



Policy Document

Policy and Procedure for The Channel Panel



Policy and Procedure for The Channel Panel

Summary

Publication Date	
Related Legislation / Applicable Section of Legislation	The Prevent Duty. The requirements of this duty are set out in the Counter Terrorism and Security Act 2015 (sections 36 to 41).
Related Policies, Strategies, Guideline Documents	Governance Arrangements for Channel Referral Pathways for Adults and Children Vulnerable to Radicalisation
Replaces	Not applicable
Joint Policy (Yes/No)	
Name of Partner(s) if joint	Annex B of the statutory Channel Duty guidance pages 26-27 lists the partners required to co-operate with local Channel Panels. The partners include: ministers of the Crown and government departments; Local government; Criminal justice; Education, child care etc; Health and social care; and the Police.
Policy Owner (Name/Position)	Community Safety
Policy Author (Name/Position)	Community Safety

Review of Policy

Last Review Date	28/03/2017
Review undertaken by	Sajjad Miah, Sarah Cross
Next Review Date	This policy and procedure will be reviewed annually.

Document Approvals

This document requires the following approvals.

Name	Title	Date of Issue	Version Number

1. Introduction

This policy and procedure document sets out the corporate arrangements which the local authority has put in place to comply with the new Prevent Duty relating to the Channel Panel. The statutory Channel Duty guidance outlines the requirements relating to Channel Panels.

2. Policy

The Background

The current threat from Violent Extremism in the UK is real and severe and can involve the exploitation of vulnerable children and adults to involve them in extremist activity.

On 1 July 2015 a new Prevent Duty came into effect. The requirements of this duty are set out in the Counter Terrorism and Security Act 2015 (sections 36 to 41). This policy and procedure document sets out the corporate arrangements which the local authority has put in place to comply with the requirements of the new Prevent duty relating to the Channel Panel. It provides a clear framework with which to respond to safeguarding concerns for those individuals who are vulnerable to radicalisation.

This policy and procedure is based on the following underlying principles:

- each vulnerable individual is a unique person who is vulnerable for unique reasons and who needs an individualised response
- each vulnerable person effects and is effected by multiple domains i.e. family, community, and society
- the local authority has a duty to respond promptly and robustly to concerns raised around possible safeguarding issues
- information will be shared with other agencies and local authorities as appropriate
- this is a collaborative process to enable effective integrated working to improve outcomes for vulnerable individuals, arising from a common or specialist assessment

The Statutory Requirements

The statutory Channel Duty guidance outlines the requirements relating to Channel Panels, Panel meetings, the support plan, obtaining consent prior to support, when parental consent cannot be obtained, support to address identified vulnerabilities, funding support plans, monitoring Channel support, referral to alternative forms of support, reviewing Channel cases and sharing good practice on pages 15-19. Annex B of the statutory Channel Duty guidance pages 26-27 lists the partners required to co-operate with local panels. The partners include: ministers of the Crown and government departments; Local government; Criminal justice; Education, child care etc; Health and social care; and the Police.

The Counter Terrorism and Security Act 2015 requires the following:

- a. local authorities to ensure that a multi-agency panel exists in their area;
- b. the local authority to chair the panel;
- c. the panel to develop a support plan for individuals accepted as Channel cases;
- d. the panel to consider alternative forms of support, including health and social services, where Channel is not appropriate; and
- e. all partners of a panel (as specified in Schedule 7 of the statutory Channel Duty guidance), so far as appropriate and reasonably practicable, to cooperate with the police and the panel in the carrying out of their functions.

The Channel Programme

The Channel Programme is a key element of the *Prevent* strategy. It is a multi-agency safeguarding approach to identify and provide support to individuals who are at risk of being drawn into terrorism. It is a programme which involves:

- Identifying individuals at risk
- Assessing the nature and extent of that risk and
- Developing the most appropriate support plan for the individuals concerned.

“Channel may be appropriate for anyone who is vulnerable to being drawn into any form of terrorism. Channel is about ensuring that vulnerable children and adults of any faith, ethnicity or background receive support before their vulnerabilities are exploited by those that would want them to embrace terrorism, and before they become involved in criminal terrorist activity.”

(Channel Duty Guidance: Protecting vulnerable people from being drawn into terrorism. Statutory guidance for Channel panel members and partners of local panels. Published by HM Government: 2015: 5).

The Purpose of Rochdale Borough’s Channel Panel

The purpose of the panel is to provide:

- oversight of the case management of Channel referrals
- manage performance, monitor progress and assess outcomes
- ensure that appropriate support plans have been developed for Channel cases
- ensure that alternative forms of support, including health and social services, have been considered where Channel is not appropriate
- ensure that all partners, so far as appropriate and reasonably practicable, cooperate with the police and the staff who are undertaking the Channel planning processes.
- undertake 6 monthly and 12 monthly reviews of closed Channel cases

The functions of the Panel are to:

- a. Provide high level quality assurance of Channel referrals.
- b. Decide appropriate actions.
- c. Allocate resources appropriately.
- d. Ensure effective Action Planning outcomes.
- e. Maintain clarity of information.
- f. Maintain links with partners, local communities, GM colleagues and lead members to ensure effective coordination within the Borough, providing a leadership role.

