



**Diogelu Gwent  
Gwent Safeguarding**

**Briefing Note:  
Gwent Process for  
Responding to Child  
Information Form Requests.**



**Ratified by Board  
March 2025**

**Protocols and  
Procedures Group**

**Review Date:  
March 2028**

<b>Contents</b>	<b>Page No</b>
Introduction	3
Criteria for Submission	3
Types of Request Issued by Gwent Police to Partners	4
Process for Requesting Information From Partners	4
Timescales for Response	5
Where to Direct Requests for Information	5
 <b>Appendix One</b>	
Child Information Form	7

## **1. Introduction**

- 1.1 The purpose of this briefing note is to clearly articulate the process for Gwent partners (Children's Services, Education, Youth Justice Services, Health, South East Wales Emergency Duty Team) in issuing and responding to requests for information from Gwent Police to assist them in completing the Child Information Form.
- 1.2 The Child Information Form (CIF) is designed to collate information, provided by Police in conjunction with other relevant agencies involved in the child suspects life, in one place, to assist prosecutors (CPS) to make charging and case management decisions. To improve the depth and quality of information that is available to prosecutors, it is important for all circumstances surrounding the offence, and the circumstance of the child, to be considered when making charging and case management decisions, to achieve the most appropriate outcome for the child. Failure to do so may result in proceedings for Judicial Review. A copy of this form is available as Appendix One.
- 1.3 This process also supports the [National Protocol on Reducing Unnecessary Criminalisation of Looked-After Children and Care Leavers](#), published in 2018, which sets out the framework to assist local areas and organisations to reduce criminalisation of these groups of children, and to achieve better outcomes for those affected. Due consideration of this national protocol and local protocols must be taken when referring a case to the CPS for charging advice.
- 1.4 There is legislation in place which underpins the disclosure of information in this context. For further information, please see Section 38 ([Crime and Disorder Act 1998](#)) and Section 115 ([Crime and Disorder Act 1998](#)) of the Crime and Disorder Act 1998.

## **2. Criteria for submission**

- 2.1 The Child Information Form is to be completed **by Police officers** when a case is referred to the CPS for a charging decision, or Police have charged a Not Guilty Anticipated Plea (NGAP), on cases that involve child suspects (aged 10 – 17 years) that fit into one or more of the categories below:
  - The child has not previously been convicted in court; and/or
  - The proposed offence is a sexual offence; and/or
  - The proposed offence is punishable in the case of an adult with imprisonment of 14 years or more; and/or
  - Is a Child Looked After, Child in Need and/or Care Leavers under 18 – Please see [CPS Children as Suspects and Defendants Legal Guidance](#) for more information on this.

- 2.2 **N.B. It is essential that a new Child Information Form is completed each time a child suspect is referred when they are a Child Looked After, in need and/or an under 18 Care Leaver.**
- 2.3 **It is also essential that a new Child Information Form is completed if the child is suspected of committing a sexual offence, whether they are a first-time entrant or not.**
- 2.4 **The Child Information Form is to be completed by Police Officers, using information gathered from relevant partner agencies. It is not the responsibility of partner agencies to complete the form, or any elements of it, themselves.**

### **3. Types of Request Issued by Gwent Police to Partners**

#### **3.1 'Red,' request: Urgent response required**

A 'red,' request will only be required for very serious offences where a charging decision is to be made within three hours. These will only be made where there is a need to remand the child in custody in order for the child to be taken to appear before the next available Court. These will often take place out of hours and a partially completed form may be accepted in these circumstances.

#### **3.2 'Green,' Request**

A 'green request,' is when a child has already been interviewed and is either under investigation or subject to Police bail. The CPS has up to 28 days to return a charging decision in these circumstances.

### **4. Process for Requesting Information from Partners**

- 4.1 For both red and green requests, it is a requirement that the request be submitted in writing via e-mail, to ensure there is an audit trail for agencies involved. However, when a red request is submitted, it may be followed up by telephone in order that an immediate response be provided. The partner agency should confirm the information shared verbally with a follow up email as soon as possible.
- 4.2 Police should submit the request by email to each individual agency at the earliest opportunity. The request should be agency specific in terms of the questions that are posed and the whole form should **not** be sent.
- 4.3 Requests should only be sent to out of hours/emergency duty team (EDT) when deemed a 'red', request that takes place out of normal working hours. **No 'green,' requests should be submitted to out of hours or EDT.**

- 4.4 Please see below for details as to where requests should be directed for each agency/local authority. Where information is required from education, local authorities should signpost to the appropriate contact within the education safeguarding team so that Police can liaise directly. It is not the responsibility of the local authority to provide the required information, the education safeguarding team should collate the information and respond directly to the Police.
- 4.5 The Child Information Form attached as Appendix One contains guidance to inform partners as to what information may be relevant and proportionate to share.

