

Greater Manchester Police

Police Check Policy

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Significant Others

“Significant Others” = persons who have regular control of, care of and contact with the child who is subject of a child protection case conference, or subject of a child protection plan.

“Significant Others” will always be

1. parents, partners of parents,
2. others living in the same household as the child
3. ex-partners of parents who are still involved in a child’s life either by visitation/contact or by harassment/domestic violence against the parent
4. Non registered child minders/babysitters who have regular charge and control of the child
5. Family members/friends where the child frequently visits/stays over without the parent e.g. grandparents
6. Others living in the same household where the child frequently visits and stays over without the parent

“Significant Others” are not

Relatives they see on an ad-hoc basis

Friends or acquaintances of the parent-unless they become involved in the charge, control and care of the child, or become a partner to the parent.

“Significant Others” may be different at the initial child protection conference to those during a child protection plan, as family circumstances do and often change. In these situations the social worker must consider whether it is necessary to request police information and to consider whether the person involved is a “significant other”

“Significant Others” must be named on initial invitations to case conferences, and subsequent review case conferences, and must include names, including previous names, date of birth, addresses including postcodes and their relationship to the child. This information is vital as police often hold information on a number of individuals with the same details, and a number of the same addresses within Greater Manchester.

In the situation where a central administration team forwards invitations to the Greater Manchester Police Safeguarding Vulnerable Persons Unit, then significant others should be clearly identified to them, in order that they are included on the invitation and they do not get missed. Unnecessary police post conference checks, mean that full information is not provided at the initial conference and therefore any risks posed by an individual will not be highlighted, and may result in putting a child at further risk.

Once a child becomes subject to a child protection plan, police markers, are placed on the child's address and any addresses of "significant others". In the event that a child, subject to a child protection plan, moves permanent address, goes in to temporary accommodation, or goes in to foster care, the social worker needs to inform the Public Protection Division Central Admin Unit, who will update the records held centrally accordingly.

Any additional police checks should be requested on the appropriate forms, with the relevant information mentioned previously, please contact our admin team if you need these forms emailing to your office.

NB Should social workers be assisted by local uniformed police or local Public Protection Units in removing a child, subject to a child protection plan, to another address for whatever reason, the social worker must still advise the Public Protection Division Central Admin Unit of the change of address, as this department is responsible for removal of and change of police address markers.

Types of Checks departments that complete them

There are various types of Police Checks requests, detailed below are the types of request and the departments who deal with them.

Type of Request:

- The criteria for an Emergency Placement is – if a child is being placed within the next 7 days or where they have already been placed within the last 48 hours.
- The criteria for Child Protection Plan – the child/ren must be subject to a live Child Protection Plan
- The child/ren are subject to LAC – placed with family members

Contact: Central Admin Team – Public Protection Division

Type of Request:

- Check for Section 17 / 47 core assessment / concern for welfare

Contact: Your Divisional PPIU Child Protection Unit

Type of Request:

- Information for Civil Court or Care Proceedings

Contact Criminal Record Unit – 0161 856 2696

Type of Request:

- CRB Checks for employment with access to children or vulnerable adults

Contact: Greater Manchester Police Vetting and Disclosure Unit on 0161 856 2614

Child subject to a Child Protection Plan and Emergency Placement

Social Worker

- Ensure that the individual meets the criteria for a Police Check
- Complete GMP's Police Check Request Form ensuring that all fields are completed with correct information. If the forms are not completed with full and accurate information they will be returned
- Send the completed form to your 'single point of contact' (Single Point Of Contact)

Local Authority SPOC

- On receipt of the form please check that the individual meets the criteria – return any forms that do not meet the criteria
- If criteria is met e-mail the form to the ppd.pc@gmp.police.uk

Public Protection Division – Central Admin - Greater Manchester Police

- Confirm that check meets criteria and that all fields have been completed – if check does not meet the criteria or there is missing information return the check to the SPOC detailing the reason why
 - Emergency Checks should be forwarded to the Divisional PPIU
 - Checks for Children subject to a Child Protection Plan should be completed by PPD
- If a review conference has been held within the last 5 working days then the check should be given to the Case Conference Attendee who will then complete a 'Post Conference Check'
- If a review conference is being held within the next 5 working days then the police check should be attached to the review invite, all 'significant others' will then be checked by the Case Conference Attendee and the results will be sent via the conference report
- If no conference within the 10 working day period then Research and Disclosure Officer will complete the check and return it to the SPOC within 5 working days.

Children subject to LAC – placed with family members

These checks are no longer carried out by CRB, any requests that fall into this category should now be sent to Public Protection Division – Central Admin - Greater Manchester Police.

These checks will be accepted direct from the Social Worker but they must be signed by the Team Manager.