Confidentiality

- Meetings are confidential.
- Documentation cannot be disclosed without the consent of the Chair and must be stored securely.
- The disclosure of information outside the Multi-Agency Panel meeting will be considered a breach of confidentiality unless agreed with members involved.
- Panel Members' personal information contained within Minutes, agendas and reports will be protected from public disclosure within the terms of the Freedom of Information Act.

Information Sharing

Effective information sharing is key to the implementation and delivery of the Prevent Duty, so that partners are able to take appropriately informed action. This will sometimes require the sharing of personal information between partners; this is particularly the case for **Objective 2** of the Prevent strategy, PROTECTING VULNERABLE PEOPLE, where sharing of information will be central to providing the best support to vulnerable individuals.

The multi-agency involvement within the Channel process is essential to ensure that vulnerable individuals have access to a wide range of support, from access to specific services provided by local authorities to diversionary activities and interventions provided by external partner agencies. Information sharing is therefore an essential part of the process to determine whether an individual requires support, and if so, what that should consist of.

The Prevent programme does not involve any covert activity against people or communities. But as part of the Channel Program, personal information may need to be shared to ensure, that a person at risk of radicalisation is given appropriate support. Information sharing is assessed on a case-by-case basis and is governed by legislation. When considering sharing personal information, the Channel Panel members take account of the following:

- **Necessity and proportionality:** Personal information is only to be shared where it is strictly necessary to the intended outcome and proportionate to it. The key to

determining the necessity and proportionality of sharing information will be the professional judgement of the risks to an individual or the public;

- **Consent:** A person who is referred to Channel will always be informed first if it is felt that they would benefit from Channel support. The process is voluntary and their consent would be needed before taking part in the process. This process is managed carefully by the Channel Panel.

- **Power to share:** The sharing of data by public sector bodies requires the existence of a power to do so, in addition to satisfying the requirements of the Data Protection Act 1998 and the Human Rights Act 1998;

There is a statutory duty for workers to share information where there are concerns about the safety or well-being of a child or vulnerable adult. Numerous pieces of legislation place a power or duty on local authorities and partners to share information safely and actively in specific circumstances including:

- The Data Protection Act 1998;
- The Human Rights Act 1998;
- The Common Law Duty of Confidence;
- The Crime and Disorder Act 1998;
- The Children Act 2004 Sections 10 and 11;
- The Caldicott Principles.

All information sharing must be conducted in accordance with a relevant legal power of duty, and be proportionate and relevant to the circumstances presented.

Principles of Data Sharing

Rochdale Borough Channel Panel will utilise the principles of the Rochdale Borough Safeguarding Children's Board (RBSCB) Policy for the Secure Handling of Protected Information and Rochdale Borough Safeguarding Adult's Board (RBSAB) Information Sharing Agreement and Multi Agency Safeguarding Adults Policy and procedures , which highlights seven golden rules for information sharing, as follows:-

1. Remember that the Data Protection Act is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately;
2. Be open and honest with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so;
3. Seek advice if you are in any doubt, without disclosing the identity of the person where possible;

4. Share with consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgment, that lack of consent can be overridden in the public interest. You will need to base your judgment on the facts of the case;
5. Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions;
6. Necessary, proportionate, relevant, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely;
7. Keep a record of your decision and the reasons for it - whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

The '*Seven Golden Rules*' help support decision making so partners can be more confident that information is being shared legally and professionally.

Members of Rochdale Borough Channel Panel agree to comply with all legislation and other requirements as set out above in relation to personal data being shared with relevant partners.

Membership

Details of the current membership of the Channel Panel are provided below. Members will have sufficient seniority to be able to commit resources and take necessary decisions.

The Panel may co-opt additional Members and may do so either generally or for fixed terms or for particular meetings or in respect of particular issues.

There shall be a Chair and Vice Chair of the Board.



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Post	Organisation
Head of Safeguarding - Adult Services (chair)	RBC
Temporary Head of Service (Mental Health) Adult Social Care Service	RBC
Community Safety	RBC
Schools Equality & Community Cohesion Officer	RBC
Detective Inspector	GMP
Prevent Officer	GMP
Channel Officer	GMP
Service Manager - Early Help Service	RBC
Head of Advice & Screening Children's Services	RBC
Practice Manager, Children's Social Care Service	RBC
Safeguarding Children's Nurse	Pennine Care
Safeguarding Nurse - Vulnerable Adults	CCG
Senior Probation Officer	CRC
Probation Operations Manager	BRO Cluster

Meetings

The Channel Panel shall meet every 8 weeks. From time to time, urgent meetings may be arranged to respond to time critical matters. The Agenda shall be decided by the Chair.

