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|  | **DISCLOSURE DECISION MAKING GUIDE** |
| **Ref:** |  |
| Please check ‘X’ appropriate boxes. | **Case Ref:** |  |

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| **Section 1 – Questions for consideration** |
| * Is the subject known for child sex offences?
 | Yes: [ ]  No: [ ]  |
| * Where the subject is known for child sex offences, does the disclosure application highlight safeguarding concerns in view of the nature of the previous child sexual offences?
 | Yes: [ ]  No: [ ]  |
| * Is the subject known for other offences relevant to safeguarding children (including intelligence/information from ViSOR/PND/local checks/checks with other agencies)?
 | Yes: [ ]  No: [ ]  |
| * Does the subject have access to, or the potential to have, access to children?
 | Yes: [ ]  No: [ ]  |
| **If the subject is known for offences / intelligence/information relevant to safeguarding children and they have access/potential access to children, then give consideration for 'CONCERNS' outcome route.**  |
| **Reconsider if there is an immediate/imminent risk of harm to children. If 'Yes', immediate action should be taken to ensure that the children are safeguarded.** |
| **Review details of the initial contact and face-to-face forms with regard to details of the initial contact.** |
| * Were safeguarding children concerns raised as a reason for making an application?
 | Yes: [ ]  No: [ ]  |
| * Were subject behaviour/ applicant's observations raised as a reason for making an application?
 | Yes: [ ]  No: [ ]  |
| * Was child behaviour/ information from the child raised as a reason for making an application?
 | Yes: [ ]  No: [ ]  |
| **\*\*Note: With all the above questions, consideration must be given as to why. Reconsider if there is an immediate/imminent risk of harm to children. If 'Yes', immediate action should be taken to ensure that the children are safeguarded.** |
| * Is the subject a current ViSOR/MAPPS nominal?
 | Yes: [ ]  No: [ ]  |
| * Is the subject considered 'HIGH'/'VERY HIGH' risk on ViSOR/MAPPS?
 | High: [ ]  Very High: [ ]  |
| * Is the subject currently managed at MAPPA Level 2 or 3?
 |  Level 2: [ ]  Level 3: [ ]  |
| * Review the risk assessment and management plan and activity log on ViSOR/MAPPS. Does the risk assessment and management plan increase or reduce the level of risk?
 | Yes: [ ]  No: [ ]  N/A: [ ]   |
| **If the answer to any of these questions is 'Yes', and the risk assessment and management plan does not significantly reduce the risk, then consider the 'CONCERNS' outcome.****Reconsider if there is an immediate/imminent risk of harm to children. If 'Yes', immediate action should be taken to ensure that the children are safeguarded.** |
| * Is there any other information not covered in the above questions that highlights safeguarding children concerns?
 | Yes: [ ]  No: [ ]  |

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| If ‘Yes’, give details below and consider the ‘CONCERNS’ route: |

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| **Section 2 – Either ‘Concerns’ or ‘No concerns’ outcome route** |
| Concerns: [ ]  No concerns: [ ]   |

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| **Reason(s)/Justification for the chosen route:** |

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| Signature  |       | Date: |       |
| If '**CONCERNS**' outcome route, then consideration must be given to the decision-making forum.**Safeguarding Children procedures** (Strategy discussion / meeting / case conference).**Engagement of the MAPPA process. Check (‘X’) appropriate box:**Urgent MAPPA meeting/decision required: [ ]  Referral to MAPPA: [ ] **Include:** Action taken and justification, details of date and time held, persons present and reference to meeting notes.Other meeting/risk for those circumstances that do not fit Safeguarding Children or MAPPA criteria, e.g. MARAC or Safeguarding adults meeting.**Include:** Action taken and justification, details of date and time held, persons present and reference to meeting notes. |

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| **Section 3 – Disclosure decision** (It is recommended best practice that the decision on whether disclosure is authorised is made by an officer of at least the rank of Police/Detective Inspector or Police Staff equivalent. ) |
| Authorising Officer:       |  | Date: |       |
| **Decision. Check (‘X’) appropriate box:**Disclose: [ ]  Don’t disclose: [ ]  |
| **Legal Authority. Check (‘X’) appropriate box:**[ ]  Common law power to disclose information about a person’s conviction where there is a need for such disclosure to protect the public from crime; **AND:**[ ] Disclosure would not be in breach of the Human Rights Act 1998, the Data Protection Act 2018 or a breach of confidence. |
| **Justification for disclosure:*** S.140, Criminal Justice and Immigration Act 2008. [ ]
* MAPPA Guidance (S.325(8), Criminal Justice Act 2010). [ ]
* Working Together to Safeguard Children 2006 (S.11, Children’s Act 2004). [ ]
* Other (Please specify):
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| **If the decision is that disclosure will be made, then consider:*** What will be disclosed;
* Who it will be disclosed to; and
* Is the subject going to be informed of the disclosure?

All of the above must clearly state how that are lawful, necessary and proportionate. |
| **State what decisions were made to ensure that the disclosure was lawful, necessary, and proportionate**: |

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| **Has consideration been given to the completion of a Community Impact Assessment?** | Yes: [ ]  No: [ ]  |