stage it is identified that urgent action is required due to immediate / imminent risk of harm to a child (or any other person) the action must be taken immediately and the Child Protection SOP procedures followed.

## 5. STAGE 2 – INITIAL CONTACT FOLLOWING APPLICATION

- 5.1 On receipt of the application form, the KCS Coordinator, Public Protection Unit staff or equivalent will complete the Police database checks before making telephone contact with the applicant.

- 5.2 The applicant will be fully advised regarding how their application under Keeping Children Safe will be progressed.
- 5.3 At this stage, all Police systems including PNC, CHS, SID, the Command and Control System or equivalent, VPD or equivalent, Police crime recording system and VISOR will have been checked to determine if the subject is an immediate risk to children. These checks will allow the KCS Coordinator or other appropriate person to initially risk assess the enquiry.
- 5.4 Intelligence relating to KCS applications is valuable and must be available to Police throughout Scotland and the rest of the United Kingdom as well as partner agencies.
- 5.5 The guidance on the use of SID contained within SID 'Rules and Conventions' should be followed to address the creation of an intelligence log.
- 5.6 The KCS Coordinator or other appropriate person will maintain a record of all applications.

## **6. STAGE 3 – FACE TO FACE**

- 6.1 The allocated **Enquiry Officer** will contact the applicant and arrange a convenient time and location to meet with them. The purpose of this meeting is to ensure that the request is genuine and not malicious in any way. It will also establish further details about the application in order to assess any risk. At this stage, consent of applicant should be sought to agree with Police sharing personal data with other agencies and consent noted in the enquiry officer's notebook or appropriate form.
- 6.2 At this stage the applicant must be clearly advised that if they wilfully or maliciously provide false information to the police in order to try and receive information they are not entitled to, that they may risk prosecution e.g. if they have provided false details in an attempt to make a malicious application they may have committed an offence of wasting police time.
- 6.3 The Enquiry Officer will thereafter complete the Face-to-Face or other appropriate form (see relevant former force appendix).
- 6.4 To allow this to be completed the applicant must:
  - Provide their full particulars (name, date of birth, address etc), which must be verified (see 7.1 below for acceptable forms of ID).

- If the applicant wishes to remain anonymous they will not qualify for the Scheme, although the information provided will be handled by way of an intelligence submission or via current child protection procedures if applicable
- Provide all known details about the subject. It is not necessary to know full details of the subject to progress an application as only partial details may be known and details used by the subject may be false;
- Provide known details of any child/children concerned and outline their relationship/connection with the child/children. This should be verified as far as possible to avoid false or malicious applications. If a specific child is not identified then the information will not form part of KCS and will be submitted as intelligence
- Provide details of the preferred method of contact and their availability. This is especially important when the subject of an application is a person that lives with the applicant and they are unaware of the application.

**6.5 This stage of the process should be reached within 10 days of receipt of the initial enquiry.**

6.6 This is the maximum time scale; the process should be completed as soon as possible. It is recognised that in extenuating circumstances, this time limit may not be met. If the enquiry is likely to extend beyond the 10-day limit, the enquiry officer should update their supervisor within the Public Protection Unit or equivalent and/or the KCS Coordinator with the status of the application at the earliest opportunity. The enquiry officer should also update the applicant with the reason for the delay.

## **7. VERIFICATION OF APPLICANT IDENTITY**

7.1 The Enquiry Officer completing the form with the applicant should seek some credible proof of identity from the applicant. Acceptable forms may include:

- Passport
- Driving licence
- Other trusted form of photo identification
- Birth certificate
- Household utility bill (electricity, gas, council tax, water)
- Bank statement

- Child or other benefit book, or other documentation that shows a relationship between the applicant and child.
- 7.2 Recommended best practice is that photo identification with confirmation of date of birth and address is required. However, it is accepted that there may be occasions where an applicant may not have such forms of identification.
- 7.3 In these cases it may be possible to refer to another agency to confirm the individual's identity (e.g. social worker, health visitor).
- 7.4 In the event that the applicant's identity cannot be verified, checks should be made on the information given about the subject. It will not be possible to make disclosure under the terms of the scheme without verification of identity but if concerns are identified by the checks then the referral may result in an intelligence submission or use of existing child protection procedures to address the concerns.
- 7.5 It should be explained to the applicant that in the event of 'concerns' arising and a resultant disclosure being made the subject of the disclosure may have to be informed that a disclosure has been made.
- 7.6 The applicant should also be advised that if they disclose evidence of an offence while registering a concern it might not be possible to maintain their confidentiality.
- 7.7 **The applicant should also be informed at this stage that the information disclosed by the police must only be used for the purpose for which it has been shared i.e. in order to safeguard children.**
- 7.8 At this stage the opportunity should be taken to fill any gaps in information obtained at the point of initial contact. Should further information become available risk assessments must be reviewed.
- 7.9 **No disclosure must be made to the applicant at this stage.**

## **8. STAGE 4 – EMPOWERMENT / EDUCATION**

- 8.1 Following the completion of the face-to-face meeting, the Enquiry Officer will give the applicant a KCS leaflet explaining Community Disclosure. This will include actions they can take to advise on how to better safeguard their children's welfare.

## 9. STAGE 5 – FULL RISK ASSESSMENT

- 9.1 The Enquiry Officer will revisit the information obtained in the initial contact and face-to-face stages. They will also ensure that checks on PNC, CHS, PVG, SID, Command and Control or equivalent system, Vulnerable Person's Database or equivalent, police crime recording system, VISOR and PND are conducted.
- 9.2 This will ensure that all available police information is obtained and considered during the full risk assessment process. In addition, enquiries may be made with partner agencies, including:
- Local Authority Children's Services (where the applicant has given consent on the referral form or where the circumstances of the enquiry dictate this is necessary without consent);
  - Local Authority Criminal Justice Services (where appropriate);
  - NHS (where appropriate) and
  - Any other agency that can provide information to inform the risk assessment.
- 9.3 As a result of the risk assessment the application will be categorised as raising '**concerns**' or '**no concerns**'.
- 9.4 In consultation with the Public Protection Unit Supervisor or equivalent, the Enquiry Officer will complete the Disclosure Decision Making Record or other appropriate form (see relevant geographic appendix). The Public Protection Unit Supervisor or equivalent person will make the final decision regarding the application.
- 9.4 **This stage of the process should be reached within 10 days of the initial enquiry.**
- 9.5 This is the maximum time scale; the process should be completed as soon as possible. It is recognised that in extenuating circumstances, this time limit may not be met. If the enquiry is likely to extend beyond the 10-day limit, the enquiry officer should update their supervisor within the public protection unit or equivalent and/or the KCS Coordinator with the status of the application at the earliest opportunity. The enquiry officer should also update the applicant with the reason for the delay.

If, at any stage it is identified that urgent action is required due to immediate / imminent risk of harm to a child (or any other person) the **action must be taken immediately** and existing Child Protection procedures followed.

## 9.6 “No Concerns”

9.6.1 A ‘No Concerns’ category is achieved when the subject has:

- No convictions which raise child protection concerns
- No other intelligence which raises child protection concerns and
- No information has been obtained which reveals any concerning behaviour relevant to the protection of children

9.6.2 **Recommended best practice is that the Enquiry Officer will revisit each applicant in person.** It has been shown that a personal visit increases public satisfaction and confidence and provides a forum in which reassurance, education etc. can be provided.

9.6.3 The applicant/carer will be advised that on the basis of the information provided and additional police enquiries there are no grounds to disclose.

9.6.4 The applicant/carer should be referred back to information provided previously in the process. They should also be given advice on what to do in the event of future concerns and provided general advice on safeguarding children.

## 9.7 “Concerns”

9.7.1 A “Concerns” category is achieved when the subject has:

- Convictions for child sexual offences
- Other convictions relevant to protecting children (e.g. adult sexual offences, violence, drugs or domestic abuse)
- Intelligence indicates that the subject presents a risk to children (e.g. cases not proceeded with or intelligence concerning sexual or violent offences, or previous concerning behaviour towards children)
- There is concerning behaviour relevant to protecting children now being displayed by the subject or child, which has been disclosed as part of the disclosure application, e.g. grooming/unusual behaviour that indicates sexual harm to children might be likely or sexual harm may have occurred.

