**TERMS OF REFERENCE**

**1. Purpose**

The overarching purpose is to provide a multi-agency forum to meet on a monthly basis to ensure the following successful operational service delivery -

* That cases of suspected or actual child sexual exploitation are well managed and coordinated and that all possible action has been taken to protect the victims and identify, disrupt and prosecute perpetrators.
* That intelligence relating to patterns of child sexual exploitation across Kent are identified and action taken where necessary.
* To ensure that the Multiagency workforce is both educated and equipped to identify, and manage risk of CSE, sharing information and seeking specialist support to address that risk.
* That operational staff are supported in working together to address established risk and to ensure that obstacles regarding service provision are addressed.
* To engage the wider business and local communities to develop awareness of CSE and instil protective factors to prevent CSE or disrupt risk of CSE at the earliest opportunity.
* To reduce the risk and harm caused by sexual exploitation to children and young people across Kent, putting their needs at the centre of the service provision.
* To provide strategic oversight, collective accountability and direction for the multi-agency approach to CSE

**2. Responsibilities**

* Work collaboratively with all agencies to ensure the safeguarding and welfare of children and young people who are being, or at risk of being, sexually exploited.
* Apply proactive problem solving to address the risks of sexual exploitation associated with victims, perpetrators and locations. Raise awareness and provide preventative educational support to promote greater understanding of the risks of CSE across communities in Kent.
* Act as a conduit to the respective Kent Safeguarding Children Board, reporting to the full body of that meeting as required.
* Will also provide a communication route to/from Community Safety Partnerships, Adolescent Risk Management Panels and the Health & Wellbeing Board as appropriate.

**3. Accountability**

* To be a standing group of KSCB and MSCB;
* The Chair or deputy chair of the group to provide a written report/update at KSCB Business Group meetings and MSCB Board meetings;
* To own, monitor and discharge actions contained with the Kent and Medway CSE Action plan 2015/16.

**4. Membership**

The MASE Group will have a core membership drawn from the key organisations represented on the KSCB and MSCB as below:

* National Probation Service
* Community Rehabilitation Companies, Kent, Surrey and Sussex
* KCC, Education and Young People’s Services
* Kent Police
* KCC, Specialist Children’s Services
* Medway Social Care
* Medway Safeguarding Children Board
* Kent Safeguarding Children Board
* KCHFT
* Kent and Medway CAMHS
* CCGs (Designated Nurses)
* District Councils
* Other members may be co-opted as required.

Core members are expected to attend all meetings. Minimum attendance is set at 75% for core members. Deputies may represent core members if required but this should occur at no more than 25% of meetings. The Chair will deem the meeting not quorate if less than two thirds of the Core Membership is present.

**5. Frequency of meetings**

The group will meet monthly.

**6. Support from the Business Unit**

* Agree the agenda with the Chair two weeks before the meeting
* Send out the agenda and supporting papers at least one week in advance of the meeting
* Produce and send out minutes and action log to members no later than two weeks after the meeting
* Maintain an up to date list of members and  their contact details
* Organise and provide administrative support for any task and finish groups commissioned
* Undertake research on behalf of the group to enrich and improve local processes and procedures.