

Hackney Extra-Familial Risk Panel Protocol

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Extra-Familial Risk Panel Role

Hackney Extra Familial Risk Panel (EFRP) facilitates partnership safeguarding interventions in cases where a child or young person - or a group of children / young people - meet one or more of the following categories:

- at risk of, or are experiencing harm outside their family.
- at risk of, or are causing harm to young people outside their family.
- at risk of, are experiencing or causing harm in specific contexts such as their peer group, neighbourhoods/locations and/or school.

Extra Familial Risks include ***criminal exploitation of children including gangs and 'county lines', child sexual exploitation, harmful sexual behaviours, serious youth violence, young people who are frequently missing from home or care.*** For definitions of extra-familial risk please see **Appendix B.**

The Extra Familial Risk Panel sits alongside and provides support to any statutory social work processes and Early Help interventions which are the responsibility of case holding units within CFS.

While risks around radicalisation and terrorism are often extra-familial in nature these are responded to via Hackney's Prevent and Channel processes (<https://www.hackney.gov.uk/preventing-terrorism>). Information related to these cases are shared as needed between Hackney's Prevent Co-ordinator, the EFRP Chair and/or EFRP Co-ordinator. Prevent / Channel processes are able to refer to the EFRP.

Hackney's Extra Familial Risk Panel and the work undertaken with young people referred to the panel are informed by 'Contextual Safeguarding' principles; ***"Contextual Safeguarding is an approach to understanding, and responding to young people's experiences of harm beyond their families.*** It recognises that the different relationships that young people form in their neighbourhoods, schools, peer groups and online can feature violence and abuse. Therefore children's social care practitioners need to engage with individuals and sectors who have influence over/within extra- familial contexts, and recognise that assessment of, and intervention with, these spaces are a critical part of safeguarding practices."

Firmin, C. 2017. *Contextual Safeguarding: An overview of the operational, strategic and conceptual framework* <https://contextualsafeguarding.org.uk/assets/documents/Contextual-Safeguarding-Briefing.pdf>

The EFRP will:

- Share information from relevant professionals in advance of the meeting where possible.
- Evaluate risks informed by the Hackney Child Wellbeing Framework
- Agree coordinated interventions with the case-holding unit and relevant agencies to reduce risk or harm to young people directly and in the context of their peer groups, schools and neighbourhoods
- Review cases where deemed appropriate by the Chair and Panel members such as in the absence of any statutory plan such as Child Protection Plan or Child in Need Plan and where a complex multi-agency response is required across a number of contexts.
- Identify strategic issues to safeguard young people and raise these through the appropriate channels including the Multi-Agency Child Exploitation forum (MACE), Vulnerable Adolescents Working Group, Safer Young Hackney Board and Community Safety Partnership.
- Contribute to system-wide best practice around harm prevention.

Extra-Familial Risk Panel Composition

The EFRP is chaired by a Service Manager from Hackney Council's Children and Families Service and co-chaired by a Detective Inspector from the Metropolitan Police Service.

The EFRP Coordinator collates referrals, gathers information from panel members or other relevant sources and maps the concerns in advance of the Panel meeting and minutes the discussion and actions.

The EFRP consists only of professionals.

Panel Members of the EFRP include:

- Hackney Council - Children & Families Service - Service Manager & Chair
- Metropolitan Police - Child Exploitation Team - Detective Inspector
- Homerton University Hospital NHS Foundation Trust Safeguarding Children Team
- Hackney Education - Safeguarding Team
- Hackney Council - Children & Families Service, Context Intervention Unit
- Hackney Council - Children & Families Service, Young Hackney (Trusted Relationships + Youth Hubs)
- Hackney Council - Children and Families Service, Youth Offending Team
- Hackney Council - Children and Families Service, Clinical Service
- Hackney Council - Children's Rights Service
- Hackney Council + Metropolitan Police Service - Integrated Gangs Unit

Panel Members are required to:

