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|  | INITIAL CONTACT AND FACE TO FACE INTERVIEW **CHILD SEX OFFENDER DISCLOSURE SCHEME** |

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| **Ref:** |  |
| Please check ‘X’ appropriate boxes. | **Case Ref:** |  |

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| **Information for the completing officer/staff:**  At the initial contact stage, the completing officer / staff member will complete an initial risk assessment within 24 hours to assess whether there is an immediate or imminent risk of harm to the child or children named in the application.  Within 10 days of the initial contact, the face-to-face interview should be conducted by an officer or police staff member who has received in-force training to ensure they have a baseline understanding of child safeguarding and the risks posed by sex offenders.  The face-to-face meeting should be approached with an investigative mind-set, not simply to resolve the issue of potential disclosure but to fully consider the wider safeguarding situation of the named parties. Open questions should be used to explore why the applicant is making a request for information. This could include: any concerns they may have or behaviours they have witnessed, what the applicant knows about the subject already, and any steps the applicant has already taken to safeguard the child. |

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| **Information to be read to the applicant by the completing officer/staff:**  *An application to the Child Sex Offender Disclosure Scheme does not replace existing procedures that are in place for subject access or Freedom of Information (FOI) requests and the Disclosure and Barring Service.*  *Under this scheme, a disclosure may not be made to you. If you are not a parent, carer or guardian, your concerns will still be dealt with under normal Safeguarding Children procedures to protect the child(ren) you have mentioned in this form from risk of harm. If there is information to disclosure and a disclosure is necessary to safeguard the child(ren), the disclosure will be made to the person best placed to safeguard the child(ren). If you are not the person best placed to safeguard the child(ren), you will not be informed if a disclosure has been made.*  *The need for disclosure is based on the risk posed by the subject to the named child(ren) and will depend on the level of contact the subject has to the child or children. Where an enquiry is made that is unsuitable for the disclosure scheme, Safeguarding Children procedures may be taken.*  *Relevant checks will be completed by the police using the information given in this form within 24 hours. The results of these checks will be used to assess whether immediate action is needed to safeguard children from harm.*  *You are required to provide credible proof of identity (preferably photo ID such as a passport or driving licence). We will also look for proof of your relationship to the child(ren) if you are applying as a parent, carer, or guardian. From this, the necessary checks and risk assessments MUST be completed before any disclosure can be made. Other than in exceptional circumstances, applications for disclosure should be completed within 28 days of initial contact.*  *Further information on the scheme is available in the Public Guidance for the scheme (Annex E). Information on how to spot the signs of abuse and keep children safe is available in the Protecting Children from Sexual Abuse guidance (Annex F).* |

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| Officer’s name: |  | Date: |  |
| Location: |  | | |
| Person(s) present: |  | | |
| **Details of Subject:**  Name:       Other names/aliases?    Address:       Date of birth: | | | |
| **Details of Child:**  Name:       Date of birth:  Address:       Primary parent/carer/guardian: | | | |

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| **Section 1 – Details of applicant** | | | | | | | | | | | |
| Surname: |  | | | Forename(s): | |  | | | | | |
| Date of birth: |  | Gender: | | |  | | Place of birth: | |  | | |
| Address: |  | | | | | | | Postcode: | | |  |
| Ethnic origin: | White British | | Any other White Background | | | | | | | Asian/Asian British | |
|  | Mixed/Multiple ethnic groups | | Black, African, Caribbean or Black British | | | | | | | Arab | |
| Other | | | | | | | | | | |

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| **If the applicant is NOT the child’s parent, carer or guardian, please complete Sections 1a and 1b** |

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| **Section 1a – Details of mother** | | | | | | | | | | | |
| Surname: |  | | | Forename(s): | |  | | | | | |
| Date of birth: |  | Gender: | | |  | | Place of birth: | |  | | |
| Address: |  | | | | | | | Postcode: | | |  |
| Ethnic origin: | White British | | Any other White Background | | | | | | | Asian/Asian British | |
|  | Mixed/Multiple ethnic groups | | Black, African, Caribbean or Black British | | | | | | | Arab | |
| Other | | | | | | | | | | |
| **Does the father know this application is being made?** Yes:  No: | | | | | | | | | | | |

