

# ShieldCPS CSE User Guide

***IMPORTANT: Please read these instructions prior to completing the form.***

## Overview

The ShieldCPS Child Sexual Exploitation (CSE) Risk Management Tool consists of 14 pages, each targeting a different aspect of vulnerability. The more information you enter, the more accurate your risk assessment score will be.

- The pages and questions are numbered for ease of reference.
- You do not have to enter information into all of the boxes. However, the risk assessment score provided at the end of the form will only be based on the risk grades you have identified. If you have not identified all the risks, the 'Grade' generated may not accurately reflect all the risks present for the child or vulnerable adult.

The tool has been designed to support effective assessment and is not intended to replace your professional assessment of risk. Whilst the ShieldCPS CSE Risk Management Tool itself cannot be collaborated on by multiple users, at the same time (this is ongoing development), you can complete and download it as many times as you need to; thus building the multi-agency picture of a child's situation until you all believe you have the most comprehensive and up-to-date assessment of the risk.

As is the case with any assessment, the more information you gather, the more accurate the assessment will be and the more effective your plan for disruption and protection is likely to be.

**Please Note:** To protect confidentiality, the tool is not designed to store any of the information entered onto it. It is intended to be independently saved or printed once it has been completed. If you close the tool, for any reason, the information you have entered may be lost.

## Scoring

The risks are calculated by the answers you provide on the form. The higher the score, the higher the risk. Every box on pages 1a through 3, forms the risk evaluation matrix which provides the score at the end of the form. The evaluation is as follows:

- 'Yes' without completing the 'Grade' = 3 points
- Blank entry = 3 points (Unless the program knows better, it will always assume worst-case scenario.)
- 'N.K.' (Not Known) = 3 points (Unless the program knows better, it will always assume worst-case scenario.)
- 'L' (LOW Risk) = 1 point
- 'M' (MEDIUM Risk) = 2 points
- 'H' (HIGH Risk) = 3 points

The more complete the form, the better the accuracy of assessing the risk. Where a question is left unanswered (or is answered as 'N.K.') the score will remain at 'High' until you are able to confirm that there is no risk, or that the risk is 'Low', 'Medium' or 'High'.

## Completing the Form

On first arriving at the tool, you will be presented with 'ShieldCPS CSE Terms & Conditions'. You will not be able to proceed and use the tool unless you agree and tick 'I agree with terms of use'. Once you have 'agreed', click the 'Next' button at the bottom of the page and proceed to the 'General Details' page.

### General Details (GD)

- Enter the vulnerable person's details. Questions 1, 2 and 3 are mandatory. Once you have completed all details, click on 'Next'.

### Pages 1a to 3

- These pages contain boxes designed to evaluate the risks. Answer all questions.

## Completing the Boxes

- To complete the boxes click on the box to the right of each question. You will be asked to select 'Y' (Yes), 'N' (No) or 'N.K.' (Not Known).
- If you answer 'Y', a further 'Details' box will automatically open along with a box entitled 'Grade'. The 'Details' box is a free-text box that allows you to record the evidence for your 'Grade'. Once you have entered the details click on 'Grade'.
- Based on your judgement, select the level of risk; this is either 'H' (HIGH), 'M' (MEDIUM) or 'L' (LOW). On selecting a risk level, the tool will automatically colour the topic to assist with visualising the risk using RAG rating. If you answer 'N.K.' a dialogue box will open for you to record any information you think may be relevant. This will also grade the risk as 'High' until you can answer 'Yes' or 'No'. (Please Note: If you do not select a 'Grade', the tool will automatically allocate the score for 'High' risk.)
- Answering 'No', will not require any further information from you.
- Click through each page and complete all the questions.

## Page 4 (Actions)

- This page has mandatory questions. If you have recorded an 'Incident' on page 3, you will be prompted to ensure that you have 'acted' to protect the child. You will not be able to continue to Page 5 if you have not answered the questions about what 'Actions' you have taken.

## Page 5 (Associates)

- This page allows you to record information about any associates, alleged perpetrators or suspects. If there is more than one adult, involved with a child, please use a separate form for each.

## Change in Child's Situation

- If you want to evidence a change in a child's situation (ie evidence improvement or deterioration), complete a second form to provide you with both a "before and after" score.

## Saving/Printing the Form

- You can save the form using your browser. Please remember to expand the populated text boxes if a large amount of data has been entered.
- If using Chrome, right click anywhere outside of the form.
- Select 'Print' and change 'Destination' to 'Save as PDF'.
- Please be aware that that this version only exports each section at a time.
- **Please Note:** This form has been built to work with devices of different screen sizes. To ensure that the contents are displayed when you print, the ' free-text' boxes will need to be expanded.
- To expand the boxes, you will need to click and drag on the 2 bars in the bottom right corner of each dialogue box. This will then reveal all of the text in the printed version.
- **ALWAYS** follow your agency policy for the storage and sharing of confidential data.
- For all other devices, please explore your device options.

## Additional Option

We at ShieldCPS are committed to developing and supporting the very best safeguarding tools and appreciate all donations. Those who have contributed, by making a donation, will receive a personal access link. This link will lead them to a version of this tool that incorporates a 'Save As' function to simplify the process of saving the form.