- Check their agency's records in advance of the EFRP on all cases and if children or young people are open or known previously to their service, provide a concise summary on their agency's involvement in advance of the meeting that can be included in the EFRP meeting record.
- Attend every EFRP and stay for discussion on all cases
- Send a delegate from their agency when not able to attend
- Agree new actions and follow up existing actions on behalf of their agency
- Contribute to the analysis of risk, formulation of plans and agreeing to interventions particularly in contexts where their respective agency has duty or responsibility.
- Provide a view on general decision making around the contexts of concern and whether the referral should be reviewed.
- Ensure relevant client files on their agency's systems show minutes of EFRP case discussion and flag that they have been discussed at EFRP
- Update the EFRP Coordinator regarding completion of actions

Key Partner Agencies include but are not limited to:

- Hackney Education - Virtual School
- Hackney Education - Educational Psychology Service
- Homerton University Hospital NHS Foundation Trust LAC Health Nurse
- Hackney Council - Community Safety
- Hackney Council - Adult Social Care
- Hackney Council - Housing Needs and Benefits
- Hackney Council – Prevent Coordinator
- British Transport Police

- Hackney Council - Domestic Abuse Intervention Service
- Redthread
- East London NHS Foundation Trust (adult mental health services)
- Turning Point
- National Probation Service
- City and Hackney CAMHS

Schools attended by children and young people, allocated social work or early help units and any other relevant professionals will be treated as Members for their cases. Where concerns relate to a school context, individual schools will be asked to attend.

In addition to representing their agency through the EFRP process, the EFRP Representatives will promote good practice within their agencies around the identification of Extra-Familial Risk, developing interventions to reduce harm and share these with the panel, update colleagues about EFRP changes, address any issues about the quality of their agency's EFRP referrals or processes and support colleagues through the EFRP process.

Frequency & Administration of Extra-Familial Risk Panels

EFRP meetings are held fortnightly on a Wednesday from 9 / 9:30 (depending on volume) to 12:30.

The referral deadline is one week before EFRP (the preceding Wednesday).

The agenda and referral papers will be shared with panel members no later than Monday morning before the panel. This will be via a shared google drive folder.

Extra-Familial Risk Panel Referral process

A process diagram for referrers can be found [here](#).

Young people open to CFS

For referrals for young people *already open to CFS*, referrers can book a case consultation with the Context Intervention prior to referring to EFRP to establish if a referral to EFRP is needed and to obtain support and advice around the identification of risk and implementation of plans to reduce harm.

Young people not open to CFS or Referrals from Outside of CFS

For young people *not open to CFS*, any agency working with a child, group of young people or a context of concern can have a discussion with MASH (0208 356 5500) or the Context Intervention Unit (contextual.safeguarding@hackney.gov.uk) to determine the suitability of a referral to EFRP.

External agency referrals for EFRP are sent to Hackney MASH (mash@hackney.gov.uk) via the EFRP Referral Form (**Appendix A**). The title of the email should read "EFRP Referral".

Referrals to EFRP will be initially screened by MASH to ensure immediate safeguarding concerns are responded to in a timely manner. MASH will create any young people or contexts on the social care database as required and progress to the Screening & Referrals Manager for further actions and decisions regarding any immediate safeguarding concerns. Such actions may include progressing individual young

people for statutory social work intervention if required in line with s.47 of the Children Act 1989. **This ensures that any immediate safeguarding concerns are responded to without delay.**

Once a decision has been made on any urgent safeguarding concerns, MASH Screening & Referrals Manager will then forward these referrals to the Context Intervention Unit for further review and allocation to the agenda.

The Role of the Referrers

Referrers should, where possible, explain to children and young people and their parents/carers why an EFRP referral is being made e.g. that, given the concerns for their safety, they need to share information with key partner agencies to better understand and reduce the risk.

Referrers should explore the young person's peer network including obtaining full names/details of those young people, any professional input they may have and identify any peer relationships that may pose a risk of harm. This should be done **prior to the EFRP** and recorded in the form of a [Peer Map](#), (See **Appendix D** for links to direct practice tools such as [Peer Mapping & Peer Dynamics](#))

Referrers should also seek to ensure they have explored the young person's safety through the use of the [Young Person Safety Assessment Tool](#), a [Safety Map](#) and implementation of a [Safety Plan](#) where possible. The referrer should indicate which professionals need to be invited to EFRP as per the guidance on the referral form.

Referrals made by staff from Panel member agencies should copy in their agency's EFRP representative. The EFRP Coordinator will help collate information on all young people mentioned in the referral and ensure relevant professionals are invited, consulting as needed with the EFRP Chair and or Context Intervention Unit.