Accountability

The Board will report to Rochdale Borough Safer Communities Partnership

Signed

.....

Chair

.....

Date:

Signed

.....

Vice Chair

.....

Date:.....

The Terms of Reference for CHANNEL will be reviewed annually

Appendix 1

The Local Authority Chair

The Channel Panel Chair is responsible for:

- a. having oversight of all Channel cases in their area;
- b. ensuring that the appropriate representatives are invited to each meeting as panel members;
- c. establishing effective relationships across statutory agencies to ensure effective co-operation over information sharing and attendance at panel meetings;
- d. establishing the appropriate support plan for identified individuals by using the expertise of the panel;
- e. ensuring that risks of persons being drawn into terrorism are identified and are referred to the appropriate agencies for action;
- f. ensuring an effective support plan is put in place, and that consent is sought from the individual before that plan is put in place; and
- g. ensuring individuals and/or organisations on the panel carry out their elements of the support plan so that an effective support package is delivered.

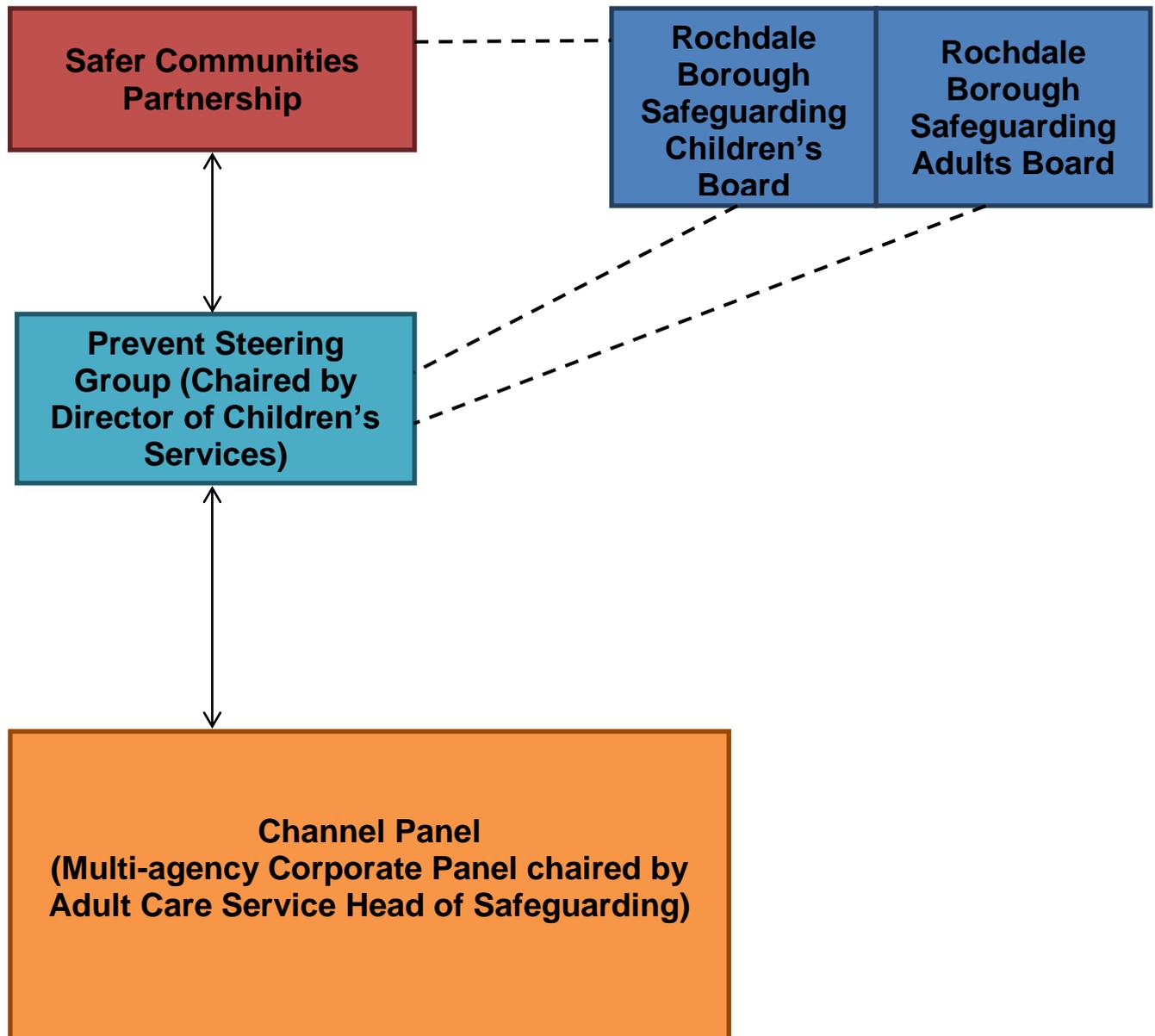
The Chair should be fully briefed by the CPP

Panel members

The multi-agency involvement in the Channel process is essential to ensure that vulnerable individuals have access to a wide range of support, from access to specific services provided by local authorities to diversionary activities. Information sharing is an essential part of the process to determine whether an individual requires support, and if so, what that should consist of. Panel members identified by the chair may also be partners of local panels who can provide the most relevant support to address identified needs and vulnerabilities.