## **5. Timescales for Response**

### **5.1 Red Requests**

These will require an **immediate** response wherever possible and may need information to be shared over the telephone. It is acknowledged that some services (e.g., education, health corporate safeguarding team) will not have an out of hours contact and would therefore not be able to provide a response to a red request if this takes place out of hours.

### **5.2 Green Requests**

Green requests should be responded to within **ten working days** of receipt of the request. It is therefore important that requests are submitted at the earliest opportunity.

## **6. Where to Direct Requests for Information**

### **6.1 Health:**

Red and Green: [abb.corporatesafeguarding@wales.nhs.uk](mailto:abb.corporatesafeguarding@wales.nhs.uk)

### **6.2 Local Authorities:**

#### **Blaenau-Gwent Local Authority:**

Green: [Duty.Team@blaenau-gwent.gov.uk](mailto:Duty.Team@blaenau-gwent.gov.uk)

Red: 01495 315700

#### **Caerphilly Local Authority:**

Green: [Contactandreferral@caerphilly.gov.uk](mailto:Contactandreferral@caerphilly.gov.uk)

Red: 0808 1001727

**Monmouthshire Local Authority:**

Green: [ChildDuty@monmouthshire.gov.uk](mailto:ChildDuty@monmouthshire.gov.uk)

Red: 01291 635669

**Newport Local Authority:**

Green: [children.duty@newport.gov.uk](mailto:children.duty@newport.gov.uk)

Red: 01633 656656

**Torfaen Local Authority**

Green: [ss\\_calltorfaen@torfaen.gov.uk](mailto:ss_calltorfaen@torfaen.gov.uk)

Red: 01495 762200

**6.3 Youth Justice Services:**

**Blaenau-Gwent and Caerphilly Youth Offending Service**

Green: [WWWYOS@CAERPHILLY.GOV.UK](mailto:WWWYOS@CAERPHILLY.GOV.UK)

Red: 01495 235623

**Newport Youth Justice Service**

Green: [yosbus@newport.gov.uk](mailto:yosbus@newport.gov.uk)

Red: 01633 414800

**Monmouthshire and Torfaen Youth justice Service**

Green: [youthoffendingservice@monmouthshire.gov.uk](mailto:youthoffendingservice@monmouthshire.gov.uk)

Red: 01495 768300

**6.4 Out of Hours**

**South East Wales (Social Services) Emergency Duty Team**

Red only: 0800 328 4432

## **Appendix One**

### **Purpose and aim of the Children's Form**

The form is designed to collate information, provided by police in conjunction with other relevant agencies involved in the child suspects life, in one place, to assist prosecutors to make charging and case management decisions. To improve the depth and quality of information that is available to prosecutors It is important for all circumstances surrounding the offence, and the circumstance of the child, to be considered when making charging and case management decisions, to achieve the most appropriate outcome for the child. Failure to do so may result in proceedings for Judicial Review.

This process also supports the [National Protocol on Reducing Unnecessary Criminalisation of Looked-After Children and Care Leavers](#), published in 2018, which sets out the framework to assist local areas and organisations to reduce criminalisation of these groups of children, and to achieve better outcomes for those affected. Due consideration of this national protocol and local protocols must be taken when referring a case to the CPS for charging advice.

### **Criteria for submission**

The Children's form is to be completed by police officers when a case is referred to the CPS for a charging decision, or police have charged a Not Guilty Anticipated Plea (NGAP), on cases that involve child suspects (aged 10 – 17 years) that fit into one or more of the categories below:

- Is a first-time offender; and/or
- The proposed offence is a sexual offence; and/or
- The proposed offence is punishable in the case of an adult with imprisonment of 14 years or more; and/or
- Is a Child Looked After, Child in Need and/or Care Leavers under 18 – Please see [CPS Children as Suspects and Defendants Legal Guidance](#) for more information on this.

**N.B. It is essential that a new Children's form is completed each time a child suspect is referred when they are a Child Looked After, in need and/or an under 18 Care Leaver.**

**It is also essential that a new form is completed if the child is suspected of committing a sexual offence, whether they are a first-time entrant or not.**

## Completion

To be completed by police following appropriate application of the [Child Gravity Matrix](#) Scoring, and as set out in the Criteria above.