Referrals will be reviewed by the Context Intervention Unit and/or EFRP Chair and further information may be requested. Referrals will be prioritised depending on the nature and level of risk.

If it is felt that the referral does not appear to require a multi-agency response by the EFRP, the referrer will be advised of this by the Context Intervention Unit (CIU) and support and guidance on possible interventions will be offered via a Case Consultation for the CIU. Further guidance on the **Case Consultation Forum** can be found [here](#).

During the Extra-Familial Risk Panel

Meetings are currently being run virtually due to the impact of coronavirus. It is recommended that attendees join by video on Google Meet rather than phone to facilitate the smooth running of the panel.

The EFRP Co-ordinator will record key information shared during the discussion, ensuring that risks, strengths and actions are recorded across all contexts factually and succinctly.

Panel members are expected to provide primary source documents in advance of the meeting where possible, which will be included in the meeting record to ensure accuracy and agency accountability.

The Chair will direct attendees to the **Confidentiality Agreement (Appendix F)** and a virtual attendance sheet to which everyone agrees by virtue of signing the attendance sheet.

The Chair will introduce the referral and provide a very brief summary of the primary referral reason - eg - ***We are here to discuss 'A' and 'B' in relation to an incident of serious youth violence and concerns that 'A' is at risk of exploitation.***

The Chair will explain the structure of the meeting which is to discuss each context individually, considering the risks, strengths, current interventions and planned actions in that context before progressing to the next. The chair will invite the referrer to present the information.

If applicable, any outstanding follow-up actions from the previous EFRP will be highlighted and new deadlines / actions agreed as required (see review EFRP for further details on when cases are reviewed).

Cases will be presented by the referrer using the 'EFRP Referral Form and Meeting Record' which is modelled on a Signs of Safety approach to identifying and responding to Extra-Familial Harm across the contexts of; *child & young person, home & family, peers, school and neighbourhoods/locations*. (See **Appendix A - EFRP Referral Form & Meeting Record** and **Appendix B - guide to completing the form**). Location and Peer Maps can be shown in the meeting also to aid analysis.

Whilst there may be some overlap of concerns between contexts such as '*child & young person*' and '*home & family*' and the contexts of '*school*' and '*peers*', the Chair will guide the discussion to ensure practitioners and panel members consider the most appropriate context for the concern raised.

Panel members are expected to contribute to the discussion through both the analysis of risk and suggested plans and interventions. Panel members are expected to consider the contexts where their agency may hold influence or responsibility and demonstrate leadership and expertise in these areas.

The EFRP Referral / Minutes form records updates and agreed actions in real time - all members and attendees have access to this information as the meeting progresses and afterward

At the end of the discussion, the Chair will guide the panel and practitioners to use the context weighting tool to identify the primary contexts of concern.

The Chair will review the plans and actions with those agencies who have agreed to take them forward to ensure that interventions are focused on reducing risk in the contexts where harm is occurring.

The Chair will ask panel members to establish if a review is required and a summary of the EFRP decision will be recorded.

Throughout the discussion, the voice of the young people concerned will be shared by the professionals along with the views of the family. The lead professional should ensure that the [Young Person Safety Assessment Tool](#) has been completed and that the young person's views on the support needed is obtained prior to and shared during the meeting.

Where risks within the family system have been identified at the Panel that have not previously been identified / addressed, the Chair will agree with the case holding unit actions regarding these also.

Using the context weighting tool and exploration of risk across each context, the panel may identify a need for a context assessment or intervention i.e. peer group, location or school. This will be undertaken by the Context Intervention Unit in partnership with other key agencies.

After the Extra-Familial Risk Panel

The EFRP minutes are recorded live in the meeting, building on the [EFRP Referral Form & Meeting Record](#) and will be finalised by the Monday following the panel. Panel members and attendees will be advised via email of completed minutes. It is their responsibility to ensure it is uploaded to their relevant case files.

EFRP representatives are responsible for following up on any actions they have agreed on behalf of their agency, for integrating these into their existing plans / assessments and for ensuring that their agency records EFRP outcomes securely on client files.

Agencies who have agreed actions in the EFRP Referral Form and Meeting Record will update the form as their actions are completed and the lead professional for each child will be responsible for ongoing coordination and communication within the professional system.

