Stage 1 - Initial Contact with Police
Minimum standards of information obtained at this stage and checks completed (see Appendix B: Initial Contact Form).
Checks to be made on PNC, VISOR and force local systems to inform risk assessment. Checklist of questions also to be asked at initial contact stage to establish any immediate/imminent risks.

Timescale to complete Stage 1 – maximum 24 hours

Stage 2 - Face to Face Meeting
(Appendix C: Face to Face Form)
Identity of the applicant must be verified at this stage, along with verification of relationship to child (if not a third party). Confidentiality of the applicant should be ensured at this stage but only pending the outcome of the checks, after which this may not be possible.
Checks to be made on PNC, VISOR, INI/PND and force local systems to inform risk assessment. Questions on the Initial Contact Form should also inform risk assessment.

Stage 3 - Empowerment
At the end of stage 2 the applicant is given an information pack on the Disclosure Scheme. This will include what they can do in the interim to better safeguard their children.
The applicant will also be given information on future time scales

Stage 4 - Full Risk Assessment
Minimum standards of information obtained at this stage and checks completed (see guidance Appendix D Disclosure Decision Making Form 5.4.4 and 5.4.5)
Checks to be made on PNC, VISOR, INI/PND and force local systems to inform risk assessment.
Checklist of questions also to be considered to establish any immediate/imminent risks.

Risk Assessment
Is urgent action required due to immediate/imminent risk of harm to a child (or any other person)?

Risk Assessment
Is urgent action required due to immediate/imminent risk of harm to a child (or any other person)?

Immediate action to be taken to ensure child is protected.
Immediate action to be taken to ensure child is protected.

Refer to existing process for this type of request. Formally record outcome.

Time scale to complete Stages 1 – 4 (including a decision on which outcome route to take) – maximum 10 days
NO CONCERNS

Contact with applicant/carer
NO DISCLOSURE
Use recommended form of wording (see Non-Disclosure Form)
Should highlight that the police have nothing to disclose given the information provided by the applicant and the results of checks made. Just because not known, this does not mean no risks of harm to children.

and

Information and empowerment
Refer applicant/carer to information given in application pack (Stage 3).
Give information on what to do in the event of future concerns.
Give advice on how to safeguard and promote the welfare of children.
Engagement with other agencies.

and/or

If relevant consider sharing information / intelligence with other partner agencies

Close Enquiry
Citizen focussed. Ensure all applications are recorded and are retrievable on INI/PND (see Guidance 6.1)

STAGES 1 – 4 DECISION OUTCOME

CONCERNS

Decision Making Forum (see Guidance 5.6.12)
POSSIBLE DISCLOSURE

Consider use of usual safeguarding children procedures

Consider engagement of the MAPPA Process
If MAPPA criteria is met.
Consider conducting an urgent MAPPA meeting if circumstances dictate.

Other Meeting/Risk
MARAC, Vulnerable Adult, i.e. not MAPPA, no specific child at risk.
Child Protection Referral

Consider if subject should be informed of any disclosure
Disclosure may pose a possible risk to the subject. We must consider human rights of all involved to decide if subject should be informed.
Community impact assessment should also be considered (see The Disclosure Scheme: Guidance Document, 5.6.23 – 5.6.26)

and/or

Contact with applicant/carer
POSSIBLE DISCLOSURE
A disclosure may take place if lawful, necessary and proportionate (see guidance 5.6.14)
Disclosure discussion takes place with applicant/carer (see The Disclosure Scheme: Guidance Document (5.6.19 - 5.6.22, Appendix F) for format disclosure should take.

and

Information and empowerment
See previous

and/or

If relevant consider sharing information / intelligence with other partner agencies

Close Enquiry
Citizen focussed. Ensure outcome is recorded and is searchable on INI/PND (see Guidance 6.1)

Route Timescale – maximum 35 days
(from start of chosen outcome route to closure of enquiry)

Complete Process Timescale – maximum 45 days
(from initial contact with police to closure of enquiry)
It should be noted there may be exceptional circumstances where this cannot be achieved, i.e. when dealing with recently settled foreign subjects - checks at Stage 4 may take significantly longer than 7 days
**Terminology**

Any person can enquire about a person (the subject) who has some form of access to or connection with a child/children. This could include any third party such as a grandparent, neighbour or friend. This is to ensure any safeguarding concerns are thoroughly investigated. A third party person making an enquiry would not necessarily receive disclosure, a more appropriate person may a parent, guardian or carer. It should be noted that when it comes to the point of disclosure (under this process) this disclosure should only be made to the individual who is in a position to use that information to safeguard the child or children (usually a parent, carer or guardian) may not always be the original applicant.

The *subject* is the person whom the person registering an interest/applicant is seeking information about under the Disclosure Scheme.

**Concerns** could include any of the following:

(i) Information known about the subject in relation to offences/intelligence relevant to safeguarding children (i.e. adult sex offences, violence, drugs or domestic abuse. There may be intelligence known about the subject relevant to safeguarding children e.g. non-convictions, cases not proceeded with or intelligence concerning sexual or violent offences, or previous concerning behaviour towards children).

(ii) Concerns may also be in relation to concerning behaviour relevant to safeguarding children now being displayed by the subject, that have been disclosed as part of the disclosure application, e.g. grooming/unusual behaviour that indicates sexual harm to children might be likely.

(iii) Concerns may also be in relation to circumstances known about the subject’s previous child sexual offending and the circumstances/gravity of that offending now raising concerns about a risk of harm posed to the child/children named in the disclosure request.

**No concerns** means no convictions or intelligence relevant to safeguarding children and no concerning behaviour relevant to safeguarding children.