

**Appendix A – Children’s Social Services, Police Information Disclosure Form**

<b>Date of request:</b>	
[NAME OF POLICE FORCE] requests disclosure of material held by the London Borough of Sutton CSC in respect of the following:	
[CHILD/REN NAME/S] & DOB	
ADDRESS:	
The [NAME OF POLICE FORCE] are conducting a criminal investigation into allegations	
MADE BY:	
AGAINST:	
<b>Consent</b>	
Have you sought the consent of the NAMED CHILD OR INDIVIDUAL or their parents/carer to the disclosure of this material?	
If not, why?	
Do you object to Authority notifying the NAMED CHILD OR INDIVIDUAL or their parents/cared about this request for information?	
If yes, why?	
<b>Pre or Post Charge:</b>	
Has an individual been charged in respect of this criminal investigation?	
<b>Details of Offence:</b>	
The allegations being investigated are -alleged offence -relevant dates	

<ul style="list-style-type: none"> <li>- alleged victim and perpetrator</li> <li>- circumstances of incident</li> <li>- stage in investigation</li> </ul>	
<b>Details of the alleged victim:</b>	
<p>The following child is alleged victim of the offence/s</p> <ul style="list-style-type: none"> <li>- Name of child</li> <li>- Address</li> <li>- Date of Birth</li> <li>- Social Worker (if applicable)</li> <li>- Relationship to the Offender</li> <li>- Name of school or educational facility attended</li> <li>- Other children in the family</li> </ul>	
<b>Details of the alleged perpetrator, if known</b>	
<ul style="list-style-type: none"> <li>- Name</li> <li>- Address</li> <li>- Date of Birth</li> <li>- Social Worker (if applicable)</li> <li>- Relationship if any to the victim</li> </ul>	

<b>Details of any identified witness</b>	
<p>In addition, we have obtained evidence from the following child/children/ adults</p> <ul style="list-style-type: none"> <li>- Name</li> <li>- Address</li> <li>- Date of Birth</li> <li>Social Worker (if applicable)</li> <li>- Relationship to the Offender</li> <li>-</li> </ul> <p>Any other relevant information</p>	
<b>Relevance of material sought?</b>	
<p>I believe that the Authority may hold material relating to the alleged offender and/ or perpetrator and /or children listed above which may be relevant to our investigation and I therefore request:</p>	
- Specify nature of material sought	
- Any specific Reports or Document	
- Reasons why this material is relevant to the criminal investigation	
- Reasons why any delay in disclosing the document requested may delay or prejudice your investigation	
<b>Conclusion</b>	
Please can you confirm if your Authority holds any such material as described above?	
Please reply by:	
Please specify the reason for this deadline:	

17/06/2016

13:49

File path: N:\RESEARCH\OONAGH QA WORD\OONAGH QA WINWORD TEMP FOLDER\TRIX\Document Library\Appendix A, Childrens Social Care, Police Information Disclosure Form - Nov 2016.docx

If you require further information or wish to discuss this request , please contact me:	
Name of Officer:	
Email:	
Telephone:	
Fax:	
<b>Additional Counter signatory</b>	
<i><b><u>If the nature of the enquiries is specified above this form must be countersigned by a Sergeant or Supervisor; if the investigation is such that no explanation can be given, this form will be countersigned by a Superintendent.</u></b></i>	
Signed: .....	Print Name:
Shoulder No.:	Date

17/06/2016  
13:49

File path: N:\RESEARCH\OONAGH QA WORD\OONAGH QA WINWORD TEMP FOLDER\TRiX\Document Library\Appendix A, Childrens Social Care, Police Information Disclosure Form - Nov 2016.docx