Review Extra-Familial Risk Panel

The Panel including the referrer will take a decision about whether to review a case during the initial EFRP discussion and will be informed by complexity across a number of contexts and plans already in place. For cases that are open to CFS on statutory or early help plans, and do not require multi-agency input across multiple contexts, these plans will act as the review mechanism, incorporating actions agreed at the EFRP. Should there be a need for further consultation or support on the plan, this can be provided by the Context Intervention Unit via the case consultation process.

Related children

The Panel will consider any children living with or related to those causing or experiencing harm and whether any safeguarding measures are required.

The panel will notify the MASH or allocated social work unit of any safeguarding concerns and/or Panel recommendations for related children who are identified at EFRP as at risk.

Restricted Extra-Familial Risk Panel meetings

A 'restricted' EFRP meeting will be held where an EFRP referral concerns a young person who is related to a staff member who works in an organisation that is one of Hackney EFRP members or other key partner agency. Restricted EFRP meetings may also be held where the Chair agrees that because of a young person's family's public status the need to manage confidentiality is such that a restricted meeting is warranted.

The EFRP Chair and the EFRP Co-ordinator will liaise with the referrer and the Chair will agree which agencies should be part of the EFRP meeting based on the information they hold or are likely to hold and the need for them to be involved in undertaking actions regarding the young people involved or context/location for which they are responsible.

The restricted EFRP meeting will take place separately from the fortnightly EFRP though it may be on the same day e.g. before / following the main EFRP meeting. The format of the meeting and risk reduction processes following the meeting are otherwise similar to the main EFRP meeting.

Information stored by all agencies attending the restricted EFRP meeting must be restricted from all but agreed staff within each agency.

Information Sharing

The EFRP discusses children and young people who are at risk of harm and as such information has to be shared between agencies to help make children and young people safe.

Government guidance puts preserving life and promoting safety as key considerations when seeking to balance confidentiality and disclosure.

Information sharing about children, young people and adults can be based on the legal authority of:

Children Act 1989
Working Together to Safeguard Children 2018
Care Act 2014
Data Protection Act 2018
Human Rights Act 1998

The need to share information in accordance with the above guidance applies to Members of the EFRP but also to all agencies.

Confidentiality

The EFRP is not a public forum and attendance shall be limited to those agencies who are able to provide a contribution with regard to listed cases. See **Appendix F** for Confidentiality Agreement.

All cases discussed at the EFRP are strictly confidential and the minutes should not be passed on to any individual or agency that is not a member of the EFRP without the agreement of the Chair; with exceptions as set out by Data Protection guidance.

EFRP members can convey summaries of EFRP discussions and outcomes as needed with other partner agencies to promote public safety and/or the apprehension of perpetrators.

Observers

The EFRP is generally attended only by those with a contribution to make to the cases being discussed. Observers will be limited to two per meeting and must be from member organisations or external bodies whose attendance is agreed by the Chair(s). Observers also sign the confidentiality agreement.

Changes to Extra-Familial Risk Panel Membership

Should an EFRP member agency wish to withdraw from the EFRP membership list, they will send written confirmation of this to the EFRP Chair and EFRP Coordinator, copying in their line manager and identifying who within their agency will be replacing them, providing contact details. If an agency itself is withdrawing from EFRP either because it no longer wishes to be included or will no longer exist then a senior manager from that agency will send written confirmation of this to the EFRP Chair and EFRP Coordinator.

Issue Resolution & Escalation

The EFRP Chair will seek to discuss informally any issues with agency representatives where this is proportionate. The Chair will raise with an appropriate senior manager of the referring / attending agency or EFRP member if actions agreed at EFRP are not being followed up, if agency representatives are not providing the required level of engagement with the EFRP process or if there are concerns about their or their agency's practice.

Equalities

Hackney EFRP has a responsibility to promote equality in the borough. The EFRP Co-ordinator will use equality data gathered from Hackney CFS' Mosaic system to monitor trends regarding children and young people referred to the EFRP.

Equalities information is collected by the EFRP Coordinator and statistical reports are shared with the MACE.