The completed form is to be provided to the CPS with the request for a charging decision or, in police charged, Not Guilty Anticipated Plea (NGAP) cases, with the post-charge file. This form does not replace the CM01, it is designed to complement it. Please complete all sections as detailed below:

**Section A – E - To be completed in all cases. Please see guidance notes in the blue box at the top of relevant sections for further information:**

- Section A – Health & Welfare of the child suspect
- Section B– Occupation and/or Education of the child suspect
- Section C – Additional Information on the Child Suspect
- Section D – Circumstances of offence
- Section E – Previous Offending and Behaviour

**Section F – H - to be completed if applicable. Please see guidance notes in the blue box at the top of relevant sections for further information:**

- Section F – Admitted Offending
- Section G – Sexual Offending
- Section H– Children Looked After, Children In Need or Under 18 Care Leavers

The views of both the child suspect or defendant and victim must also be considered, taking into consideration any Special Educational Needs and/or disabilities that may impact on their ability to communicate and engage, and the impact of how unmet needs may affect their behaviour.

## Information sharing

It is the duty of key agencies who work with children to cooperate to improve the outcomes for children. This form should be completed by the police in conjunction with the relevant person(s) involved in the care of the child, inclusive of but not limited to; Local Authorities, including Social Workers and other relevant personnel, Foster Carers, parents and other family members, Independent Advocates,



residential care workers/managers and the Youth Justice Service. To enable timely and appropriate charging decisions to be made, a collaborative and transparent approach to the provision of accurate and up to date information sharing, including that of the child's background and circumstances, is required to assist prosecutors with the application of the Public Interest stage of the test. This is a fundamental requirement of CPS decision making.

## Safeguarding

There can be considerable benefits to be gained where agencies and authorities establish close working relationships and share information and positively engage to safeguard children. Safeguarding is defined by Working Together to Safeguard Children 2018 as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes.

Although the main responsibility for children's welfare and safety will usually lie with agencies such as policing, social, health and education services, there is, nevertheless, a role for prosecutors in terms of safeguarding children. Where independence and objectivity are not compromised, prosecutors will engage with other authorities and agencies to safeguard children, including through the Local Safeguarding Children Board.

Any concerns about the welfare of a child need to be raised through the appropriate channels.

## Police Officer's details completing the form:

Name:	Collar:	Rank:
Email:	Tel:	

**The OIC must contact the local Youth Justice Services as soon as practicable after the youth has been identified as a suspect in the investigation. YJS will be able to assist with providing the information required within this form.**

**A. Health & Welfare of the child suspect – to be completed in all cases.**

**Guidance note:** This information should be obtained from relevant organisations that work with and/or know the child including but not limited to: Youth Justice Services, Children and Adolescent Mental Health Services (CAMHS) worker, Social Worker, parent, or carer. This information will assist prosecutors when applying the Public Interest test for decision making.

Question	Response	Source / Location of information
<p><b>1. Please provide details of any Adverse Childhood Experiences (ACEs) or trauma in the child's life. This may include but is not limited to:</b></p> <ul style="list-style-type: none"> <li>• Sexual abuse by parent/caregiver</li> <li>• Emotional abuse by parent/caregiver</li> <li>• Physical abuse by parent/caregiver</li> <li>• Emotional neglect by parent/caregiver</li> <li>• Physical neglect by parent/caregiver</li> <li>• Parent/caregiver addicted to alcohol/other drugs</li> <li>• Witnessed abuse in the household</li> <li>• Family member in prison</li> <li>• Family member with a mental illness</li> <li>• Parent/caregiver disappeared through abandoning family/divorce.</li> </ul>		

Question	Response	Source / Location of information
<p><b>2. Does the child have any Special Educational Needs or Disabilities (SEND)?</b>  This information can be found on their Educational Health and Care Plan. Please provide information about any diagnosed or undiagnosed needs and the impact these have/may have on their behaviour including:</p> <ul style="list-style-type: none"> <li>• <i>Communication and interaction needs</i></li> <li>• <i>Cognition and learning needs such as Neurodiverse conditions e.g. ADHD, Autism.</i></li> <li>• <i>Social, emotional, mental health, and physical and/or</i></li> <li>• <i>Sensory needs/disabilities</i></li> <li>• <i>Is the child supported through CAMHS, disabled children's services or any other service in relation to these needs?</i></li> <li>• <i>Is the child awaiting an assessment of needs?</i></li> </ul>		
<p><b>3. Have any concerns been raised by relevant welfare agencies on the impact of prosecution on the child suspect e.g. the child's key worker/social worker or CAMHS worker?</b></p>		