## 10. STAGE 6 – DECISION MAKING ON DISCLOSURE

10.1 The decision to make a disclosure should be a multi agency one. This would ordinarily be via an Inter-Agency Referral Discussion (IRD) or equivalent process in accordance with current Child Protection Procedures.

- 10.2 For those subjects who are subject to the Sex Offender Notification Requirements then consideration should be given to consulting MAPPA partners prior to making a disclosure. In the event of a disclosure it will be made by the police or Social Work using their statutory powers. In making the decision to disclose or not, the forum may consider that it is appropriate to disclose convictions for other types of offending or intelligence that is held by Police i.e. where a subject is known for other matters that raise child protections issues.
- 10.3 **In every case, the Police will be present at the final meeting with the applicant if it is agreed that a disclosure will take place.** This includes circumstances where a member of the Social Work Department is solely making the disclosure. Preferably, social work and Police will undertake disclosure jointly. Social Work has broader powers of information sharing in terms of child protection than Police and they are able to offer support and appropriate after care where necessary. In cases where there has been a disclosure to the applicant by another agency prior to Police involvement, the Enquiry Officer is still required to visit the applicant to clarify what they know. As a result, the Enquiry Officers can assure themselves that they are aware of every aspect of the application process and the exact nature of the disclosure is recorded accurately.
- 10.4 **When an urgent disclosure is considered necessary due to an immediate Child Protection concern existing Child Protection Procedures take precedence.**
- 10.5 The multi agency decision-making forum will decide on the appropriate level of disclosure, for example:
- Previous sexual convictions
  - Previous other convictions
  - Intelligence or other information relevant to risk
- 10.6 The method of disclosure will be dependant on the level agreed and in accordance with Child Protection SOP and/or MAPPA Guidance.
- 10.7 The 3-stage test set out below must be satisfied before a decision to disclose any information is made.
- 10.8 There is a general presumption that details about a person's previous convictions are confidential.
- 10.9 The police will only be disclosing convictions or intelligence lawfully under the Scheme if:

- They have the power to disclose the information or intelligence. If they are relying on their statutory powers, the police must be able to show that it is reasonable to conclude that such disclosure is necessary to protect the public from serious harm. In the context of KCS, the police would have to conclude that disclosure to the applicant is necessary to protect a child from harm
- There is a pressing need for such a disclosure, and
- That any interference with the rights of the person who is the subject of the disclosure (under Article 8 of the European Convention on Human Rights) to have information about his/her previous convictions kept confidential is **necessary and proportionate** for the prevention of crime (or in the interests of public safety or for the protection of morals or the rights and freedoms of others). This involves considering the consequences for the offender if his/her details are disclosed against the nature and extent of the risks that offender poses to the child or children. The police should also consider the risk of driving the offender to become non-compliant where he/she may pose a greater risk to other children. This stage of the test also involves considering the extent of the information which needs to be disclosed e.g. you may not need to tell the parent the precise details of the offence for that parent to be able to take steps to protect the child.

10.9 In every case where disclosure is being considered about a subject, a Community Impact Assessment (CIA) should form part of the decision making rationale prior to the disclosure being made. The CIA should look to consider any risks that would be posed to the subject as a result of the disclosure.

10.10 Information about a person's previous convictions is also sensitive, personal data under the Data Protection Act 2018 and therefore the police must also be satisfied that disclosure is in accordance with the Act.

## 11. STAGE 7 – OUTCOME AND CLOSURE

11.1 Following the decision being made, full information must be entered on the Disclosure Decision Making Record or equivalent form (see relevant geographic appendix).

11.2 It should also be fully endorsed and signed by a Supervisor within the Public Protection Unit or equivalent.



- 11.3 Before disclosure is made about the subject's convictions or other offending or intelligence they should be notified in advance and given the opportunity to:
- (a) Self disclose, or
  - (b) Make representations or seek advice as to why no disclosure should be made.
- 11.4 Any representations against disclosure made by the subject must be recorded on the Disclosure Decision Making Record or equivalent form.
- 11.5 Once the decision is taken to follow the self disclosure route or allowing the subject to seek advice a time limit of 48 hours should be allowed before moving to full disclosure. However this will have to be assessed on a case by case basis.
- 11.6 Only in exceptional circumstances (which should be recorded) should no advance notification be made to the subject. This decision should be signed off by an officer of Superintendent level.
- 11.7 A decision will be taken as to whom it is necessary to disclose the information to. This may be the original applicant or another person. For example the parent, carer or guardian who was the original applicant may be estranged from the family and not in a position to protect the child or children concerned therefore disclosure may be made to the other parent, or the guardian or carer who is in the best position to protect the child. Disclosure in terms of KCS must only be made to persons who have a need to know the information to be able to protect a child or children from the risk of harm.
- 11.8 MAPPA guidance is wider than this and does cater for disclosure to third parties who are not parent, guardians or carers where necessary to protect adults and children from the risk of serious harm. Therefore disclosures can be made to other third parties if necessary under existing arrangements.

## **12. CONFIDENTIALITY STATEMENT - CLOSURE OF APPLICATIONS**

- 12.1 When Disclosure is made then it must be delivered in person with the following warning:
- The information must only be used for the purpose for which it has been shared i.e. in order to protect children

- The person to whom the disclosure is made will be asked to sign an undertaking that they agree that the information is confidential and they will not disclose this information further
  - A warning should be given that legal proceedings could result if this confidentiality is breached. **This should be explained to the person and they must sign the undertaking.**
- 12.2 If the person is not willing to sign the undertaking, the Police will need to consider if disclosure should still be made. The outcome should be recorded and considered in the risk assessment and decision - making process
- 12.3 Information should be given to the applicant to ensure they know what steps to take if there are concerns that further children are at risk and further disclosure is required i.e. that the police should be informed so that the information can be considered.
- 12.4 The Enquiry Officer tasked with making the disclosure will ensure the Disclosure Form or equivalent (refer to geographic appendices) is completed at this stage.
- 12.5 The maximum time scale for completion of the process is within 45 days. That allows 35 days for an IRD/MAPPA meeting, or equivalent, to be held and a further 10 days for disclosure to be made. All time scales within the process are the maximum to be taken. All stages should be completed **as soon as possible**.
- 12.6 It is imperative that any decisions made as a result of the process are recorded in a format that would withstand the scrutiny of formal review. It is also crucial that any relevant information coming to light as part of this process is shared appropriately with all relevant agencies.
- 12.7 **The Enquiry Officer and Public Protection Unit Supervisor (or equivalent) should ensure that all hard copies of forms used in this process are returned to the KCS Coordinator or other appropriate person who has responsibility for storing them.**
- 12.8 It is vitally important that these forms include signatures from the applicant and Supervisory Officer. All forms are to be forwarded via internal mail compliant with the relevant Government Protective Marking Scheme process for restricted documents or in person to the KCS Coordinator or other appropriate person.

## **13. INTELLIGENCE GATHERING AND RECORDING**

- 13.1 Intelligence relating to KCS applications is valuable and must be available to Police throughout Scotland and the rest of the United Kingdom as well as partner agencies.
- 13.2 The guidance on the use of SID contained within SID 'Rules and Conventions' should be followed to address the creation of an intelligence log.
- 13.3 If further intelligence is obtained during the investigation process, a SID log should be submitted. This is the responsibility of the enquiry officer for that particular application.

## **14. CROSS DIVISION BOUNDARY ENQUIRIES**

- 14.1 There is the possibility that there will be more than one division involved in any one application. The general principal for dealing with cross division enquiries will be that the division where the child (ren) is normally resident (child division) will become the lead division for the investigation and will direct and coordinate all other activity by other divisions around the enquiry.
- 14.2 This will ensure that a child - centred approach is being adopted at all times and that the division, where the child(ren) is normally resident, taking ownership for the enquiry, collating all relevant information while directing other divisions to carry out tasks. This approach ensures that there is a concerted effort to protect the child while enquiries are ongoing into the subject(s).
- 14.3 Where this occurs it is essential that the division where the enquiry is instigated takes the following action:

Upon receiving a disclosure request regarding a child(ren) who is resident in another division, the instigating division will, without delay, inform the division where that child(ren) is normally resident, providing as much detail of the call as possible. This will normally be carried out by Police Control Centres at which time an entry should be raised on both area command and control systems recording the request.
- 14.4 The "child" division will thereafter implement their local KCS procedures and take ownership for the enquiry, maintaining close links with any other divisions where relevant, e.g. where the offender resides in another divisional area.