Extra-Familial Risk Panel Governance

The EFRP reports quarterly to the Multi-Agency Child Exploitation (MACE) meeting. The MACE Meeting consists of senior managers from agencies across the Safeguarding Partnership and takes place on a monthly basis. Its purpose is to monitor the effectiveness of and agree changes to the Hackney system to improve the Hackney partnership response to Extra-Familial Risk.

The EFRP also reports to the City and Hackney Safeguarding Children's Board Vulnerable Adolescents Steering Group.

Extra-Familial Risk Panel Quality Assurance

EFRP functioning will be reviewed via bi-monthly EFRP Steering Group meetings that will enable panel members along with the Chair to reflect on what is working well, what needs to improve and actions for agencies to take to achieve positive change.

Ten EFRP cases are selected for each audit exercise and audits are conducted by members prior to the meeting. The audits identify any issues arising which are captured by the EFRP Co-ordinator and learning emerging from the exercise is incorporated into updates to the City and Hackney Safeguarding Children Partnership.

Extra-Familial Risk Panel Protocol Responsibility

The EFRP Protocol sits with Hackney Council Children and Families Service. Any questions about the Protocol should be directed to Pauline Adams, Principal Head of Service, Hackney Children and Families Service.

Appendix A:

[Extra-Familial Risk Panel Referral Form & Meeting Record](#)

Appendix B - Extra-Familial Harm Definitions

See [London Child Exploitation Operating Protocol 2021](#) for further information.

1. Child Sexual Exploitation (CSE): Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Department for Education's (2017) [Child sexual exploitation: definition and guide for practitioners](#)
See also - [Child exploitation disruption toolkit](#)

Police Categories of CSE - Metropolitan Police (2021) [2021-CE-Pan-London-Protocol \(1\).pdf](#)

2. Child Criminal Exploitation CCE: Child criminal exploitation occurs where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity:

- in exchange for something the victim needs or wants.
- for the financial or other advantage of the perpetrator or facilitator.
- through violence or the threat of violence.

The victim may have been criminally exploited even if the activity appears consensual. Child criminal exploitation does not always involve physical contact, it can also occur through the use of technology. The criminal exploitation of children is not confined to county lines but can also include other forms of criminal activity such as theft, acquisitive crime, knife crimes and other forms of criminality.

Department for Education's Definition and a guide for practitioners, local leaders and decision makers working to protect children from child sexual exploitation (2017) [Child sexual exploitation: definition and guide for practitioners](#) [Child exploitation disruption toolkit](#)

2 (a) County Lines:

County lines is a form of child criminal exploitation. The UK Government defines county lines as: a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of "deal line". They are likely to exploit children and vulnerable adults to move and store the drugs and money and they will often use coercion, intimidation, violence (including sexual violence) and weapons. [Criminal Exploitation of children and vulnerable adults: County Lines guidance](#)

2 (b) Child trafficking:

It's defined as recruiting, moving, receiving and harbouring children for the purpose of exploitation. This exploitation can be criminal or sexual. Child trafficking is a form of modern slavery. Children can be trafficked into the UK from overseas and on their journeys are very often subject to sexual abuse. International child trafficking can be incorrectly labelled as child smuggling. Professionals are encouraged to be professionally curious in order to identify the trafficking risk indicators and implement a collaborative safeguarding response to the child. Responding to the vulnerability is a key factor. Exploiters may act as interpreters therefore, it's important the child is spoken to independently. Utilising accredited independent translators from the outset is key to capturing the best evidence. Investigations should be subject to a Section 47 joint investigation. A full risk assessment must be undertaken by all professionals before ensuring the child is placed with a suitable adult.

Children can also be trafficked from one part of the UK to another as evidenced in county lines. Child Trafficking varies from spontaneous networking between groups of offenders, to more serious organised crime where young people are effectively 'sold'. Children can be trafficked for criminal exploitation, and this can occur across and within Local Authority (LA) boundaries, regions and across international borders. This can occur at parties and gatherings where children who are involved may recruit others into the network. Some of this activity is described as serious organised crime and can involve the organised 'buying and selling' of children by offenders.

2 (c) Online exploitation: According to the Child Exploitation and Online Protection Centre (CEOP), a significant number of child exploitation offences take place online. These offences include deceiving children into producing indecent images of themselves and engaging in sexual chat online or sexual activity over a webcam. 2020 has also seen a significant increase of online grooming for child criminal exploitation including county lines.