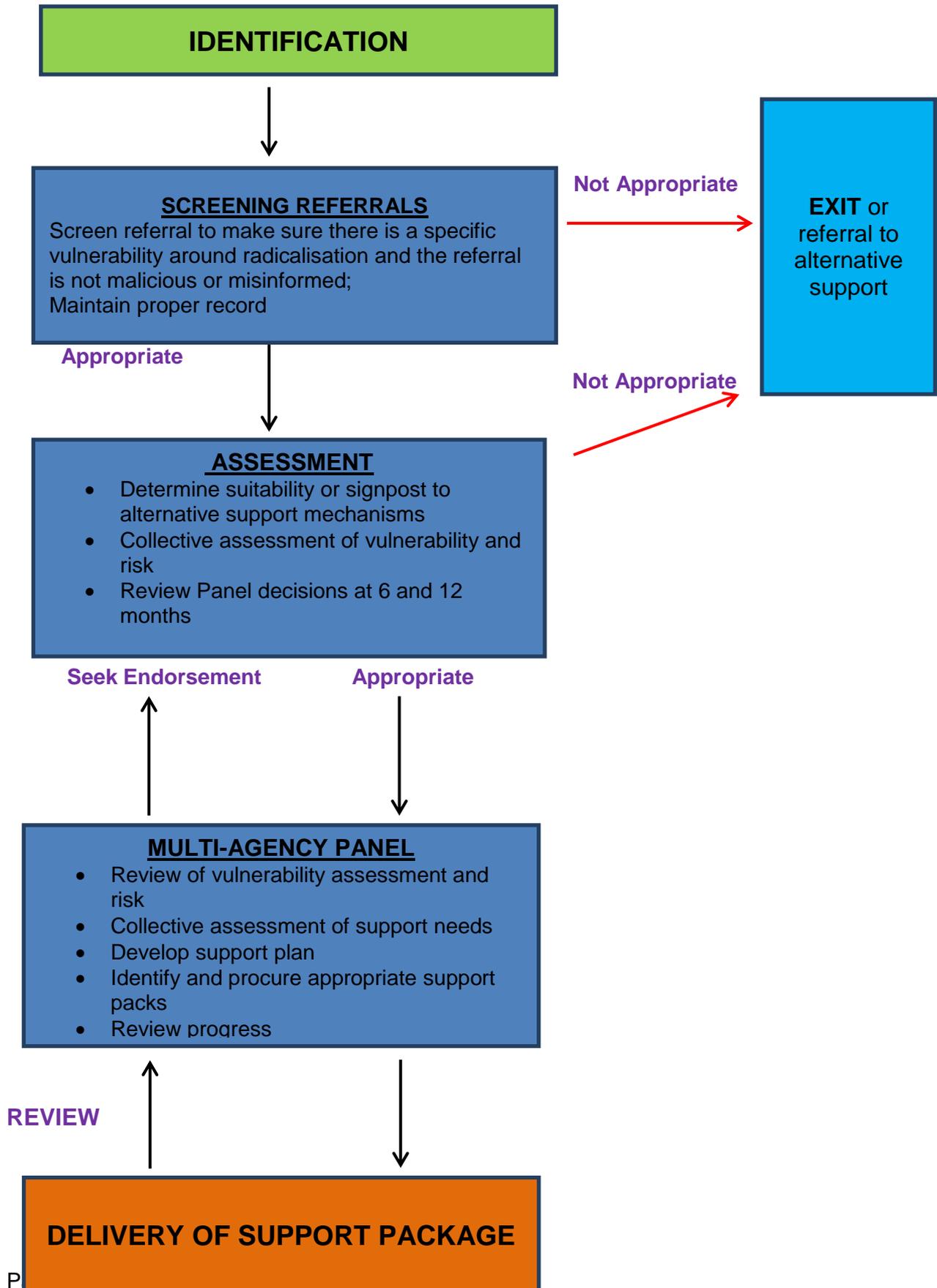
Appendix 2

Governance Arrangements for the Channel Programme

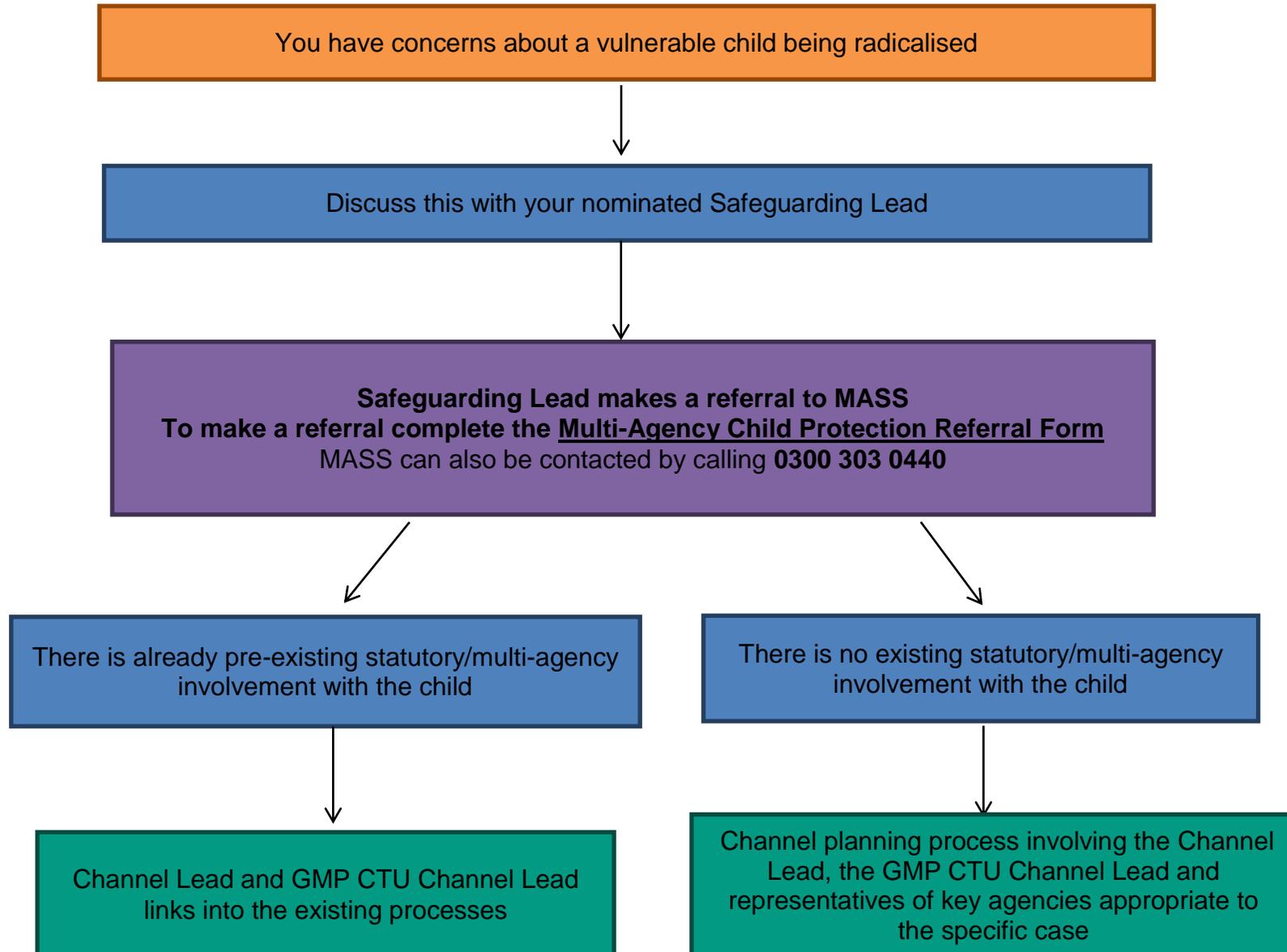


THE CHANNEL PANEL REFERRAL PROCESS

This diagram shows the different stages within the Channel Process



CHANNEL PANEL REFERRAL PATHWAY FOR CHILDREN



Multi-Agency Referral Form

Date & time of referral:

Referrer Details

Name:	Agency:
Job Title:	Telephone/mobile numbers
Work Address, including postcode:	Email:

Details of Child/Young Person

Family Surname(s) <i>(or alias)</i>						
Child's Name	Age & DOB	Gender	Ethnicity/ Language	Religion	Disability	Education provider
					Yes/No	
Address and Postcode						
Legal status / immigration status:	First language:					Interpreter required?

Details of any other children

Family Surname(s) <i>(or alias)</i>						
Child's Name	Age & DOB	Gender	Ethnicity/ Language	Religion	Disability	Education provider
					Yes/No	
					Yes/No	
					Yes/No	
Legal status / immigration status:	First language:					Interpreter required?

Household Details

Details of all adults in the household where the child is living)					
Name	Age & DOB	Gender	Ethnicity/ Language	Disability	Relationship to child



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Details of principal carers, other significant adults and those with Parental Responsibility (if their address is different from the child):

Name	Age & DOB	Gender	Ethnicity/ Language	Disability	Relationship to child

Assessment of Need

Level of need identified in accordance with the Rochdale Borough Children’s Needs & Response Framework

- 1 Children whose needs are met/have no identified additional needs
- 2 Children with additional needs whose health and development MAY be affected without the provision of additional services
- 3 Children whose health and development IS AT INCREASED RISK of being affected due to their own significant difficulties or compromised parenting
- 4 Children who have complex needs, whose health and development IS being affected
- 5 Children at risk of or suffering SIGNIFICANT HARM with immediate needs for Protection and or Substitute Care

Reason for Referral and Level of Risk Indicated above with evidence

Significant Events: (Include any significant events that add to evidence of Harm of Child/ren being in Need)



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Is this form a follow up to a telephone referral? Yes No

Are there any issues for worker safety that need to be considered when planning a response?