Social Worker

- Ensure that the individual meets the criteria for a Police Check
- Complete GMP's Police Check Request Form ensuring that all fields are completed with correct information. If the forms are not completed with full and accurate information they will be returned
- If criteria is met e-mail the form to the ppd.pc@gmp.police.uk

Public Protection Division – Central Admin - Greater Manchester Police

- Confirm that check meets criteria and that all fields have been completed – if check does not meet the criteria or there is missing information return the check to the Social Worker detailing the reason why
- If the check meets the criteria complete and return to the Social Worker

Public Protection Division Central Admin Contact list

All requests for Child subject to a CPP, Emergency Check and subject to LAC should be e-mailed to:

ppd.pc@gmp.police.uk

Public Protection Division Administration Team Contact Telephone Numbers:

Clerical Officers

0161 856 1943

0161 856 6581

Research and Disclosure Officers

0161 856 0907

0161 856 6411

0161 856 5017

Section 17/47 core assessment / concern for welfare

Social Worker

- Ensure that the individual meets the criteria for a Police Check
- Complete GMP's Police Check Request Form ensuring that all fields are completed with correct information. If the forms are not completed with full and accurate information they will be returned
- Send the completed form to your local Public Protection Investigation Unit (PPIU)

PPIU - Greater Manchester Police

- Confirm that check meets criteria and that all fields have been completed – if check does not meet the criteria or there is missing information return the check to the Social Worker detailing the reason why
- If criteria is met, complete check and return to Social Worker

Greater Manchester Police Public Protection Division Divisional Email

Addresses

| Area | Division | Internal Email | External Email |
|----------------------------|-----------------|------------------------|--|
| Bolton | K | -ppiu bolton | bolton.ppiu@gmp.pnn.police.uk |
| Bury | N | -ppiu bury | bury.ppiu@gmp.pnn.police.uk |
| Manchester Metropolitan | B | -ppiu Manchester met | manchestermet.ppiu@gmp.pnn.police.uk |
| North Manchester | A | -ppiu north Manchester | northmanchester.ppiu@gmp.pnn.police.uk |
| Oldham | Q | -ppiu oldham | oldham.ppiu@gmp.pnn.police.uk |
| Rochdale | P | -ppiu rochdale | rochdale.ppiu@gmp.pnn.police.uk |
| Salford | F | -ppiu Salford | salford.ppiu@gmp.pnn.police.uk |
| South Manchester | C | -ppiu southmanchester | southmanchester.ppiu@gmp.pnn.police.uk |
| Stockport | J | -ppiu stockport | stockport.ppiu@gmp.pnn.police.uk |
| Tameside | G | -ppiu tameside | tameside.ppiu@gmp.pnn.police.uk |
| Trafford | M | -ppiu Trafford | trafford.ppiu@gmp.pnn.police.uk |
| Wigan | L | -ppiu wigan | wigan.ppiu@gmp.pnn.police.uk |

Guidance Document

- It should be noted that a request for a Police Check is an emergency measure and should not be used by way of avoiding a CRB Check
- GMP can only disclose personal information on individuals if that person is having significant contact with the child in question e.g. A carer, a cohabitee, someone who frequently has unsupervised contact with the child. This would NOT include individuals who may see the children occasionally whilst supervised. Please detail this relationship and contact level fully in the request.
- Check your own systems for information. You may already have information about individuals from your own records, which may instantly deem them unsuitable. Or from information provided previously by GMP or another force, for example a previous case conference.
- Ensure the name and date of birth for the individuals to be checked are listed on the Police Check form. Please also include any alias / middle / maiden names.
- Include an address, this allows us to provide information on any relevant incidents at the address, and may also assist us to identify the individual.
- In the case of checks for children subject to a CPP ONLY – if the child is spending significant amounts of time at the address, a Police Marker may be required. Please request this on the form.
- If the check is for an emergency placement a full reason for the check must be given. For example what are the circumstances of the emergency and why the checks have not been carried out at an earlier date.
- If a child moves out of area it is the owning authorities' responsibility to ensure that a police check is carried out. EG Child lives in Tameside and owned by Tameside Local Authority but accommodated in Salford, Tameside would still be the owning authority and therefore Tameside PPIU would carry out an emergency check for that child. (The check should go via Public Protection Division Central Admin)
- If the child was accommodated out of force it would still be the owning authorities responsibility to complete a police check (Police National Database)

- If an 'Emergency Placement Check' is required to be completed immediately, please ensure you contact our office by telephone to advise us. If the check is requested late in the day then we will need contact details of the person who will remain in your office until the check has been completed and the results given.
- Please note that requests for Police Checks sent after 3pm will not be serviced until the following day.
- Greater Manchester Police will aim to return a completed check to you within 5 working days of receiving it, however due to the volume of checks that we receive this is not always possible, the process will also be delayed if accurate information is not provided when the check is initially requested.
- The Public Protection Division Central Admin Unit should not be contacted to chase the status of the check unless the 5 working day timescale has been exceeded.