- 14.5 The instigating division is likely to continue to have an important role to perform during the enquiry as there may be a need to engage with the applicant if they reside in that divisional area. Similarly, where the subject resides in that divisional area, there will be a need to carefully manage the enquiry around the subject, balanced with the needs of the applicant/victim.
- 14.6 In cases where the offender is a RSO or of particular concern to a division, there needs to be clear and consistent dialogue between all relevant divisions, however, the overriding principle will be the protection of the child(ren) which will take primacy over all other enquiries.
- 14.7 All police divisions and agencies involved should work in close consultation to consider and address the risks posed in each case. Every effort should be made to reach an agreement between all divisions and other agencies involved.
- 14.8 While it is accepted that primacy in any process will reside in a single division, there will nevertheless be a need for the other divisions and agencies involved to fully engage with the process and if necessary send representatives (or provide teleconferencing presence/other contribution) to the decision-making conference, be it under the auspices of MAPPA or Child Protection Procedures.
- 14.9 In relation to 'other agencies', primacy for social care should always rest with the social care team for the area in which the children principally reside. This will on occasion be different to the division that holds primacy, i.e. in MAPPA cases.
- 14.10 In all cases the “child” division are responsible for oversight of the enquiry, co-ordinating the actions of the responding divisions and maintaining the anticipated level of service with the applicant.
- 14.11 The responding divisions are responsible for dealing with actions in relation to the child/subject/third party that resides within their divisional area once informed about the enquiry by the “child” division (i.e. actions specific to this process, actions relating to existing Child Protection Procedures or where applicable actions relating to MAPPA).

## **15. ROLES AND RESPONSIBILITIES**

### **15.1 INITIAL ACTIONS**

- 15.1.1 The member of staff receiving the initial contact must ascertain how, where and when the applicant can be contacted in the future, as a face-to-face interview will be required to investigate their application further.

- 15.1.2 The applicant should be able to inform Police of their concerns outwith the presence of the subject of their application. Persons registering an interest by visiting a Police Station in person must be allowed to make their application in private outwith the hearing of other members of the public.
- 15.1.3 At the first contact stage, minimum standards of information must be obtained. These include:
- Full details (if available) of the applicant, subject and children concerned
  - The preferred method of future contact
  - Why the person is making the request/enquiry
  - If the subject lives with the person making the application
  - If the subject has immediate unsupervised access to the child/children involved in the request or any other children
  - Does the applicant have any reason to believe the subject poses a risk of harm to the child/children concerned from behaviour they have observed/are aware of?
  - Does the subject know the applicant is making the enquiry?
- 15.1.4 Checks to be made on CHS, PNC, VISOR, VPD or equivalent system, PND and SID to establish any information known about the applicant, child (or children) concerned and the subject.
- 15.1.5 The Initial Contact Form or equivalent (see relevant former force appendix) should be used at this stage of the process to obtain the necessary details from initial contact in order to initially risk assess the enquiry.
- 15.1.6 If no immediate concerns are identified the enquiry should be passed to the KCS Coordinator or equivalent person for enquiry on their return to duty.

If it is identified that urgent action is required due to immediate/imminent risk of harm to a child (or any other person) then **action must be taken immediately** and Child Protection SOP procedures should be followed regardless of the time of day.

## 15.2 ENQUIRY OFFICER

- 15.2.1 The Public Protection Unit Supervisor or equivalent will be responsible for allocating the application in order for it to be progressed. This person will be known as the Enquiry Officer.

- 15.2.2 During the face to face interview the applicant's identity should be verified and the following information obtained:
- The applicants full particulars (name, date of birth, address etc).
  - All known details in relation to the subject.
  - Details of child (ren) connected with the concern and their own link to them.
  - Provide reasons why they are registering a concern.
  - Say whether or not the subject knows the enquiry is being made (and if not why not).
  - Provide personal contact details.
  - Consent to agree with police sharing personal data with other agencies and noted in enquiry officers notebook or appropriate form.

If it is identified that urgent action is required due to Immediate/imminent risk of harm to a child (or any other person) then **action must be taken immediately** and existing Child Protection procedures should be followed regardless of the time of day.

- 15.2.3 At the completion of interview and full risk assessment a decision will be taken in respect of the application after consultation with a Supervisory Officer. The application will raise '**no concerns**', where the subject has no convictions in relation to child protection concerns and there is no other intelligence held by Police indicating the same. In addition, the application itself has not revealed any concerning behaviour relevant to safeguarding children
- 15.2.4 "No Concern" relates to the Enquiry Officer's judgement based on the information available. If there is any doubt the Enquiry Officer should record the form with 'Concerns'.
- 15.2.5 Where 'concerns' are identified and disclosure is appropriate a multi agency discussion should occur prior to disclosure being made by either the police, Social Work or the subject.

### **15.3 ACTIONS OF POLICE CONTROL CENTRE DUTY SUPERVISOR / DUTY OFFICER**

- 15.3.1 On receipt of application and on all occasions, the Duty Officer will ensure that the information received in the application is fully assessed in respect of immediate child protection concerns.
- 15.3.2 Where the subject can be identified; the Duty Officer will ensure checks on CHS/PNC have been completed.

- 15.3.3 This will indicate if the subject is a **RSO** who has been **Convicted of Child Sexual Offences** - convictions relating to child sex offences or other sexual convictions.
- 15.3.4 The outcomes of these checks may dictate further checks on the SID, the Command and Control System or equivalent, VPD or equivalent, VISOR and PND.

If it is identified that urgent action is required due to immediate/imminent risk of harm to a child (or any other person) then **action must be taken immediately** and existing Child Protection procedures should be followed regardless of the time of day

- 15.3.5 If no immediate child protection concerns are evident, the Duty Officer will forward the application to the KCS Coordinator or other appropriate person.

#### **15.4 KEEPING CHILDREN SAFE COORDINATOR OR EQUIVALENT PERSON**

- 15.4.1 Best practice is for all initial applications to be directed to the KCS Coordinator or equivalent person in the first instance, unless there is an immediate Child Protection issue, in which case normal Child Protection Practices should be followed.
- 15.4.2 Responsibilities include contacting the applicant by phone following receipt of the application form and taking any additional details and explaining the process and timescales involved. They will also conduct any additional Police checks not already undertaken in order to initially risk assess the application before forwarding the enquiry onto the Public Protection Unit Supervisor or equivalent person.
- 15.4.3 The Coordinator is responsible for maintaining a record of all applications, checks on the progress of any enquiries and records the outcome of any disclosure decisions on the appropriate Police systems.

#### **15.4 CHILD SEX OFFENDER (CSO) DISCLOSURE SCHEME CROSS JURISDICTION PROTOCOL**

- 15.4.1 **This protocol was developed between ACPO & ACPO(S). It will require to be reviewed to take cognisance of the change to a single police service in Scotland from 1 April 2013.**
- 15.4.2 The procedures outlined herein should still be followed in the interim.

- 15.4.3 There is a possibility that there will be an application under the terms of the scheme which involves forces within differing jurisdictions i.e. Scotland, England and Wales whose procedures in relation to the scheme differ.
- 15.4.4 In the instance where this occurs the force where the child (ren) reside become the co-ordinating force (rather than the responding force within the England & Wales Scheme).

**For example:**

A division in Scotland receives initial contact about a child (ren) who resides in England and Wales.

Initial details will be obtained and transferred immediately via the force control room /call centre to the area where the child (ren) reside and an incident log will be created.

On receipt of the information by the force where the child(ren) live this force then becomes the co-ordinating force for this application and in effect takes ownership of the application including the capturing of the information for the monthly data return.

