

**Information record****Guidance**

**This CSE information sharing tool has been developed for use by multi-agency partners and voluntary organisations.**

It is often the small seemingly insignificant pieces of information that can come together to identify those who present risk. Partner agencies (statutory and voluntary) are encouraged to report information to the police if they believe that the information may relate to potential issues concerning sexual exploitation of children. For example this may include information such as:

- *Vehicle details including registration/make/model/colour etc.;*
- *Details of any addresses or localities where the child may have been hanging about such as the use of a particular off-licence by young people to obtain alcohol, or premises/venues where they go to consume it;*
- *Details/descriptions, including names/nicknames, of suspected perpetrators;*
- *A Facebook page of concern or other social media post, image or message of concern.*

The information will be assessed as to whether action needs to be taken to safeguard others, and whether it provides valuable information to the wider 'jigsaw'. Your concerns and suspicions will always be taken seriously.

When providing information, always give as much detail as possible, including where the information came from, how recent or how old it is, names, dates of births, addresses, vehicle details etc: Who? What? Where? When? Why? How?

**Please note: This is not a referral form to use if you are worried or have concerns that a child is at risk of significant harm.**

If the child is in immediate danger **contact the police on 999** (in an emergency)

If the child is not in immediate danger then contact Rotherham Children's Social Care Services to report your concerns. Call the **Multi Agency Safeguarding Hub (MASH) on 01709 336080**

If the child is not in immediate danger but you believe a crime may have been committed then **call the Police on 101**

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Please email completed form to:

**[Rotherham.intelligence@southyorks.pnn.police.uk](mailto:Rotherham.intelligence@southyorks.pnn.police.uk)**

**The email address is only monitored**

## **South Yorkshire Police Partnership**

### **Information record**

Key questions should always be asked of the information source to ensure we can apply the correct grading.

#### **Person completing this form**

<b>Your name:</b>	
<b>Agency:</b>	
<b>Job Title:</b>	
<b>Address:</b>	
<b>Telephone number:</b>	
<b>E-mail:</b>	

#### **What do you want to tell us and why?**

**Information: (Please include names, dates of birth, ages, descriptions, locations and vehicles if known)**

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**How do you know this information?**

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**Person with information (if not the person completing this form)**

<b>Name:</b>	
<b>D.o.B:</b>	
<b>Address:</b>	
<b>Telephone Number:</b>	

**What did they see/what did they hear?**

What were the circumstances? When did this happen?

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**How old is this information?**

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**Who else knows about the information and how?**

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**Is the person with the information willing to speak to Police?**

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