

1.0 Background

- 1.1 The Bichard Inquiry was set up by the Home Secretary following the conviction of Ian Huntley for the murders of Holly Wells and Jessica Chapman in Soham, Cambridgeshire. Huntley was a school caretaker at Soham Village College and had been subject to vetting for the post, including police checks. These revealed no relevant information about him.
- 1.2 The Bichard Inquiry Report makes recommendations that are relevant for police, social care and health, education establishments, vetting departments and the Government to protect children and vulnerable adults nationally.
- 1.3 In support of the recommendations, the Council has reviewed current practices and agreed to use a single system (CareFirst) to record information about individuals posing a risk to children and vulnerable adults. Appropriate checks will be made against the system as part of the employment process to minimise any risks to the vulnerable.

2.0 Aim of procedure

- 2.1 To collate information about those considered to have abused children or vulnerable adults or pose a significant risk to the public in a single system within Shropshire County Council.
- 2.2 To reduce the risk of employing an individual who is considered to have abused vulnerable adults or children or poses significant risk to the public, within Shropshire County Council.

3.0 Definitions

- 3.1 *Risky Person* - a person against whom there is allegation of abuse against children or vulnerable adults or poses a high or very high risk to the public
- 3.2 *Exceptional Circumstances* - there is thought to be an imminent risk to vulnerable adults or children (and there is no conclusion to the investigation at this stage) or
 - there is a minimum of three unsubstantiated allegations of abuse against children or vulnerable adults or
 - a significant risk to the public has been identified prior to a public protection meeting taken place.
- 3.3 *High Risk (adult protection only)* - there are identifiable indicators of serious harm and the impact would be serious. Recovery is likely to be difficult.
- 3.4 *Very High Risk (adult protection only)* - there is an imminent risk of serious harm and the impact would be serious and dangerous. Recovery is likely to be very difficult or impossible.

- 3.5 *Significant Harm* - a compilation of significant events, both acute and long-standing, which interrupt, change or damage the child's physical and psychological development.
- 3.6 *v.a.* - vulnerable adult
- 3.7 *vulnerable adult* - any person aged 18 years or above who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself from significant harm or exploitation”
- 3.8 *CF* - CareFirst
- 3.9 *CP* - Child Protection
- 3.10 *AP* - Adult Protection
- 3.11 *IRU* - Independent Review Unit
- 3.12 *CYPS* - Children and Young People's Service
- 3.13 *MAPPA* – Multi-Agency Public Protection Arrangements
- 4.0 Adding a risky person to CareFirst as a result of Multi-Agency Public Protection Arrangements**
- 4.1 All people discussed at a Risk Strategy Meeting (RSM), Multi-Agency Public Protection Panel (MAPPP) or Multi-Agency Risk Assessment Conference (MARAC) will be added to CareFirst by a representative from the Independent Review Team. Their full name, title, date of birth, address and gender will need to be collected in order to do this.
- 4.2 This information will not need to be presented to an Assistant Director/Head of Safeguards for a decision to be made.
- 4.3 No letter will be sent to the risky person as this is considered to compromise the public protection plan.
- 5.0 Adding a risky person to CareFirst under exceptional circumstances**
- 5.1 If exceptional circumstances (see definition) have been identified, a discussion should take place with either the Children's Safeguards Manager or Adult Protection Manager (depending on who the risk applies to) who will advise if it is appropriate to consider adding the person's name to CareFirst. Their full name, title, date of birth, address and gender will need to be collected in order to do this.

- 5.2 If considered appropriate, a recommendation for the relevant Assistant Director/Head of Safeguards to add the “risky person’s” name to CareFirst should be recorded. Without this recommendation a person’s name will not be added to CareFirst.
- 5.3 If in agreement with the recommendation the Assistant Director/Head of Safeguards will arrange for a letter to be sent to the person identified to inform them of the plan to add their name to CareFirst as a risky person. The letter will state the date their name will be added. Twenty eight working days notice will be given. Any decision to notify the risky person would be based on it not compromising the safety of a member of staff or another individual.
- 5.4 If no complaint is received in that time, the information will be passed to the Independent Review Team or Adult Protection Team (depending on who the risk applies to) who will add the information to CareFirst.
- 6.0 Adding a risky person to CareFirst as a result of an Adult Protection Investigation**
- 6.1 A person will usually be added to CareFirst when an Adult Protection Investigation has been concluded. Their full name, title, date of birth, address and gender will need to be collected in order to do this.
- 6.2 In order to add a “risky person” to Care First a case should be concluded as Proven/highly probable or Probable and the abuse has been assessed as posing a high or very high risk to a vulnerable adult.
- 6.3 The level of risk (low, medium, high or very high) should be clearly identified at the Level II Joint Planning Meeting. Without this information a person’s name will not be added to CareFirst as a “risky person” as it will not be possible to identify if this recommendation is proportionate.
- 6.4 A clear decision about the status (proven, disproven etc.) of the allegation will need to be identified at the final meeting. Without this information a person’s name will not be added to CareFirst as a “risky person”.
- 6.5 It must be noted that even if there is insufficient evidence or information to conclude that a person may be a ‘risky person’, it must not prevent the name of the person being added to CareFirst without a warning flag as a member of or connected to a family. It may be the case that further information comes to light during the course of the Local Authority’s involvement which would lead to a warning being placed on the individual’s name in the future using the same process and criterion.