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| **Other useful information:** |

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| **Section 1b – Details of father** | | | | | | | | | | | |
| Surname: |  | | | Forename(s): | |  | | | | | |
| Date of birth: |  | Gender: | | |  | | Place of birth: | | |  | |
| Address: |  | | | | | | | | Postcode: | |  |
| Ethnic origin: | White British | | Any other White Background | | | | | Asian/Asian British | | | |
|  | Mixed/Multiple ethnic groups | | Black, African, Caribbean or Black British | | | | | Arab | | | |
| Other | | | | | | | | | | |
| **Does the mother know this application is being made?** Yes:  No: | | | | | | | | | | | |

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| **Other useful information:** |

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| **Section 1c – Details of carer/guardian if child does not reside with either parent** | | | | | | | | | | | |
| Surname: |  | | | Forename(s): | |  | | | | | |
| Date of birth: |  | Gender: | | |  | | Place of birth: | | |  | |
| Address: |  | | | | | | | | Postcode: | |  |
| Ethnic origin: | White British | | Any other White Background | | | | | Asian/Asian British | | | |
|  | Mixed/Multiple ethnic groups | | Black, African, Caribbean or Black British | | | | | Arab | | | |
| Other | | | | | | | | | | |
| **Do the parents know this application is being made?** Yes:  No: | | | | | | | | | | | |

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| **Other useful information:** |

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| **Section 2a – Verification of applicant identity** (photographic ID preferred) | | | | |
| Passport: |  | Number: |  | |
| Driving Licence: |  | Number: |  | |
| Birth Certificate: |  | Other  (please specify): | |  |

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| **Section 2b – Verification of relationship to child(ren)** | | | | |
| Passport: |  | Number: |  | |
| Driving Licence: |  | Number: |  | |
| Birth Certificate: |  | Other  (please specify): | |  |

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| **Section 3 – Verification of relationship to child(ren)** | | | | | |
| **Type of identification** | | | | | |
| Child’s Benefit Book: |  | Child’s Passport: |  | Child’s Birth Certificate: |  |
| Driving Licence: |  | Number: |  | | |
| Birth Certificate: |  | Other  (please specify): |  | | |

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| **Section 4 – Further details of application** | | | | | | |
| Have you raised any similar concerns before? If ‘Yes’, to whom: | | | | | | |
| Police: |  | | Social Services: |  | Voluntary Agency: |  |
| Friend: |  | | Relative: |  | Solicitor: |  |
| Other  (please specify): | |  | | | | |
| Are you concerned about the subject knowing you are making this enquiry? Yes:  No: | | | | | | |
| If ‘Yes’, please specify why: | | | | | | |

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| What prompted your application? What are your concerns? What behaviours have you witnessed? |

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| How frequently is the subject in contact with the child(ren)? | | | | | | | |
| Every day: |  | | 4-6 times per week: |  | | 2-3 times per week: |  |
| Once a week: |  | 2-3 times per month: | |  | Once per month: | |  |
| Less often: |  | | Other  (please specify): |  | | | |

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| Reason why the subject has contact with the child(ren) and what form does this take? Is any of this contact unsupervised? |

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| Your knowledge of the subject (e.g. How long known, how met, etc.) |

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| Has the subject to your knowledge been in trouble with the police before? Yes:  No:  If ‘Yes’, please give details/conviction: |

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| What is the subject's current employment status? (Is this the reason for contact with the child(ren)?) |

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| **Section 5 – Previous applications for disclosure** | |
| Have you applied for disclosure of information regarding any other individuals? (Not the subject of this current investigation)? Yes:  No: | |
| If ‘Yes’, when was the last application made? |  |
| Why did you make this application? | |