Please provide details:

Consent

Professionals should seek to discuss concerns with the family and, where possible seek the family's agreement to making a referral unless this may place the child at increased risk of Significant Harm

Have parents/carer(s) been informed of this referral? Yes No

Has the child given consent for this referral?
 Yes No N/A

Have parents/carer(s) given consent for this referral? Yes No

If the answer to either of the above is **No** please provide an explanation as it is essential that professionals work in partnership with families, unless to do so would place a child at immediate risk of harm.

Early Help

Has a Common Assessment Framework (CAF) been completed?

No

If No, please say why not:

Yes , please attach with TAC plan and minutes of last meeting

Please briefly describe any services that have already been offered by your agency and/or other agencies and the outcome of these interventions.



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Details of other Agencies involved with the Family/Child(ren)

Agency	Names	Address & Tel. No.	Current Involvement

PLEASE RETURN COMPLETED FORM TO:

The completed multi agency referral form can be sent to the MASS team via email:
mass@rochdale.gov.uk or mass@rochdale.gcsx.gov.uk (Secure)

Telephone

0300 303 0440 (8.30am - 4.45pm)
0300 303 8875 (out of office hours)

Fax

0844 963 2483

Website

www.rochdale.gov.uk/.../child-protection.aspx

Signed: _____ Date: _____

Multi Agency Referral Form Good Practice Guidance for Professionals

This guidance should be read in conjunction with the Rochdale Children's Needs Response Framework

What is the Multi Agency Referral Form (MARF)

The Multi Agency Referral Form is a tool that has been approved by the Rochdale Borough Children and Young People's Partnership and the Rochdale Borough Safeguarding Children Board. The form is designed to assist the referrer in sharing all the information that is important in order to make a decision on appropriate action.

The quality and depth of information provided within the MARF is crucial. **as it is the information provided on this form that will inform the MASS decision on how best to proceed and will form the foundation of any future assessments. It is also important to note that the** earlier the MARF is completed on a working day, the fuller the information that can be gathered that day, enabling appropriate decisions to be made in a timely manner.

Before completing the MARF

Consider the following:

Assessment

- Have I assessed the child and family and documented my findings? If not what is the source of my information?

Evidence

- What is happening, or not, which is causing concern/or impacting on the wellbeing and safety of the child?
- Is there any evidence of mental illness, substance abuse, domestic abuse, a chaotic lifestyle or missed appointments?

Actions

- Have I updated myself on the child and family's recent history?
- Have I consulted the Greater Manchester on-line Safeguarding Procedures?
- At what level are the child's needs within the Children's Needs and Response Framework?
- Is an Early Help Assessment in existence for this child/ren?
- What are the existing risk factors or issues?
- Has the situation/referral been discussed with the child's parent(s)/carers, or would this put the child at greater risk?



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- Have I spoken with the child or young person about what has happened or happening?
Are they aware of my concerns?
- Who else lives in/regularly visits the household? Do I have their personal details and know their relationship to the child/children?
- Have I updated myself on the child and family's recent history?
- Do I have knowledge of any siblings? May they be at risk of harm too?
- Is there a social worker already allocated? Have I discussed the referral with that social worker?
- I have discussed the situation with my safeguarding lead/ manager from within my agency (as appropriate)?

Completing the MARF

What to consider when completing the MARF

- Child/young person's details
- Address, postcode, telephone number: State clearly the full home address of the child including the postcode and phone number. If the child is residing at more than one address or is residing away from their home address, please clearly state that address too.
- Education Provider: Nursery/ children's centre/school/college address and contact: Please state, if known.
- Family name/first name: State clearly the correct spelling of the child full name and any other name that the child is known by, or has been known by.
- DOB / Estimated Due Date: State the full date of birth of the child at the time of the referral. State whether the child has not yet been born and the estimated due date.
- Gender: either Male, Female or Unborn
- Age: State the age of the child at the time of the referral (or where the child is unborn, the estimated due date).
- Ethnicity: To the best of your knowledge, identify the ethnicity of the child. This information may assist to identify services that meet the child's ethnic background
- Religion: To the best of your knowledge, identify the religion of the child.
- First Language: It is essential to identify the child's first language. This information will ensure that the MASS/ Children's Social Care is aware of any language needs when engaging and communicating with the child and family.
- Is an interpreter required? If the child's first language is not English and an interpreter is not needed, please state clearly the reason why and who for (e.g. interpreter needed for parent but not child).
- Child's voice: Please indicate whether the child/young person is aware of the referral and whether their wishes are included. This will ensure that children's social care staff are aware/not aware that the child has been communicated with about the referral.
- All referrals must be legible and therefore we encourage referrers to type directly onto the MARF, but if this not possible please print clearly.