- 6.6 If the above criterion is met, a recommendation for the relevant Assistant Director to add the “risky person’s” name to CareFirst should be recorded in the meeting notes. Without this recommendation a person’s name will not be added to CareFirst as a “risky person”.
- 6.7 If in agreement with the recommendation, the Assistant Director will complete the Decision Making Form and arrange for a letter to be sent to the person identified to inform them of the plan to add their name to CareFirst as a risky person. The letter will state the date their name will be added. Twenty eight working days notice will be given. Any decision to notify the risky person would be based on it not compromising the safety of a member of staff or another individual.
- 6.8 If no complaint is received by the Local Authority in that time, the Adult Protection Team will be informed and instructed to place a risky person’s warning against the name of the individual with a date to review the warning.
- 7.0 Adding a risky person to CareFirst where there are Child Protection concerns**
- 7.1 An individual will be considered for adding to CareFirst when the person has been identified as a risk to children during the course or following the conclusion of a Child Protection investigation, through involvement of the CYPS where a child is looked after or through CYPS’s work with children and families under s.17 of the Children Act 1989. Their full name, title, date of birth, address and gender will need to be collected in order to do this.
- 7.2 In order to add a ‘risky person’ to CareFirst there must be sufficient information/ evidence to support an assessment that an individual has or is likely to cause significant harm to child/ren.
- 7.3 The risk should be clearly identified at either a Strategy Meeting or a Child Protection Conference. This should be based on professional assessment of the risk present based on the information shared within the meeting. Without clearly identifying the level of risk the person’s name will not be added to CareFirst as a ‘risky person’ as it will not be possible to identify if the recommendation to flag the person as a ‘risky person’ is proportionate.
- 7.4 Information and / or evidence that the person has a history of offences or patterns of behaviour that have placed or are likely to place child/ren at risk of significant harm needs to be identified and clearly recorded at the Strategy meeting / Conference. Without this information a person’s name will not be added to CareFirst.

- 7.5 It must be noted that even if there is insufficient evidence or information to conclude that a person may be a 'risky person', it must not prevent the name of the person being added to CareFirst without a warning flag as a member of or connected to a family. It may be the case that further information comes to light during the course of the Local Authority's involvement which would lead to a warning being placed on the individual's name in the future using the same process and criterion.
- 7.6 If the above criterion is met, a recommendation for the Head of Safeguards to add the 'risky person's' name to CareFirst should be recorded in the minutes of the meeting. Without this recommendation the person's name will not be added to CareFirst as a 'risky person'.
- 7.7 If in agreement with the recommendation, the Head of Safeguards will complete the Decision Making Form and arrange for a letter to be sent to the person to inform them of the plan to add their name to CareFirst as a 'risky person'. The letter will state the date their name will be added. Twenty eight working days notice will be given. Any decision to notify the risky person would be based on it not compromising the safety of a member of staff or another individual.
- 7.8 If no complaint is received by the Local Authority in that time, the Independent Review Unit will be informed and instructed to place a risky person's warning against the name of the individual with a date to review the warning.