3. Missing: When a child goes missing or runs away they are at risk. Safeguarding children therefore includes protecting them from this risk. Local authorities are responsible for protecting children whether they go missing from their family home or from local authority care.

See [Statutory guidance on children who run away or go missing from home or care](#) for further information. The [Hackney Children Missing from Home and Care Policy and Procedures](#), the [Return Home Interview Guidance](#) and the [Return Home Interview](#) can all be found by following the hyperlinks.

4. Serious Youth Violence: Youth Violence can occur in the absence of a young person being exploited where the young person either engages in behaviour that poses harm to others or appears to be a victim of violent behaviour outside the home. Such behaviour will often, particularly when it relates to groups of young people, require a multi-agency response to reduce risk.

5. Youth Produced Sexual Imagery: Children may take nude and sexual images of themselves and share them with other children and, whilst the taking and receiving of such images is a criminal offence and a criminal justice response may be necessary in some cases, the focus should be on providing a collaborative response which educates, supports and safeguards all children involved.

The following offences could be committed by sexting:

- Take or permit to take an indecent photo or video of themselves or another person under 18.
- Share an indecent image or video of another person under 18, even if it's shared

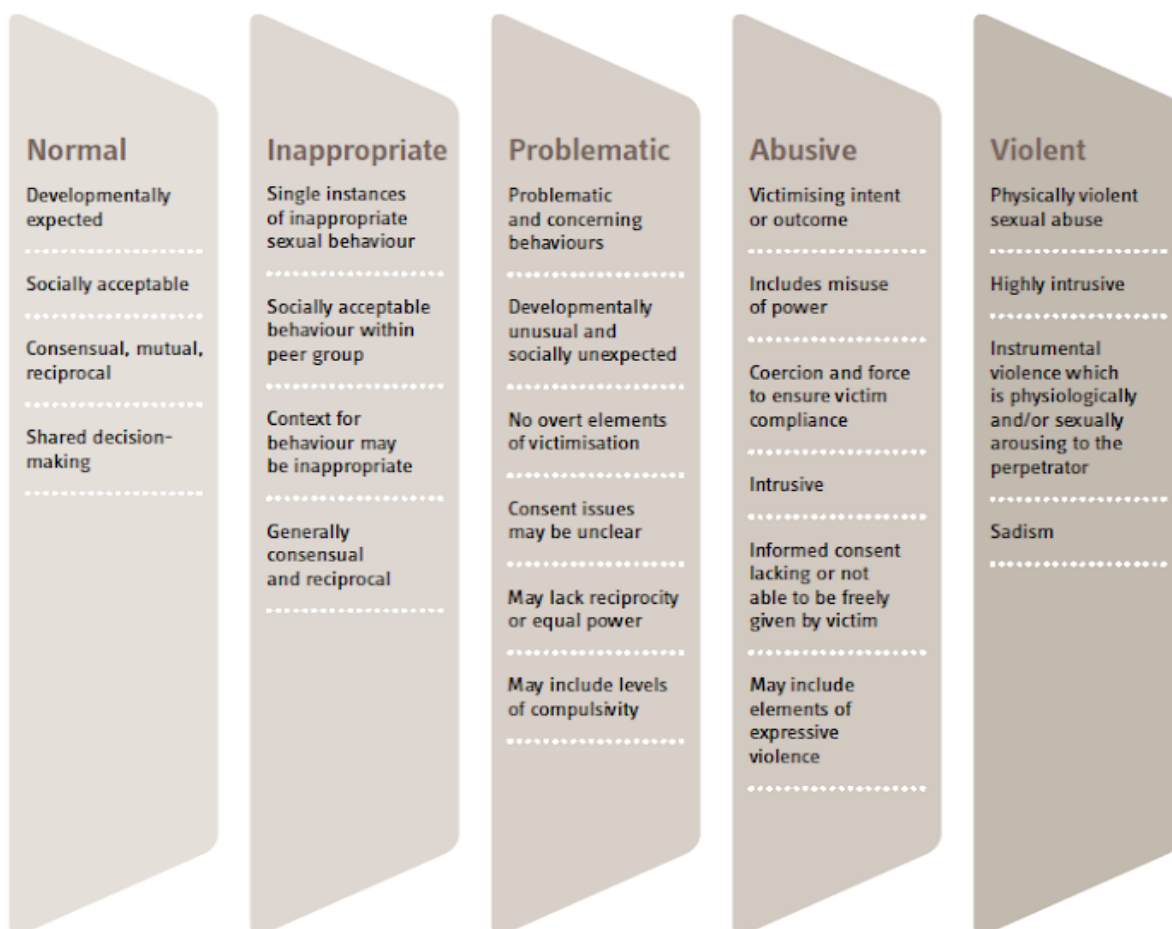
between young people of a similar age.