Question	Response	Source / Location of information
<p><b>4. Provide details of any additional vulnerabilities of the child.</b> Inclusive of but not limited to:</p> <ul style="list-style-type: none"> <li>• <i>Physical ill health</i></li> <li>• <i>Emotional or mental health conditions or disorders</i></li> <li>• <i>Experience of personal harm, i.e. neglect, victim of crime, at risk of child sexual or child criminal exploitation.</i></li> <li>• <i>Is the child a young carer?</i></li> <li>• <i>Identity or nationality vulnerabilities e.g. - seeking asylum, refugee status, identify as LGBTQ+</i></li> <li>• <i>Living in poverty</i></li> </ul>		
<p><b>5. Has the child been reported missing in the last 2 years? Was the child considered high risk missing?</b> If yes, please provide details.</p>		YJS/OIC
<p><b>6. Are there concerns the child may be a victim of child criminal exploitation/county lines?</b></p>		YJS/OIC
<p><b>7. If applicable, has a National Referral Mechanism submission been completed for this offence or historically?</b>  If yes, please provide details including the status of any pending NRM referrals..</p>		YJS/OIC

<b>Question</b>	<b>Response</b>	<b>Source / Location of information</b>
<p><b>8. Is the child currently or have they previously been involved with any services not included on the PNC previous convictions prosecutors' print, including but not limited to:</b></p> <ul style="list-style-type: none"> <li>- <b>Youth Offending Teams</b></li> <li>- <b>Community Resolutions</b></li> <li>- <b>Local Authority Children's Services; and/or</b></li> <li>- <b>Other similar services?</b></li> </ul> <p>Please provide details of any previous referrals for OOC/D/YJS</p>		
<p><b>9. What are the views of relevant welfare agencies on the likelihood of reoffending?</b></p>		

**B. Occupation and/or Education of the child suspect – to be completed in all cases.**

Guidance note: This information can be gathered from the child's school, education provider or parent/carer.		
Question	Response	Source / Location of information
<b>1. What is the child suspects education and/or employment status?</b> <ul style="list-style-type: none"> <li>Is the child in school? Please state if it is mainstream, special, home educated, another type of provision or not in education/employment at all. Does the child attend school regularly?</li> <li>Are there any behaviour concerns about or changes to the child's behaviour?</li> <li>Have there been any incidents of bullying by/to the child?</li> <li>Are they a young carer?</li> </ul>		
<b>2. What are the views of the child's education provision?</b> <ul style="list-style-type: none"> <li>What impact will criminal justice intervention have on the child's vulnerability or needs?</li> <li>What impact will prosecution have on their studies or attendance at school?</li> </ul>		

**C. Additional information on the Child Suspect – To be completed in all cases.**

Guidance note: Please provide additional information about the child, not provided in interview.		
Question	Response	Source / Location of information
<b>1. Has any additional information been provided by the child?</b> <ul style="list-style-type: none"><li><i>Has the child provided any comments outside of the interview about their circumstances?</i></li><li><i>How did the child present in custody and/or interview? Were there concerns about behaviour or well-being?</i></li><li><i>Has the child had the opportunity to speak to someone they trust e.g. an Appropriate Adult, Youth Justice Service Worker, or other suitable adult?</i></li></ul>		

**D. Circumstances of the Offence – To be completed in all cases.**

Question	Response	Source / Location of information
<b>1. How prevalent is the offence?</b>		
<b>2. What Gravity Matrix score has the police decision maker given this offence?</b>		

Question	Response	Source / Location of information
<p><b>3. What is the impact of the offending on the community? Please consider:</b></p> <ul style="list-style-type: none"> <li>• <i>Victim Personal Statements</i></li> <li>• <i>Knife Crime Impact Statements</i></li> <li>• <i>Community Impact Statements</i></li> </ul>		
<p><b>4. Is the victim(s) vulnerable?</b></p> <ul style="list-style-type: none"> <li>• <i>Are they in need of special care, support of protection because of age, disability risk of abuse or exploitation? If yes, please provide details.</i></li> </ul>		
<p><b>5. What are the victim's views on the incident/series of incidents?</b></p> <ul style="list-style-type: none"> <li>• <i>Are they willing to participate in restorative justice or support the idea of another diversionary programmes as an alternative to prosecution?</i></li> <li>• <i>How does the victim feel about an Out of Court Disposal (OCD)?</i></li> <li>• <i>Would the victim be prepared to attend court to give evidence against the child suspect?</i></li> </ul>		