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| Please provide details of the subject of the previous application below: | | | | | | | | | | | | |
| Surname: |  | | | | Forename(s): | |  | | | | | |
| Date of birth: |  | | Gender: | | |  | | Place of birth: | | |  | |
| Address: |  | | | | | | | | | Postcode: | |  |
| Ethnic origin: | White British | | | Any other White Background | | | | | Asian/Asian British | | | |
|  | Mixed/Multiple ethnic groups | | | Black, African, Caribbean or Black British | | | | | Arab | | | |
| Other | | | | | | | | | | | |
| Relationship to child(ren): | |  | | | | | | | | | | |

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| **Section 6 – Consent** | | | | | |
| *I understand that if I have wilfully given false or malicious information to the police to try and obtain information about another person, I may be liable to criminal proceedings.*  *I understand that, should I receive a subsequent disclosure regarding the person I have enquired about, this will be solely for the purpose of keeping myself and/or my child(ren) safe. I understand that I must not share this information with any other person. If I breach this confidentiality, I understand that I may be liable to legal proceedings depending upon the circumstances.*  *With regard to the above warning, I agree that, should I receive a disclosure, I will abide by an undertaking to keep this information confidential.* | | | | | |
| Name: (BLOCK CAPITALS) | |  | | |
| Signature: |  | | Date: |  | |
| Interviewing Officer: |  | | Date: |  | |
| It is the responsibility of the officer completing this form to conduct/consider re-visiting all the relevant checks - **NO disclosure at this stage.**  Is an intelligence submission required? Yes:  No:  Has an Information pack re the disclosure scheme been left with the applicant? Yes:  No:  Has the Protecting Children from Sexual Abuse guidance been provided to the applicant? Yes:  No:  Since the initial contact checks were carried out, have any of the nominal’s come to notice? Yes:  No:  If ‘Yes’, please complete **Section 7.** | | | | | |

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| **Section 7 – Checks (Further checks that are discretionary for forces if warranted include international enquiries, CETS etc).**  **N.B. Please also consider consulting with Social Care so that all applications are received with their views and any relevant information.** | | | | | |
| Interviewing Officer: | |  | | Date: |  |
| **CHECKS ON THE SUBJECT** | | | | | |
| System: **PNC** | | | Check completed? Yes:  No: | | |
| Result/Details: | Found on PNC:  Not found on PNC:  CRO No: | | | | |
| Known for child sexual offences? Yes:  No: | | | | | |
| If ‘Yes’ please give details: | | | | | |

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| System: **ViSOR/MAPPS** | | Check completed? Yes:  No: |
| Result/Details: | Found on ViSOR/MAPPS:  Not found on ViSOR/MAPPS: | |
| If shown in ViSOR/MAPPS nominal, status on PNC: VS (current):  VA (archived): | | |
| Risk level managed at: Low:  Medium:  High:  Very high: | | |
| Any other information on ViSOR/MAPPS pertinent to the risk (please give details): | | |

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| System: **PND** | | Check completed? Yes:  No: |
| Result/Details: | Found on PND:  Not found on PND: | |
| In which force areas has the nominal been found? (Please give details): | | |

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| Information held: | PND Ref No: |
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| System: **Local System(s)** | | Check completed? Yes:  No: | |
| Result/Details: | Found on local system:  Not found on local system: | |

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| Information held: | System Ref. No: |
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| **CHECKS ON THE APPLICANT** | | | |
| System: **PNC** | | Check completed? Yes:  No: | |
| Result/Details: | Found on PNC:  Not found on PNC:  CRO No: | |
| Known for child sexual offences? Yes:  No: | | |
| If ‘Yes’, please give details: | | |

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| System: **ViSOR/MAPPS** | | Check completed? Yes:  No: | |
| Result/Details: | Found on ViSOR/MAPPS:  Not found on ViSOR/MAPPS: | |
| If shown as ViSOR/MAPPS nominal, status on PNC: VS (Current):  VA (Archived): | | |
| Risk level managed at: Low:  Medium:  High:  Very High: | | |
| Any other information on ViSOR/MAPPS pertinent to the risk (Please give details): | | |