The original division in Scotland will undertake the face to face application and empowerment/information stages adhering to the times lines as set out in the scheme at stages 2 and 3

Stages 4 to 6 will be the responsibility of the co-ordinating force in this case taking into account the need to liaise with the force in which the subject lives as appropriate.

**Or**

Where a force in England and Wales receives initial contact about a child (ren) who resides in Scotland.

Initial details will be obtained and transferred immediately via the force control room /call centre to the area where the child (ren) reside and an incident log will be created.

On receipt of the information by the division where the child(ren) live this division then becomes the co-ordinating division for this application and in effect takes ownership of the application including the capturing of the information for the monthly data return.



The original force in England and Wales will undertake the face to face application and empowerment/information stages adhering to the times lines as set out in the scheme at stages 2 and 3.

Stages 4 to 6 will be the responsibility of the co-ordinating division in this case taking into account the need to liaise with the force in which the subject lives.

**FORMER CENTRAL SCOTLAND POLICE  
(Division 5)**

**4. STAGE 1 - APPLICATION**

First Contact Form – This form is to be used for all initial contact made by an applicant seeking information through the KCS scheme except contact made via the Control Centre. This form can be located on the force intranet and identifies the minimum standard of information to be obtained and checks completed at the initial contact stage.

[FCCC First Contact Form](#) – This form is to be used for all initial contact made by an applicant seeking information through the KCS scheme via the Control Centre.

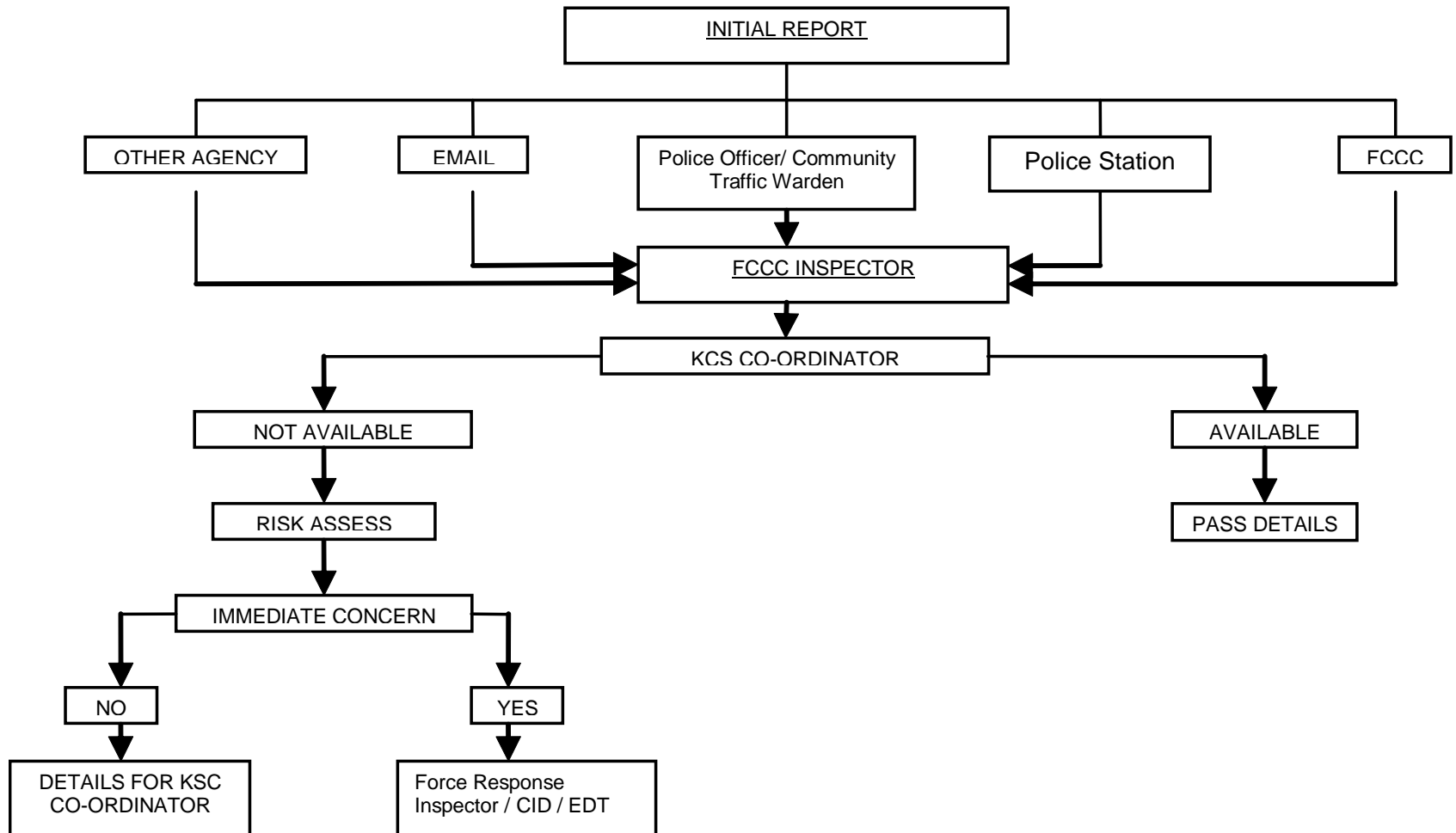
All applications should be referred to the Duty Inspector at the Area Command and Control Centre who will take one of two actions:

- (i) If the Keeping Children Safe Coordinator is on duty and available, the referral should be passed to that officer for enquiry.
- (ii) If the Keeping Children Safe Coordinator is not on duty **an initial risk assessment should be completed at this stage to establish if urgent action is required due to immediate/imminent risk of harm to a child (or any other person).**

A STORM call card should be raised for each event and given the “Keeping Children Safe” tag.

All details of every application will be appended to the centrally maintained spreadsheet at the Public Protection Unit by the KCS Coordinator.

### APPENDIX 3 - FCCC FLOWCHART



## OFFICIAL

### 6. STAGE 3 – FACE TO FACE

Face-to-Face Form – The allocated enquiry officer will complete this form at the face to face meeting. The forms are held centrally at the Public Protection Unit and will be issued by the KCS Coordinator.

### 9. STAGE 5 – FULL RISK ASSESSMENT

Disclosure Decision Making Form – This form will be used at stage 5-Full Risk Assessment.

### 10. STAGE 6 – DECISION MAKING ON DISCLOSURE

The decision to make a disclosure will be a multi agency one. This would ordinarily be in a MAPPA meeting for those subjects who meet the MAPPA criteria. For those subjects who do not meet MAPPA criteria then this would ordinarily be via the Police Screening Hub (PSH) process; **however, it is recognised that immediate decisions may be required by professionals dealing with child protection.**

#### **Emergency Disclosures (Out of Office Hours)**

Where the Keeping Children Safe Coordinator is not on duty it will be the responsibility of the FCCC Inspector to make a decision regarding the urgency of any disclosure request. The FCCC Inspector will carry out an initial risk assessment based on the available facts from the applicant, supported by interrogation of police recording systems. Where this leads to a decision for an emergency disclosure to be made the FCCC Inspector will ensure the subject is not listed on the 'FCCC Sensitive RSO List' (This is a list of RSO's who present significant management issues within our communities, such as MAPPA level 3 offenders) before briefing the Response Inspector. Where the subject is on the 'FCCC Sensitive RSO List' the FCCC Inspector will seek authorisation for disclosure from the PPU Detective Chief Inspector or PPU Detective Inspector **before** any disclosure is made.

All initial applications will be sent electronically to the KCS Coordinator using the e-mail address [KeepingChildrenSafe@centralscotland.pnn.police.uk](mailto:KeepingChildrenSafe@centralscotland.pnn.police.uk)

**FORMER DUMFRIES AND GALLOWAY CONSTABULARY  
(Division 14)**

**4. STAGE 1 - APPLICATION**

[RSO First Contact Form](#) will be used for all initial applications under the scheme and completed by the Police officer receiving the application.

An entry on IMAGE will be created for the application and initial checks undertaken on Police systems to identify any immediate child protection concerns.

Where immediate child protection concerns are identified the duty supervisor for the area will be informed to make arrangements for existing child protection measures to be adopted.