**E. Previous Offending and Behaviour – To be completed in all cases.**

Guidance note: To include information on any out of court disposals, that are not included on PNC, such as community resolutions.		
Question	Response	Source / Location of information
<b>1. Please provide details of previous offending including:</b> <ul style="list-style-type: none"> <li>• <i>Previous Out of Court Disposals (OOCs) and/or referrals to Youth Justice Services</i></li> <li>• <i>Any pending files for investigation</i></li> </ul>		
<b>2. What are the views of the child's parent(s)/guardian(s)/primary carer or social worker etc. relating to the offence?</b> <ul style="list-style-type: none"> <li>• <i>Is the child generally well-behaved?</i></li> <li>• <i>Is this an isolated incident or does it form part of a pattern of similar behaviour?</i></li> <li>• <i>What impact could criminal justice intervention have on their well-being?</i></li> </ul>		

**F. Admitted Offending – To be completed if applicable.**

Guidance note: Any admissions need to be brought to the attention of the Youth Justice Service.		
Question	Response	Source / Location of information
<p><b>1. Have there been admissions not captured during the PACE interview? e.g., upon arrest or to Social Workers, family or captured on BWV footage?</b>  <i>If yes, please provide details.</i></p> <ul style="list-style-type: none"> <li><i>Has the child apologised/shown remorse and to whom? (Nb some children may not be capable of this, and in those cases a lack of remorse/apology should not be viewed as a negative point)</i></li> <li><i>Have any counter allegations been made by the child and have these been recorded and investigated?</i></li> </ul>		
<p><b>2. If there has been a full or partial admission, please provide details as to why Youth Justice Services (YJS) are not prepared to act by way of Out of Court Disposal (OCD)?</b>  Please provide YJS Report.</p>		

<b>Question</b>	<b>Response</b>	<b>Source / Location of information</b>
<b>3. Have any suitable alternatives to prosecution been considered such as restorative interventions, conferencing, compensation, Acceptable Behaviour Contracts, schools/home internal sanctions?</b> <i>Has a safeguarding referral been made which could support with diversionary activities? If yes please provide details.</i>		

**G. Sexual Offending – To be completed if applicable.**

<b>Question</b>	<b>Response</b>	<b>Source/location of information</b>
<b>1. What are the parents/carers/welfare agencies views on previous behaviour relating to the alleged sexual offence?</b>		
<b>2. What would the impact of prosecution be on the child suspect, child's family, and victim(s)?</b>		
<b>3. What is the background/relationship between the victim and child suspect?</b> Please include: <ul style="list-style-type: none"> <li>• <i>Age and sexual and emotional maturity of the parties</i></li> <li>• <i>Nature of any relationship</i></li> <li>• <i>Effects of the conduct on the victim</i></li> </ul>		

**H. Children Looked After, In Need or Under 18 Care Leavers – to be completed if applicable.**

<b>Guidance note:</b> This information should be obtained from the Local Authority including Social Workers, Foster Carers, parents and other family members, residential care workers and/or Home managers.		
Question	Response	Source/location of information
<b>1. In what circumstances has the child come into contact with social care? Please specify the level and length of time of involvement e.g.</b> <ul style="list-style-type: none"> <li>• <i>Being assessed by Children's Social Care</i></li> <li>• <i>On a child in Need Plan</i></li> <li>• <i>On a Child Protection Plan</i></li> <li>• <i>Subject to a Supervision Order</i></li> <li>• <i>Under 18 Care Leaver</i></li> <li>• <i>Previously involved (case now closed)</i></li> </ul>		
<b>2. If applicable, what action has been taken under the behaviour management policy of the home where the child lives?</b> <i>For example, Restorative Justice, sanctions, and/or behaviour agreements.</i>		

Question	Response	Source/location of information
<p><b>3. Has the child behaved to a standard that is reasonably managed in accordance with agreed behaviour management policies, tenancy agreements or similar arrangements?</b></p> <ul style="list-style-type: none"> <li><i>If applicable, please provide a copy of the Home's Behaviour Management Policy and a statement from the home setting out how the policy has been applied to this incident.</i></li> <li><i>Have all partnership efforts to address the child's behaviour through supportive means, been exhausted?</i></li> </ul>		
<p><b>4. Does the child have a care plan, or support from social services or other provider? If so, does the child feel their care plan meets their individual needs?</b></p>		