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| System: **PND** | | Check completed? Yes:  No: | | |
| Result/Details: | Found on PND:  Not found on PND: | | |
| In which force areas has the nominal been found? | | | |
| Information held: | | | PND Ref. No: | |
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| System: **Local System(s)** | | Check completed? Yes:  No: | | |
| Result/Details: | Found on Local System:  Not found on Local System: | | |
| Known for child sexual offences? Yes:  No: | | | |
| Information held: | | | System Ref. No: | |
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| **CHECKS ON THE MOTHER (IF NOT APPLICANT)**  If the child lives with neither parent, checks should also be completed on the child’s guardian. | | | |
| System: **PNC** | | Check completed? Yes:  No: | |
| Result/Details: | Found on PNC:  Not found on PNC:  CRO No: | |
| Known for child sexual offences? Yes:  No: | | |
| If ‘Yes’, please give details: | | |

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| Not known for child sexual offences, but known for other offences? Yes:  No: |
| If ‘Yes’, please give details: |

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| System: **ViSOR/MAPPS** | | Check completed? Yes:  No: | |
| Result/Details: | Found on ViSOR/MAPPS:  Not found on ViSOR/MAPPS: | |
| If shown as ViSOR/MAPPS nominal, status on PNC: VS (Current):  VA (Archived): | | |
| Risk level managed at: Low:  Medium:  High:  Very High: | | |
| Any other information on ViSOR/MAPPS pertinent to the risk (Please give details): | | |

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| System: **PND** | | Check completed? Yes:  No: | | |
| Result/Details: | Found on PND:  Not found on PND: | | |
| In which force areas has the nominal been found? | | | |
| Information held: | | | PND Ref No: | |
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| System: **Local System(s)** | | Check completed? Yes:  No: | | |
| Result/Details: | Found on Local System:  Not found on Local System: | | |
| Known for child sexual offences? Yes:  No: | | | |
| Information held: | | | System Ref. No: | |
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| **CHECKS ON THE FATHER (IF NOT APPLICANT)** | | | |
| System: **PNC** | | Check completed? Yes:  No: | |
| Result/Details: | Found on PNC:  Not found on PNC:  CRO No: | |
| Known for child sexual offences? Yes:  No: | | |
| If ‘Yes’, please give details: | | |

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| Not known for child sexual offences, but known for other offences? Yes:  No: |
| If ‘Yes’, please give details: |

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| System: **ViSOR/MAPPS** | | Check completed? Yes:  No: | |
| Result/Details: | Found on ViSOR/MAPPS:  Not found on ViSOR/MAPPS: | |
| If shown as ViSOR/MAPPS nominal, status on PNC: VS (Current):  VA (Archived): | | |
| Risk level managed at: Low:  Medium:  High:  Very High: | | |
| Any other information on ViSOR/MAPPS pertinent to the risk (Please give details): | | |

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| System: **PND** | | Check completed? Yes:  No: | | |
| Result/Details: | Found on PND:  Not found on PND: | | |
| In which force areas has the nominal been found? | | | |
| Information held: | | | PND Ref No: | |
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| System: **Local System(s)** | | Check completed? Yes:  No: | | |
| Result/Details: | Found on Local System:  Not found on Local System: | | |
| Known for child sexual offences? Yes:  No: | | | |
| Information held: | | | System Ref. No: | |
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| **CHECKS ON THE CHILD** | | | |
| System: **PNC** | | Check completed? Yes:  No: | |
| Result/Details: | Found on PNC:  Not found on PNC:  CRO No: | |
| Known for child sexual offences? Yes:  No: | | |
| If ‘Yes’, please give details: | | |

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| Not known for child sexual offences, but known for other offences? Yes:  No: |
| If ‘Yes’, please give details: |

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| System: **ViSOR/MAPPS** | | Check completed? Yes:  No: | |
| Result/Details: | Found on ViSOR/MAPPS:  Not found on ViSOR/MAPPS: | |
| If shown as ViSOR/MAPPS nominal, status on PNC: VS (Current):  VA (Archived): | | |
| Risk level managed at: Low:  Medium:  High:  Very High: | | |
| Any other information on ViSOR/MAPPS pertinent to the risk (Please give details): | | |