Where no immediate child protection concerns are identified the RSO First Contact Form will be electronically sent to the Offender Management Unit mail box for the attention of the KCS Co-ordinator.

**6. STAGE 3 – FACE TO FACE**

[Face-to-Face Form](#) will be completed by the enquiry officer during interview with the applicant.

**9. STAGE 5 – FULL RISK ASSESSMENT**

Disclosure Decision Making Guide will be completed by the enquiry officer during the full risk assessment stage.

**11. STAGE 7 – OUTCOME AND CLOSURE**

Non-Disclosure Letter will be provided to the applicant in cases where a decision has been made that no information will be disclosed.

RSO Disclosure Form will be completed in cases where a decision has been made that information will be disclosed to the applicant.

## **15. KEEPING CHILDREN SAFE COORDINATOR OR EQUIVALENT PERSON**

On receipt of an application the KCS coordinator will be responsible for allocating it to an enquiry officer. The KCS coordinator has also responsibility for the supervision of all KCS enquiries and maintaining statistical information in relation to the scheme.

The Detective Sergeant within the Offender Management Unit has been identified as the KCS coordinator and Detective Constables within the Offender Management Unit undertake all enquiries in relation to applications.

## FORMER FIFE CONSTABULARY (Division 8)

### 4. STAGE 1 - APPLICATION

**Initial Contact Form** (Keeping Children Safe E-mail Outlook Form) – This form will be completed by any member of staff, who receives information from the applicant. The completed form is auto populated and will send copies to the Duty Officer (FCC Inspector), PPU Offender Management Unit, Disclosure Unit and ViPER Unit.

The Duty Officer (FCC Inspector) is responsible for ensuring all police systems such as ViSOR, CHS, PNC are checked, and the form fully updated. If satisfied there are no immediate child protection concerns; the form should be automatically forwarded to the aforementioned departments for further enquiry.

### 5. STAGE 2 – INITIAL CONTACT FOLLOWING APPLICATION

**Fife COSD Form** - The former Fife Constabulary area utilise one form that is commenced at Stage 2. Where the subject has been identified as an RSO or previously managed RSO the enquiry will be undertaken by officers from the Offender Management Unit. Where the subject is not identified with the same status, as above, officers from the ViPER Unit will undertake the enquiry. This form is updated through to Stage 7 Outcome and Closure, and the enquiry officer records all details onto the shared CSOD Spreadsheet.

### 11. STAGE 7 – OUTCOME AND CLOSURE

**KCS Decision Making Template** - This form is used by the KCS Co-ordinator or designated deputy to identify whether disclosure is necessary, justified and proportionate and is completed on conclusion of the enquiry. They review further checks carried out by the Disclosure Unit, which are signed off within the Quality Assurance Framework (QAF). They also sign off the enquiry records on the shared CSOD Spreadsheet.

The decision-making checklist provides a structured quality assurance process assisting in the co-ordination of any further referrals to the Child Protection IRD process, the MAPPA process or the MARAC process. At the conclusion of the scheme the enquiry officer communicates outcomes of the process personally.

## **15. KCS Coordinator or Designated Deputy**

All applications for the scheme will be sent electronically to the KCS Coordinator or D.D. using the PPU Offender Management e-mail address.

The KCS Coordinator or D.D. is responsible for allocating reference numbers to applications reviewing and maintaining details and outcomes on the shared CSOD spreadsheet, and the QAF.

They have overall responsibility for quality assuring the process.



## FORMER GRAMPIAN POLICE (Division 1 and 2)

### 4. STAGE 1 - APPLICATION

It is anticipated that the majority of initial contacts will be made via the Force Service Centre (FSC) who will note details and notify the Force Referral Unit (FRU) who are part of the Public Protection Unit.

The notification will be made by means of the [Sex Offender Disclosure Scheme form](#) sent to the 'Force Referral Unit – SOCD' e-mail in the in-box.

The Sex Offender Disclosure Scheme Form is commenced at Stage 1 and updated through to Stage 7 Outcome and Closure.

In circumstances where the initial contact is made directly to a police officer or by a caller at a public office, the member of staff will note details and inform FSC, before the end of their tour of duty, who will in turn generate the Sex Offender Disclosure Form and submit it to FRU.

FSC staff will carry out initial basic checks on the Police National Computer and the Criminal History System (CHS2). Results of these checks will be documented on the Sex Offender Disclosure Form which is sent to FRU.

Staff at the Referral Unit will check the Referral Unit - SOCD email in-box each working day and where a notification is received they will complete part 1 of the Sex Offender Community Disclosure Scheme (SOCD) form, which will include full research of all named parties as documented on the form.

Once part 1 of the form is complete, staff at the Force Referral Unit will send the SOCD Form by email to the Referral Unit Detective Inspector who will arrange for Stage Two of the Process to be undertaken.

[Guidance Sex Offender Community Disclosure](#) - This guidance outlines how the Disclosure Scheme form will be used.

[Call Handler Guide](#) – This guidance assists call handlers to make a decision when a call is received from an applicant.

### 6. STAGE 3 – FACE TO FACE

Staff from the Referral Unit will contact the applicant in person at a convenient time and location. This ensures the request is genuine and provides an opportunity to establish further details about the application in order to assess the risk.

The officer conducting this part of the process will complete part 2 of the Sex Offender Community Disclosure Scheme (SOCD) form.

Part 2 of the SOCD form includes a confidentiality statement and a warning that the applicant may risk prosecution if the application is false or malicious. The officer must read these statements to the applicant at the conclusion of the Face to Face process.

## **8. STAGE 4 – EMPOWERMENT / EDUCATION**

At the conclusion of the Face to Face process the applicant will be given an information pack about the Disclosure Process, which are held at the Referral Unit office.

## **9. STAGE 5 – FULL RISK ASSESSMENT**

This stage will include revisiting the information obtained in the initial contact and face-to-face stages and further checks on all relevant data-bases by staff at the Referral Unit.

## **10. STAGE 6 – DECISION MAKING ON DISCLOSURE**

The disclosure will be undertaken jointly by a Social Worker and Police Officer, with the Social Worker taking the lead. The Police Officer will ordinarily be a member of the Referral Unit, however in cases where the subject is a Registered Sex Offender it will likely be a member of the Offender Management Unit.

In the event of Disclosure, the wording must be pre-scripted on the appropriate section of the SOCD form. This enables the release of information to be undertaken in a controlled manner.

Where Disclosure is made it will be delivered verbally along with the following statement, which is printed on the SOCD form:

- that the information must only be used for the purpose for which it has been shared i.e. in order to protect children;
- that they understand the information is confidential and they will not disclose this information further;
- that legal proceedings could result if this confidentiality is breached.