Quality Referrals will:

In the referral you should outline:

- **what** your concerns are and what needs to be improved
- **why** you think the child/young person is at **risk of significant harm**
- **how** you think the child/young person and family's needs could be met and what outcomes are to be achieved

After completing the referral

Possible outcomes from a referral

The MASS will undertake an initial consideration (or screening) of the referral that will proceed to one of the following outcomes:

Progress to Assessment

If the information they gather from the MARF shows clearly that a child is in need or in Need of Protection they will allocate the matter for an Assessment to a qualified statutory Social Worker.

No Further Action (NFA).

If a referral does not seem to be about a child who is in need as defined by the Children Act 1989 or in Need or Protection MASS team will usually provide some sort of advice however on occasions after screening there may be no identified needs e.g. malicious referral thus no action will be taken. .

Progress to Early Help

If the matter does not meet threshold 4/5 on the CNRF however a service will be beneficial to meet the needs of the child or family, MASS will pass the referral to the Early Help team to progress and contact the referrer to advise of the next steps.

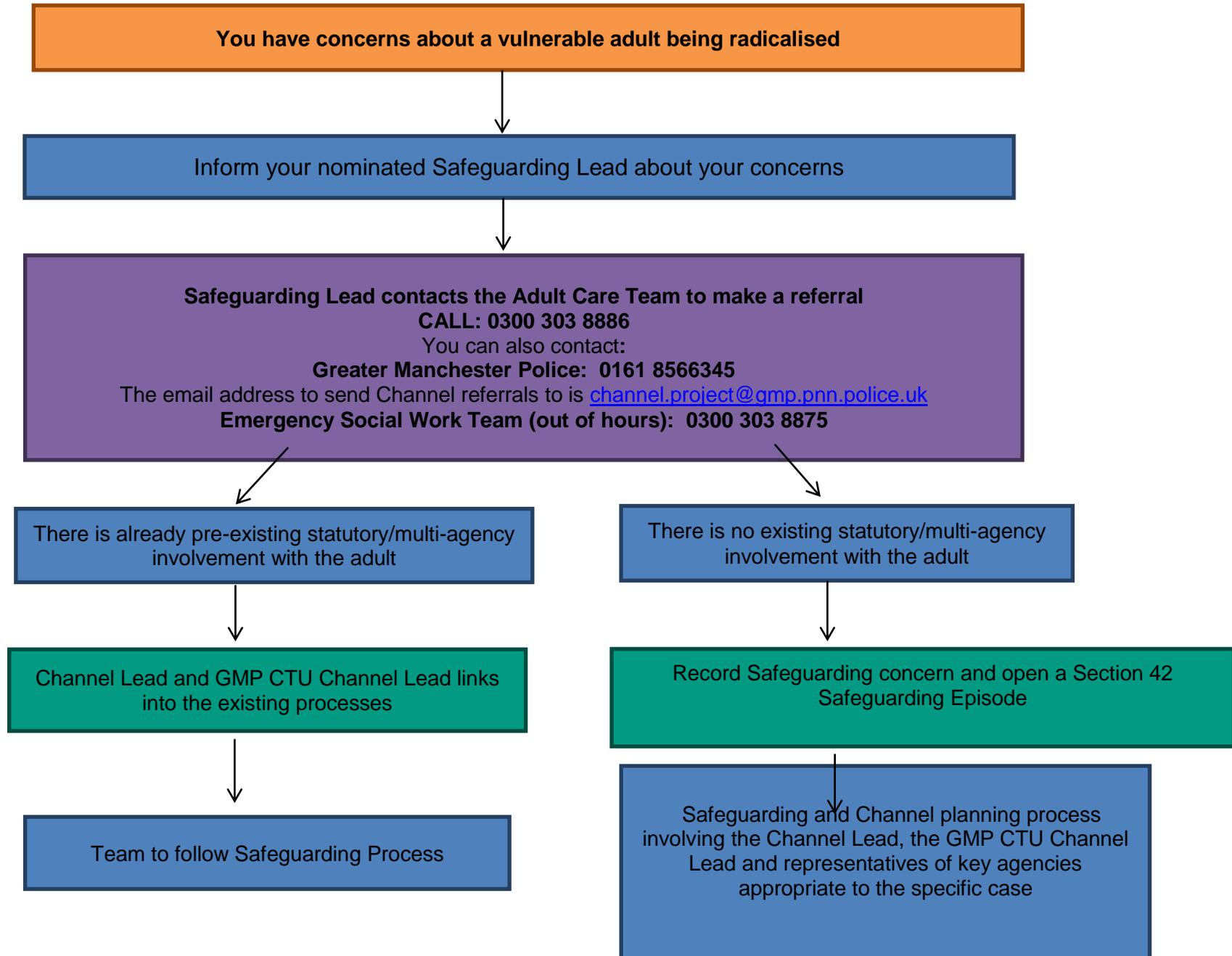
Provision or Information or Advice

On some cases that are not allocated, information will be sent to the family with advice for early help services via a single agency.