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| System: **PND** | | Check completed? Yes:  No: | |
| Result/Details: | Found on PND:  Not found on PND: | | |
| In which force areas has the nominal been found? | | | |
| Information held: | | | PND Ref. No: |
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| System: **Local System(s)** | | Check completed? Yes:  No: | | |
| Result/Details: | Found on Local System:  Not found on Local System: | | |
| Known for child sexual offences? Yes:  No: | | | |
| Information held: | | | System Ref. No: | |
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| **Section 8 – Risk Assessment** |
| Is there an immediate or imminent risk of harm to the child(ren)? Yes:  No: |
| If ‘Yes’, what immediate action needs to be taken to ensure the child or children are protected? Follow normal Safeguarding Children procedures and record the action(s) below: |
| If ‘No’, please record any relevant details around your decision: |

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| Officer completing the form: |  | Date: |  |

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| **Section 9 – Additional information** | |
| Section No: |  |
| Details: | |

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| **ANNEX A – ADDITIONAL CHILD DETAILS FORM** | | | | | | | | | | | |
| **Details of additional Child 1** | | | | | | | | | | | |
| Surname: |  | | | Forename(s): | |  | | | | | |
| Date of birth: |  | Gender: | | |  | | Place of birth: | | |  | |
| Address: |  | | | | | | | | Postcode: | |  |
| Ethnic origin: | White British | | Any other White Background | | | | | Asian/Asian British | | | |
|  | Mixed/Multiple ethnic groups | | Black, African, Caribbean or Black British | | | | | Arab | | | |
| Other | | | | | | | | | | |
| Relationship to applicant: (Parent’s details if applicant is a third party):  Parent:  Carer:  Guardian:  Other: | | | | | | | | | | | |
| If ‘Other’, please specify: | | | | | | | | | | | |

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| Relationship to subject:  Parent:  Carer:  Guardian:  Other: |
| If ‘Other’, please specify: |

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| **Details of additional Child 2** | | | | | | | | | | | |
| Surname: |  | | | Forename(s): | |  | | | | | |
| Date of birth: |  | Gender: | | |  | | Place of birth: | | |  | |
| Address: |  | | | | | | | | Postcode: | |  |
| Ethnic origin: | White British | | Any other White Background | | | | | Asian/Asian British | | | |
|  | Mixed/Multiple ethnic groups | | Black, African, Caribbean or Black British | | | | | Arab | | | |
| Other | | | | | | | | | | |
| Relationship to applicant: (Parent’s details if applicant is a third party):  Parent:  Carer:  Guardian:  Other: | | | | | | | | | | | |
| If ‘Other’, please specify: | | | | | | | | | | | |
| Relationship to subject:  Parent:  Carer:  Guardian:  Other: | | | | | | | | | | | |
| If ‘Other’, please specify: | | | | | | | | | | | |

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| **Additional Child checks** | | |
| System: **PNC** | | Check completed? Yes:  No: |
| Result/Details: | Found on PNC:  Not found on PNC:  CRO No: | |
| Known for child sexual offences? Yes:  No: | | |

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| If ‘Yes’, please give details: |

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| Not known for child sexual offences, but known for other offences? Yes:  No: |
| If ‘Yes’, please give details: |

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| System: **ViSOR/MAPPS** | | Check completed? Yes:  No: |
| Result/Details: | Found on ViSOR/MAPPS:  Not found on ViSOR/MAPPS: | |
| If shown as ViSOR/MAPPS nominal, status on PNC: VS (Current):  VA (Archived): | | |
| Risk level managed at: Low:  Medium:  High:  Very High: | | |
| Any other information on ViSOR/MAPPS pertinent to the risk (Please give details): | | |

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| System: **PND** | | Check completed? Yes:  No: | | |
| Result/Details: | Found on PND:  Not found on PND: | | |
| In which force areas has the nominal been found? | | | |
| Information held: | | | System Ref. No: | |
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| System: **Local System(s)** | | Check completed? Yes:  No: | |
| Result/Details: | Found on Local System:  Not found on Local System: | | |
| Known for child sexual offences? Yes:  No: | | | |
| Information held: | | | System Ref. No: |
|  | | |  |