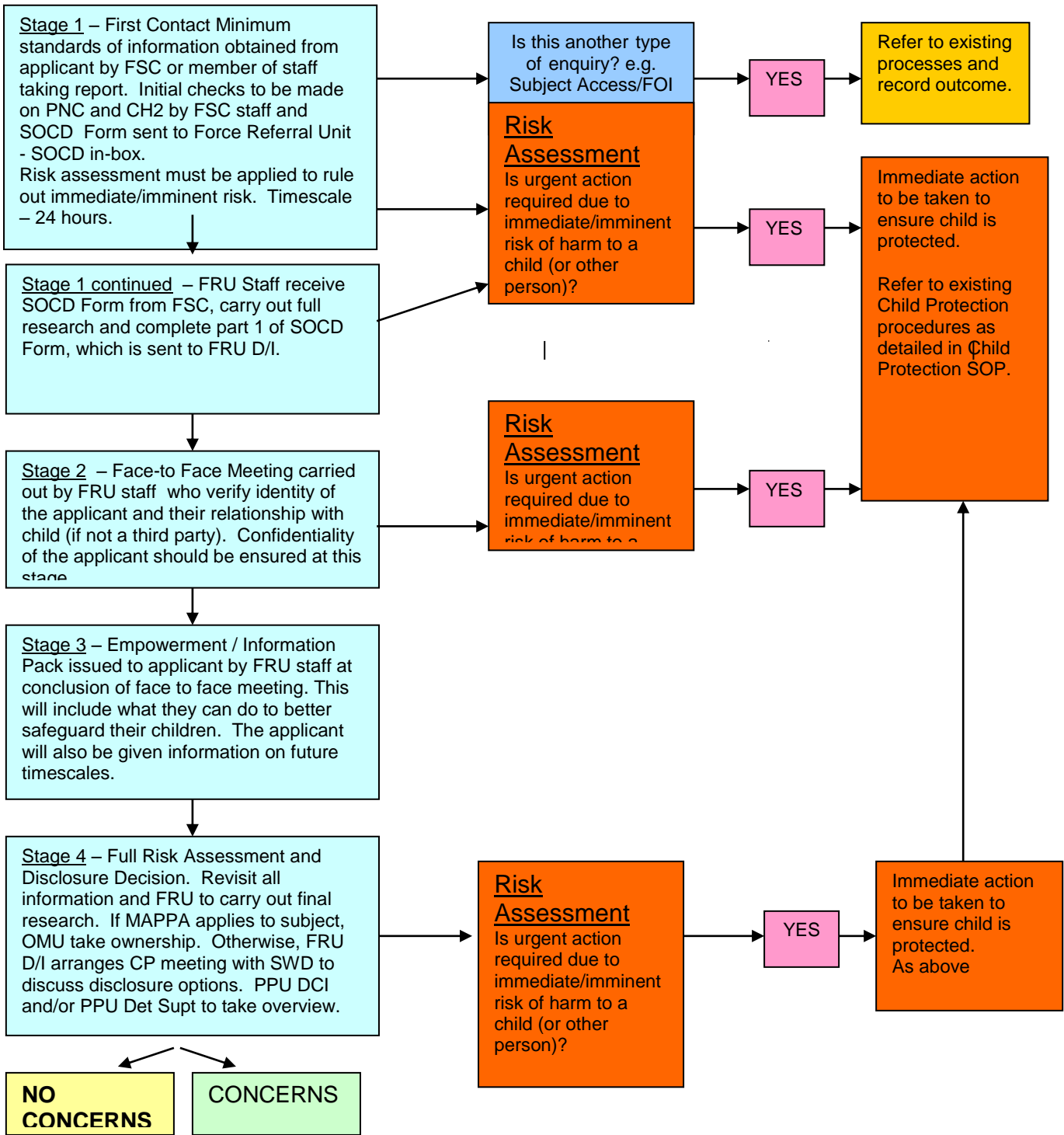
The person receiving the disclosure will be asked to sign the relevant section of the SOCD form to indicate they have received the disclosure and that they agree to the above stipulations.

In the event the person is unwilling to sign the undertaking, there may be a need to consider if the disclosure should still take place.

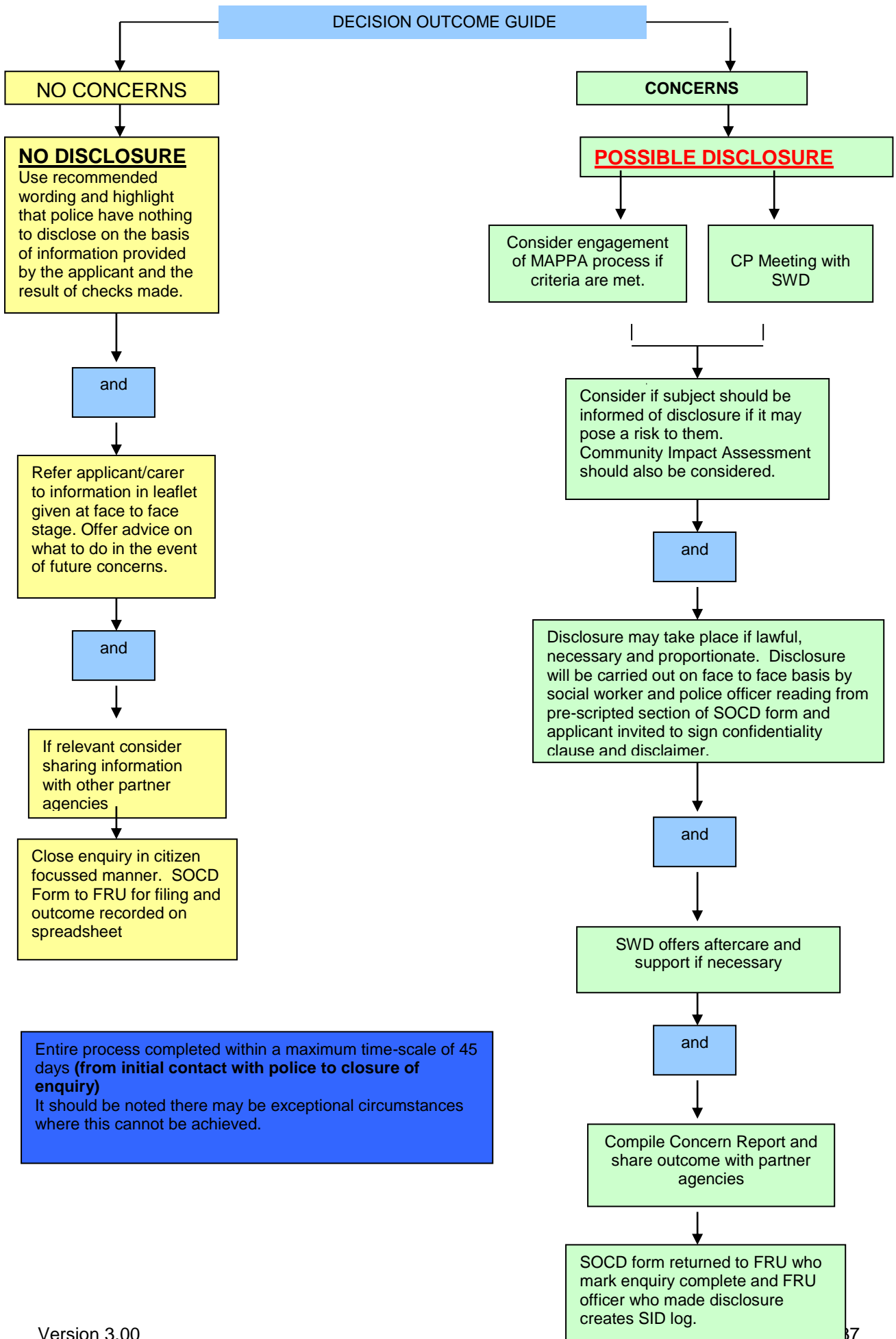
Protection of children must remain the main focus when making this decision and it may be the case that the Police Officer who accompanies the Social Worker making the disclosure records this in their notebook. Recording of the process in the officer's notebook is good practice in any case.

At the conclusion of the process, regardless of whether disclosure is made, the completed SOCD form will be returned to the Force Referral Unit (FRU) for filing whereupon FRU staff will mark the enquiry as complete on the SOCD spreadsheet. This is for the purposes of monitoring the progress of each application and the collation of management information to inform any future Scottish Government or Freedom of Information requests.

In circumstances where a legitimate child protection concern is identified, regardless of whether disclosure is made, the member of FRU staff who carried out the process will submit a Concern Form via the normal channels to the relevant FRU inbox. This enables a record of the outcome to be maintained by partner agencies and will provide early intervention opportunities where appropriate.



Timescale to complete Stages 1-4 (including a decision on which outcome route to take) – maximum 10 days



**FORMER LOTHIAN & BORDERS POLICE  
(Division 6 and 7)**

**4. STAGE 1 - APPLICATION**

**Initial Contact Form** (Keeping Children Safe E-mail Form) - the Initial Contact Form will be completed by a Police officer/member of staff first receiving information from the applicant. The completed form should then be sent to the Police Control Centre Duty Officer (FCC Supervisor) via the email address ODivFCCDutyOfficer@lbp.pnn.police.uk.

The FCC Supervisor is responsible for ensuring all police systems such as CHS, PNC are checked. Depending on these results, further checked may be required on UNIFI, STORM, INFO2, ViSOR, PVG and PND if appropriate. If satisfied there are no immediate child protection concerns; they should forward the application form to Xdivkeepingchildrensafe@lbp.pnn.police.uk.