- Possess, download or store an indecent image or video of a child/young person under 18, even if that young person gave their permission for it to be created.

5. Harmful Sexual Behaviours: Sexual behaviours expressed by children and young people under the age of 18 years old that are developmentally inappropriate, may be harmful towards self or others, or be abusive towards another child, young person or adult

(Hackett, S., 2014. *Children and young people with harmful sexual behaviours*. Dartington: Research in Practice)

Risk categories for young people at risk of demonstrating sexually harmful behaviours:



6. Context of Concern - Peer Group:

Incident based peer group - group of young people who are linked through an specific incident of harm ie peer sexual assault or peer robbery.

Relational peer group - group of young people who are linked either through a known friendship or relationship as defined by the young people themselves and within this group there are concerns that harm is occurring to one or more young people. i.e. friendships where young people are going missing together, friendships where one young person may have suffered or be at risk of suffering EF harm, young people who identify as being a part of a gang and where there are concerns about harm linked to that association.

7. Context of Concern - School:

Any education provision that has been identified as a context where harm is occurring to repetitively to one young person or the environment is considered to pose a risk of harm to multiple young people. ie sexual assaults or youth violence occurring on school premises etc.

[CIU - School Assessment - Guide -DRAFT](#)

[School Contextual Assessment Protocol - DRAFT](#)

8. Context of Concern - Neighbourhood / Location:

Any location that has been identified as a context where harm is occurring repetitively to one young person or the environment is considered to pose a risk of harm to multiple young people. ie serious youth violence or gang related violence in particularly neighbourhoods, frequency of sexual assaults in a park or block of flats etc

Appendix C - EFRP and Case Consultation Guidance

[EFRP & Case Consultation Guidance](#) [Example Referral Form](#)

Appendix D - CS direct practice tools

[Young Person Safety Assessment Tool](#)

[Peer Mapping & Peer Dynamics Tools.pdf](#)

[Safety Map & Planning Tool.pdf](#)

[Push Pull Tool \(school & home\).pdf](#)

[Neighbourhood & Community Mapping Tool.pdf](#)

[Context-Weighting-infographic \(1\).pdf](#)

Appendix E - EFRP Referral pathways

[Whole system map](#) [EFRP Referral Process](#)

Appendix F - Extra-Familial Risk Panel Confidentiality Agreement

Information discussed by the agency representatives within this meeting, is strictly confidential and must not be disclosed to third parties who have not signed up to the EFRP Protocol, without the agreement of the partners of the meeting. It should focus on children and young people at risk of experiencing or causing extra-familial harm and a clear distinction should be made between fact and professional opinion.

All agencies should ensure that all minutes and related documentation are retained in a confidential and appropriately restricted manner. These minutes will aim to reflect that all individuals who are discussed at these meetings should be treated fairly, with respect and without improper discrimination. All work undertaken at the meetings will be informed by a commitment to equal opportunities and effective practice issues in relation to age, sex, disability, race, religion and belief, sexual orientation, gender or gender identity.

The purpose of the meeting is as follows:

- To share information to increase the safety, health and well-being of children and the public;
- To construct and implement jointly risk management plans that provide professional support to all those at risk and which reduce the risk of harm;
- To ensure that interventions to reduce harm are directed towards the context in which harm takes place
- To hold perpetrators to account and ensure they face sanctions;
- To ensure agency accountability;
- To provide support/guidance for staff involved in extra-familial harm cases.

The responsibility to take appropriate actions rests with individual agencies; it is not transferred to the EFRP. The role of the EFRP is to facilitate, monitor and evaluate effective information sharing to enable appropriate actions to be taken to increase public safety.

By signing the attendance sheet I agree to abide by these principles.