

Appendix B Practice Examples

Example 1

A letter from Probation in relation to Mr R DOB **1/4/62**. He has 3 offences of Indecent assault dating back to 1994. He has given details of an address where Probation knows there are children as they are also involved with their mother.

On checking the information on Liquid Logic there is a MR R with a DOB of **2/5/62** who is known to CYPS but is not recorded as a 'RTC'.

No information should be logged until the identification of MR R has been confirmed. It is important to check and cross check the information prior to recording any warning as there could be legal implications if inaccurate information has been recorded on Mr R's file.

Example 2

A telephone call from Probation contacts the social worker who is involved with the daughter (looked after child) of MR M who was convicted of a physical assault of a child 10yrs ago. He has never been assessed. Mr M has served a sentence for an offence not related to the physical assault and will not be subject of any further probation involvement. The contact is for information only to provide info in case he tries to contact his daughter. An address is provided by Probation.

Action- check records and the social worker identifies that there are children recorded at this address. This is an internal referral must be made and if he is not already recorded as a RTC he must be recorded with by a person with the approved level of authority. Social worker records actions on the case notes and follows the internal referral process. An application for full police disclosure must be made as part of the initial enquiries.

Example 3

If the individual is subject of a life sentence and is in prison then the review can be set to 1-3 yrs dependent on the expected release date.

Action

Set review date