**5. STAGE 2 – INITIAL CONTACT FOLLOWING APPLICATION**

**Intelligence gathering and recording on SID**

At the conclusion of **Stage 2 – Initial Contact following the application**, the KCS Coordinator will telephone the applicant to fully advise them regarding how their application will be progressed and to confirm the information provided by the applicant is to their knowledge, accurate. After discussion with the applicant if any intelligence is gathered as a result, the KCS Coordinator will input a SID log at this stage provided it meets the Standard Grounds:

Standard Grounds are established where it is believed that the recording and dissemination of intelligence material is likely to be of value in:

- The interests of National Security
- The prevention or detection of crime and disorder
- The maintenance of community safety
- The assessment or collection of any tax or duty or of any imposition of a similar nature
- Serving a significant public interest

This relates to any valuable intelligence, which should be available to Police throughout Scotland and the rest of the United Kingdom as well as partner agencies. It allows patterns to be identified i.e. where a person has been the subject of numerous applications.

This will also be retrievable to Police throughout the United Kingdom via PND.

When a KCS application is first received and it is deemed that information provided in the application warrants a SID entry, it will be the responsibility of the KCS Coordinator or other appropriate person to submit an intelligence entry on SID under the heading,

**PVG - SUBJECT HEADING – COMMUNITY INTELL**

To the appropriate Local Intelligence Officer (LIO). The source of this intelligence is always the applicant and will be graded E21 or E41 accordingly.

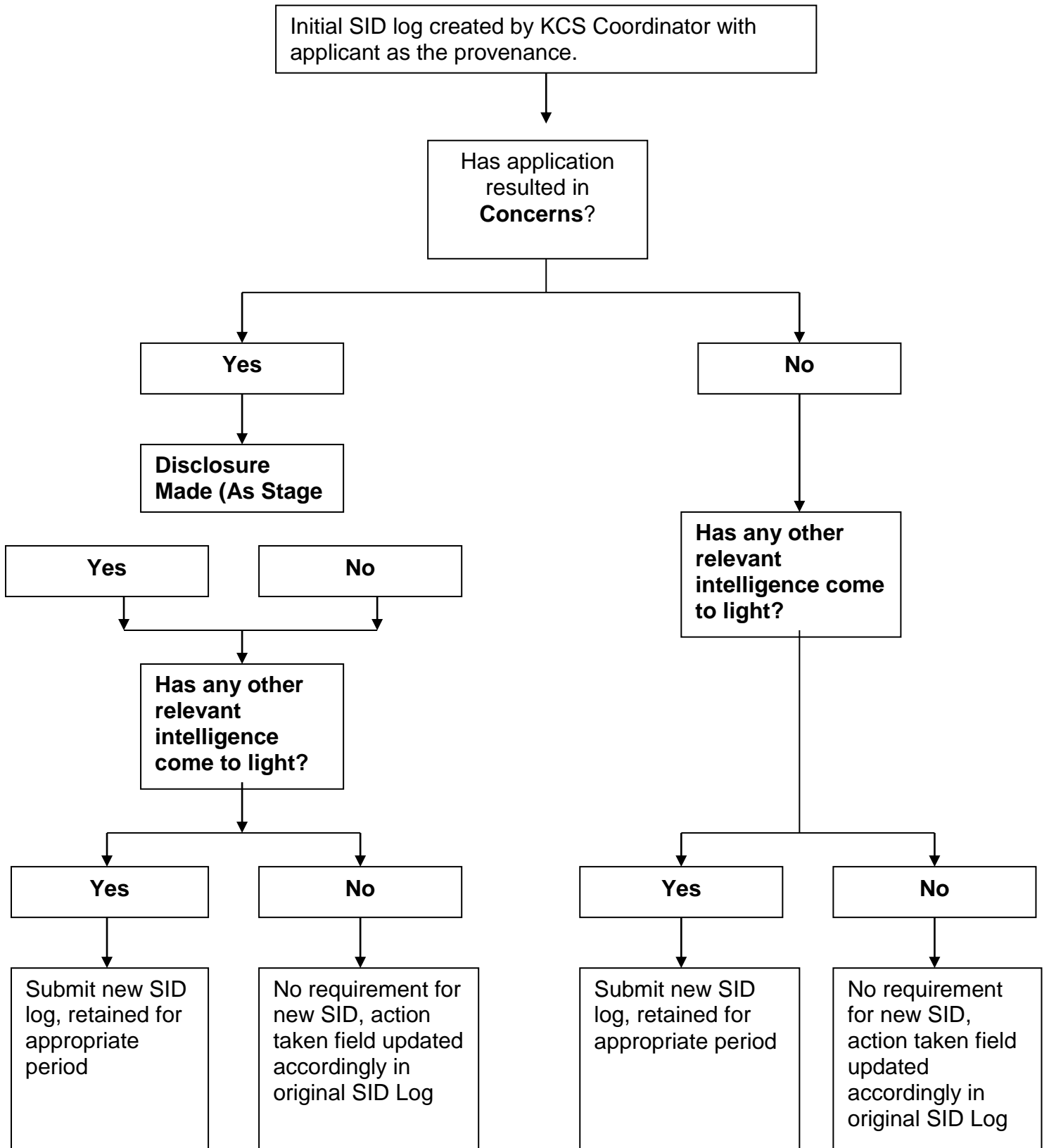
At the conclusion of the application, it is the responsibility of whoever maintains a record of all KCS applications to update the LIO with the disclosure decision and any other relevant information regarding the outcome of the application in order for this to be added to the “Action taken” field of the SID log.

If additional intelligence is gathered during the investigation process, the necessary SID logs should be submitted. This is the responsibility of the enquiry officer for that particular application. In addition, any information relevant to that individual’s lifestyle in relation to access to children should be considered. The grading of the intelligence is the decision of the officer inputting the entry based on the provenance.

The FCC Supervisor is responsible for ensuring all police systems such as CHS, PNC are checked.

A process flow chart regarding SID log submission for any intelligence submitted is shown below.

## SID Log submission and retention guidance





## 6. STAGE 3 – FACE TO FACE

[Face-to-Face Form \(Force Form xo18\)](#) – the face-to-face form is completed by the enquiry officer upon their meeting with the applicant and signed by both.

## 9. STAGE 5 – FULL RISK ASSESSMENT

[Disclosure Decision Making Record \(Force Form xo20\)](#) – the disclosure decision-making record is **started** by the enquiry office and PPU supervisor. It will not be properly complete and signed off until stage 7.

## 10. STAGE 6 – DECISION MAKING ON DISCLOSURE

[Disclosure Stage Form \(Force Form xo17\)](#) – the disclosure stage form will be completed by the enquiry officer and applicant, but only if there is a disclosure being made.

### **Maintaining a Record of All Applications**

It is vitally important that any decisions made as a result of the process are recorded in a format that would withstand the scrutiny of formal review. It is also crucial that any relevant information coming to light as part of this process is shared appropriately with all relevant agencies.

**The enquiry officer and PPU supervisor should ensure that all electronic and hard copies of forms used in this process are returned to the Keeping Children Safe Coordinator or other equivalent person where they will be centrally stored.**

**FORMER NORTHERN CONSTABULARY  
(Division 4)**

**4. STAGE 1 - APPLICATION**

[OP-57-06 Keeping Children Safe First Contact Form](#) - This form will be used for Stage 1 & 2, Application and Initial Contact.

**6. STAGE 3 – FACE TO FACE**

[OP-57-07 Face-to-Face](#) – This form will be used for Stage 3 & 4, Face to Face and Empowerment & Education.

**10. STAGE 6 – DECISION MAKING ON DISCLOSURE**

[OP-57-08 Disclosure Decision Making Form](#)

[OP-57-09 Disclosure Stage](#)

[OP-58-01 Non-Disclosure Script](#)

These forms will be used for Stages 5, 6 & 7, Full Risk Assessment, Decision Making on Disclosure and Outcome Process and Closure

**15. KEEPING CHILDREN SAFE COORDINATOR OR EQUIVALENT PERSON**

All applications received through the Operations Centre or via Police Stations will be completed at that time and all research recorded on the Form OP/57/06 – Keeping Children Safe – First Contact Form. Once this has been done either the Operations Inspector or Duty Inspector must review the form for any immediate risk. It must then be emailed to the relevant Public Protection Unit (via mbx-box) and to the Public Protection Policy & Support, HQ (mbx-hqppu) for the attention of the Force Co-Coordinator.