Decision Making Form

THIS SECTION IS FOR AP or CP or STRATEGY MEETING CHAIR ONLY

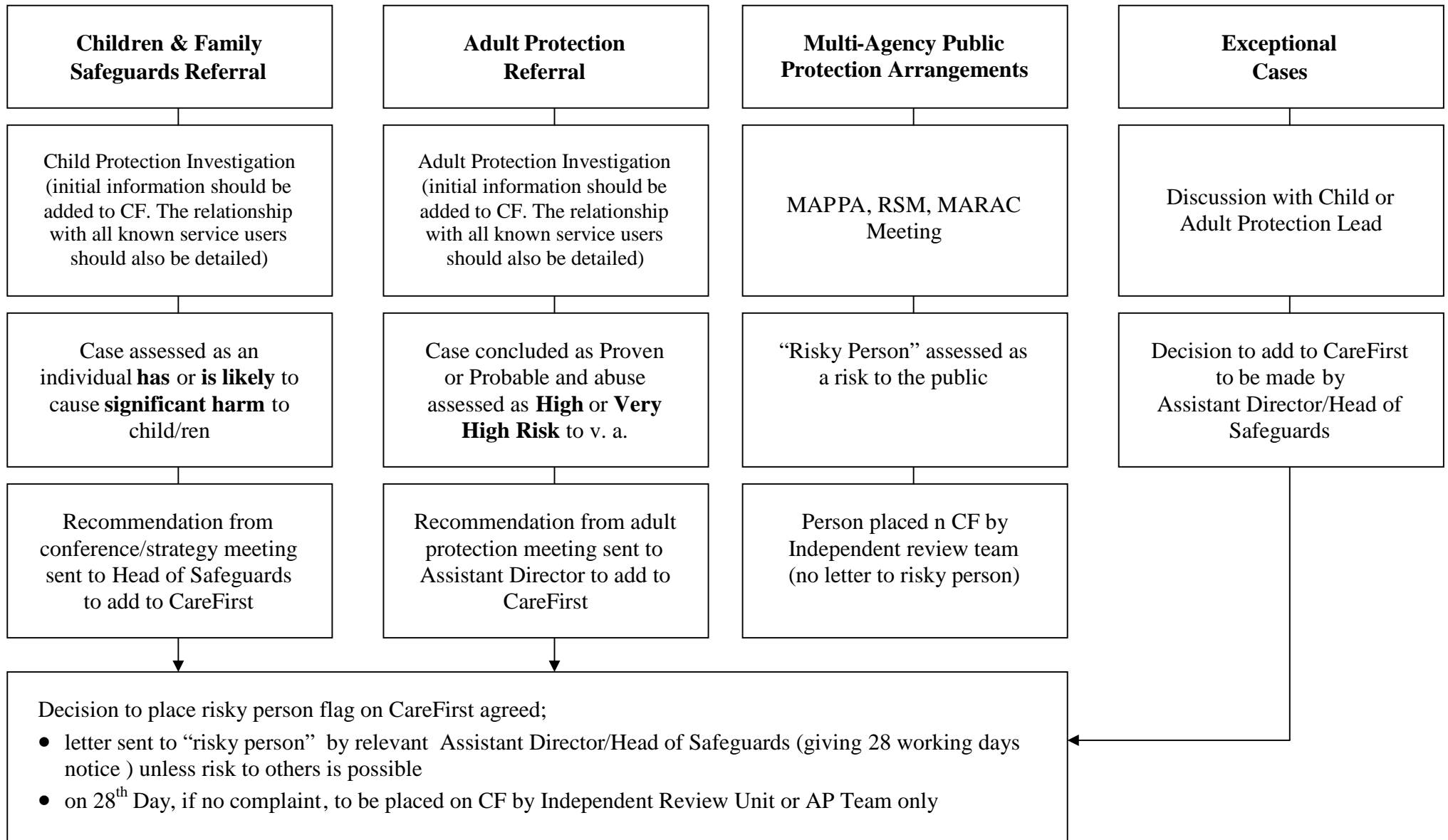
Name of the vulnerable adult or child	Care First number
Name of the "risky person"	D.O.B. / Address of the "risky person"
Summary of the risks	
Recommendation of the AP / CP / MAPPA Meeting	
Human Rights Act 1998 Impact	
Name of Chairperson	Signature of Chairperson
Date recommendation made	

THIS SECTION IS TO BE COMPLETED BY RELEVANT ASSISTANT DIRECTOR/HEAD OF SAFEGUARDS

1. Add to CareFirst / Not to be added to CareFirst	
2. Risky person to be informed Yes / No	
Rationale for decisions: 1. 2.	
Name of Assistant Director/Head of Safeguards	Signature
Date of decision	

Copy to be sent to the referring Chairperson and IRU or Adult Protection Team

Date added to CareFirst	Name of person adding information to CareFirst
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Draft letter informing a person of the decision to place them on CareFirst as a “risky adult”. Please amend this standard letter as necessary.

Dear

I am writing to inform you that a warning will be placed on file because.....

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Shropshire County Council in support of the recommendations made by the Bichard Inquiry Report, uses a single system (CareFirst) to record information about individuals posing a risk to children and vulnerable adults. Appropriate checks will be made against the system as part of the employment process to minimise any risks to the vulnerable.

Because of this, the warning of risky person will be placed on the system on ___/___/____.

This warning may be removed if the situation changes. This will be considered on ___/___/____. You will be informed in writing if the warning is removed.

If you are unhappy about this decision please put your complaint in writing and address it to me at the above address.

Yours sincerely

Assistant Director or Head of Safeguards
Shropshire County Council.