What if I don't agree with the decision?

An initial discussion can be had with the MASS manager regarding the decision. If this does not satisfy the referrer, the matter can be escalated. It is important to discuss the matter with the MASS manager prior to escalation.

CHANNEL PANEL REFERRAL PATHWAY FOR ADULTS



Referral and Assessment Form

Person making referral:

Agency:

Contact number:

Date of referral:

Subject's Surname		Forenames	
D.O.B		Male/Female	
Place/Country Of Birth		Ethnic Group	
Primary Language		Interpreter Required	
Address			
Tel No(s)			
Email Address		Social Media Username	
School / Employment			

Notes:

In the next box you will be asked to complete the reason for referral to Channel. When doing so please consider the following points and provide as much information as possible:

- Is the person demonstrating or exhibiting violent extremist behaviour OR
- Is there information to show the person is moving towards support for terrorism or has an attraction to terrorism OR
- Is the person vulnerable to radicalisation (when taken in context with the above points)



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Extremism:

Extremism is defined as the vocal or active opposition to our fundamental values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs and the calls for the death of members of our armed forces.

Reason for referral



Vulnerability Assessment:

From the initial assessment and throughout the case we use a vulnerability assessment tool that covers three key areas, Engagement, Intent and Capability.

It may be that some of this information is covered in the 'reason for referral' section however if you could also consider the following it would help us in our assessment.

Engagement:

This area looks at the personal or external factors that have led that person to become involved or show an interest in terrorism/extremism

For example: Grievance/Injustice, Need for adventure, Political motivation, Family and friends support extremism etc.

This area describes the persons mind set and their readiness to use violence in defence of their beliefs

For example: Over identification with a group or ideology, Them and us thinking, Harmful means to an end etc.

Capability:

Having established the person's intent this area now looks at the person's capability to actually carry out harm in defence of their beliefs

For example: Individual knowledge and skills, Access to networks, funding and equipment etc.



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Protective Factors:

Protective factors are important as they can often negate concerns that have been identified under Engagement, Intent and Capability

Household composition			
Name	D.O.B	Gender	Relationship



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Agencies Involved	Contact	Telephone	Email

Once complete please email to:
channel.project@gmp.pnn.police.uk

Glossary of Terms

Term	Meaning
Extremism	is defined in the 2011 Prevent strategy as vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas.
Interventions	Interventions are projects intended to divert people who are being drawn into terrorist activity. Interventions can include mentoring, counselling, theological support, encouraging civic engagement, developing support networks (family and peer structures) or providing mainstream services (education, employment, health, finance or housing).
Prevention	in the context of this document means reducing or eliminating the risk of individuals becoming involved in terrorism. Prevent includes but is not confined to the identification and referral of those at risk of being drawn into terrorism into appropriate interventions. These interventions aim to divert vulnerable people from radicalisation.
Radicalisation	refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.
Safeguarding	is the process of protecting vulnerable people, whether from crime, other forms of abuse or (in the context of this document) from being drawn into terrorist related activity.

References

Channel Duty Guidance: Protecting vulnerable people from being drawn into terrorism

Statutory guidance for Channel panel members and partners of local panels. Published by HMO Government in April 2015.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/425189/Channel_Duty_Guidance_April_2015.pdf

Other Useful Guidance

1. The Prevent Strategy, 2011

<https://www.gov.uk/government/publications/prevent-strategy-2011>

2. CONTEST: the United Kingdom's strategy for countering terrorism

<https://www.gov.uk/government/publications/counter-terrorism-strategy-contest>

3. Prevent duty guidance

<https://www.gov.uk/government/publications/prevent-duty-guidance>

England:

4. Working together to Safeguard Children

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

5. Keeping Children Safe in Education

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

6. Care Act 2014:

<http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>

7. Care Act Factsheets

<https://www.gov.uk/government/publications/care-act-2014-part-1-factsheets>

8. Data Sharing – Guidance on the Law

https://ico.org.uk/media/for-/documents/1068/data_sharing_code_of_practice.pdf

<https://www.gov.uk/government/publications/data-sharing-guidance-for-local-authorities>

9. Key Definitions of the Data Protection Act

<https://ico.org.uk/for-organisations/guide-to-data-protection/key-definitions/>

10. Confidentiality Code of Practice

<https://www.gov.uk/government/publications/confidentiality-nhs-code-of-practice>

11. National Data Guardian (Caldicott)

<https://www.gov.uk/government/organisations/national-data-guardian>

12. Information sharing advice for safeguarding practitioners

<https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>

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