**Only if immediate concern for a child is present should this process be delayed.** In these instances the incident will be recorded as Child Protection (CP) and not Keeping Children Safe Scheme (CZ) on Impact.

Once the Keeping Children Safe Co-Coordinator receives the [OP/57/06](#) it will be the responsibility of the Co-Coordinator to maintain a record of the applications received and to provide statistical information to the Keeping Children Safe working group, which they will be a member of.

Any further investigation, research or decision-making will be the responsibility of the relevant PPU Inspector.

On conclusion of the investigation, within the relevant timescales, the Public Protection Unit will provide scanned copies of all relevant documentation pertaining to each application to the Co-Coordinator via email. The Co-Coordinator will then be responsible for any collation of information in regards to the Scheme.

## FORMER STRATHCLYDE POLICE (Divisions 9-13)

### 4. STAGE 1 - APPLICATION

[Form 5:36:1A](#) - This is the first contact form and should be completed on receipt of the initial information (whether in person/telephone etc)

The completed KCS application should be e-mailed to the KCS Coordinator using the e-mail address [publicprotection@strathclyde.pnn.police.uk](mailto:publicprotection@strathclyde.pnn.police.uk).

The details of the application will be appended to the centrally maintained spreadsheet and the contents reviewed to ensure that no urgent action is required. The application is thereafter allocated to the Public Protection Unit which has responsibility for the area where the child (ren) resides.

There is an 'aide memoire' to assist officers in this process – this is obtainable via local PPU's.

### 5. STAGE 2 – INITIAL CONTACT FOLLOWING APPLICATION

An intelligence report should be input onto the Scottish Intelligence Database (SID) only in circumstances where the subject has links to criminality.

### 6. STAGE 3 – FACE TO FACE

[Form 5:36:1B](#) - This is the face to face form and should be completed at the interview with the Applicant.

### 11. STAGE 7 – OUTCOME AND CLOSURE

[Form 5:36:1C](#) - This is the disclosure form and details the person the disclosure is being made to, and the verbatim wording of the disclosure being made.

#### **Non Disclosure letter**

The non-disclosure letter should be given to the Applicant when no information is being disclosed.

#### **KCS Enquiry Result Form**

The KCS enquiry result form should be completed on conclusion of the enquiry and submitted to PPU for collation.

The checklist is provided to assist divisions re system checks to be undertaken

## **15. KEEPING CHILDREN SAFE COORDINATOR OR EQUIVALENT PERSON**

All initial applications will be sent electronically to the KCS Coordinator using the e-mail address [publicprotection@strathclyde.pnn.police.uk](mailto:publicprotection@strathclyde.pnn.police.uk).

The KCS Coordinator is responsible for allocating a reference number to the received application and appending the details of the application to the centrally maintained spreadsheet. The contents of the application will be reviewed to ensure that no urgent action is required prior to allocation to the Public Protection Unit which has responsibility for the area where the child(ren) resides.

The Coordinator is responsible for checking the progress of the enquiries and recording the outcome of the enquiry on the centrally maintained spreadsheet.

**FORMER TAYSIDE POLICE  
(Division3)**

**4. STAGE 1 - APPLICATION**

[Keeping Children Safe – Initial Contact](#). This form will be used in relation to Stage 1 - Application

**6. STAGE 3 – FACE TO FACE**

[Face-to-Face Meeting](#). This form will be used in relation to Stage 3 - Face to Face

**11. STAGE 7 – OUTCOME AND CLOSURE**

[Community Disclosure Confidentiality Agreement](#). This form will be used in relation to Stage 7 – Outcome and Closure

[Non-disclosure Letter](#). This form will be used in relation to Stage 7 – Outcome and Closure

Once the Keeping Children Safe Coordinator receives the [Keeping Children Safe - Initial Contact form](#) it will be the responsibility of the Coordinator to maintain a record of the applications received and to provide statistical information to the Keeping Children Safe working group, which they will be a member of.

Any further investigation, research or decision-making will be the responsibility of the relevant PPU Inspector.

**15. KEEPING CHILDREN SAFE COORDINATOR OR EQUIVALENT PERSON**

All applications received through the Force Control Centre or via Police Stations will be directed to a dedicated phone line within the Community Safety Office at Force Headquarters. The Keeping Children Safe Co-ordinator or equivalent person will record the enquiry at that time on the First Contact Form, carrying out and recording the relevant research. A crime report should be raised on UNIFI and allocated to the relevant PPU department for enquiry.

**If immediate risk is identified, then child protection procedures should be followed.**

Should the initial application be received outwith normal office hours, then details of the application should be e-mailed to the Keeping Children Safe Coordinator/Equivalent Person for progression at the earliest opportunity. The Coordinator will thereafter contact the applicant should further detail be required.

Should the Keeping Children Safe Coordinator/Equivalent Person be unavailable for any reason, then relevant checks should be carried out by the Force Control Room. A risk assessment should be carried out by the recipient of the initial application, or the PIO within the Force Control Room to exclude the need for immediate action.

On conclusion of the investigation, within the relevant timescales, the Public Protection Unit will provide hard copies of all relevant documentation pertaining to each application to the Coordinator for collation.

Applications may also be made via email using the link on the Tayside Police website. Email enquiries will be directed to the Keeping Children Safe Coordinator for progression.

**LIST OF ASSOCIATED LEGISLATION**

- Police and Fire Reform (Scotland) Act 2012
- Children (Scotland) Act 1995
- Sexual Offences Act 2003
- Data Protection Act 2018
- Equality Act 2010
- The Freedom of Information (Scotland) Act 2002
- European Convention on Human Rights as adopted by the Human Rights Act 1998.



**LIST OF ASSOCIATED REFERENCE DOCUMENTS**

- Guidance on the Management of Police Information
- Lord Advocate's Guidelines to Chief Constables on the Investigation and Reporting of Sexual Offences
- MAPPA Guidance
- SID 'Rules and Conventions'
- Child Protection SOP
- PVG SOP

## GLOSSARY OF TERMS

**Application** – Those enquiries that go on to be processed as formal disclosure applications.

**Applicant** – The person making the application. The disclosure should only be made to a person who is in a position to use that information to safeguard the child (ren). This will usually be the parent, guardian or carer of the child and may not always be the original applicant.

**Convicted of child sexual offence(s)** - For the purposes of this scheme means anyone convicted of, or in England and Wales, cautioned, reprimanded or warned for of an offence listed under Schedule 1 to the Criminal Procedure (Scotland) Act 1995, as amended or any other relevant offence.

**Child/Children** – The individual (s) who are under 18 years of age with whom the subject has contact or has the potential to have contact.

**Contact** – Although the term 'contact' is used, actual 'contact' may not be confirmed. There may be sufficient access to or connection with the child by the subject to pose a real risk of harm and therefore justify disclosure. However, agencies must consider whether the likelihood of actual contact is sufficient to satisfy the test for disclosure.

**Disclosure** – Includes both the disclosure of information about the subject's convictions for child sexual offence(s) and any other relevant information deemed necessary to protect a child (ren) from harm i.e. serious domestic violence. The disclosure should only be made to the person who is in a position to use that information to protect the child (ren). This will usually be the parent, guardian or carer of the child and disclosure to anyone else will, in any event, fall outside this scheme. The recipient of the information may not always be the original applicant.

**Registered Sex Offender** - Person subject to the notification requirements of the Sexual Offences Act 2003 by virtue of conviction for a relevant sexual offence; subject to a Sexual Offences Prevention Order; Sex Offender Order;- Convicted of Breaching a Risk of Sexual Harm Order or subject to a notification order.

**Subject** – The person who the applicant is seeking information about who has some form of contact with a child or children.

**Third Party** - Can be any public or private place that has a public interest with regards to disclosure for the public protection i.e. Schools, sports centres, colleges.