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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: |