

Annex C – Leicestershire Police - Protection of children - Request for disclosure of material for a current investigation under the 2013 Protocol and Good Practice Model: Disclosure of information in cases of alleged child abuse and linked criminal and care directions hearings (Oct 2013)

Restricted when completed

1. Leicestershire Police are conducting a criminal investigation into allegations made against the following individuals:-		
	Person 1	Person 2
Family Name		
Forenames		
Previous Names / Alias		
Present Address		
Previous Address[es]		
Gender		
Date of Birth		
	Person 3	Person 4
Family Name		
Forenames		
Previous Names / Alias		
Present Address		
Previous Address[es]		
Gender		
Date of Birth		
2. The circumstances of the key allegations under investigation are as follows:-		

(Brief case summary)

3. Details of child / children involved in the allegations

	Child 1	Child 2
Family Name		
Forenames		
Previous Names / Alias		
Present Address		
Previous Address[es]		
Gender		
Date of Birth		
Relationship to Offender(s)		
Victim or Witness		
Social Worker (if known)		
School(s) Attended(with dates, if known)		

	Child 3	Child 4
Family Name		
Forenames		
Previous Names /		

Alias		
Present Address		
Previous Address[es]		
Gender		
Date of Birth		
Relationship to Offender(s)		
Victim or Witness		
Social Worker (if known)		
School(s) Attended(with dates, if known)		

4. I believe that your Authority may hold the following material relating to the alleged offender(s) or the above child / children which may be relevant to my investigation.

(Describe material in detail, specify relevant time periods, relevant addresses)

Any material obtained by us will be treated as sensitive and dealt with in accordance with Criminal Procedure and Investigations Act 1996. In accordance with paragraph 3.5 Code of Practice CPIA, we are under a duty to pursue all reasonable lines of inquiry, whether these point towards or away from the suspect. Such lines of enquiry include seeking access to the above material which you may hold. Our investigation might be prejudiced or delayed if we are not allowed access to the material.

In accordance with the Leicester, Leicestershire and Rutland Protocol re exchange of information in child abuse investigations, we would ask that arrangements are made for us to examine the above material. Any material relating to Family Court Proceedings must not be made available except with consent of the court or in accordance with Family Procedure Rules 2010.

5. In the circumstances of this investigation, it is important that arrangements are made for us to examine the material or to be provided with the information by: Date:	
Stage Reached in Investigation *Delete as applicable	*Pre Arrest *Pre Charge *Post Charge
Date of next Court Hearing(if known)	
Contact Details for CPS Prosecutor:	
Officer:	Police Station:
Date:	Dept / Section:
Tel:	Fax:
Secure Email:	

Restricted when completed

Annex D – Notification and/or request for disclosure of police information for Family Court proceedings under the 2013 Protocol and Good Practice
Model: Disclosure of information in cases of alleged child abuse and linked criminal and care directions hearings (Oct 2013).

REQUEST FROM : LEICESTERSHIRE COUNTY COUNCIL* / LEICESTER CITY COUNCIL*
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*Delete as appropriate

Please email this form to data.protection@leicestershire.police.co.uk

INCORPORATING POLICE REPLY

[This form should be completed in accordance with the agreed protocol]

Police information will not be disclosed unless there are important considerations of public interest to justify departure from the general rule of confidentiality. These considerations include the protection of vulnerable members of society. The information below is provided on the strict understanding that such information is only for the current proceedings. It will be treated as confidential and will not be used for any other purpose.

REQUEST FOR INFORMATION

Person Requesting Information:	Name: Job Title: Organisation: Telephone Number: Secure Email:
Date of Request:	
Case Proceeding at which Court:	Family Proceedings Court
Next Hearing Date: (if applicable)	
Court Case No:	
Name of all Parties to Proceedings and Legal Representatives and Firm:(where appointed)	
Expert Reports to be Prepared By:	

Is this form only to give advance notice of family proceedings? Yes/No

If Yes, you do not need to complete the rest of this form.

Date Information Required:	Where there are ongoing family proceedings, information should be received at last 5 clear working days before the hearing date.
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Purpose of the Information:	*Care Proceedings
*Delete as applicable	*Pre-proceedings

INFORMATION IS REQUESTED ABOUT THE FOLLOWING PERSONS

1. Name (Alleged Perpetrator(s)):	Person 1	Person 2
Family Name:		
Forenames:		
Previous Names / Alias:		
Present Address:		
Previous Address[es]:		
Gender:		
Date of Birth:		
	Person 3	Person 4
Family Name:		
Forenames:		
Previous Names / Alias:		
Present Address:		
Previous Address[es]:		
Gender:		
Date of Birth:		
2. Name of other Party/Parent [if applicable]		
Family Name:		
Forenames:		
Previous Names / Alias:		
Present Address:		
Previous Address[es]		

Gender:		
Date of Birth:		
3. Names of Relevant Child(ren) / Alleged Victim(s):	Child 1	Child 2
Family Name:		
Forenames:		
Previous Names / Alias:		
Present Address:		
Previous Address[es]:		
Gender:		
Date of Birth:		
Relationship to Alleged Perpetrator:		
	Child 3	Child 4
Family Name:		
Forenames:		
Previous Names / Alias:		
Present Address:		
Previous Address[es]:		
Gender:		
Date of Birth:		
Relationship to Alleged Perpetrator:		
4. Brief Details (Including Date and Place) of the Circumstances of the Incident(s) in Respect of Which Family Proceedings Are Being Taken / Contemplated:		

Crime/CATS Reference Number if known:	
5. Name and Collar Number of Officer(s): (if known / applicable)	
6. Brief Details (Including Date and Place) of the Specific Incident(s) Upon Which Information is Sought and / or Specific Types of Offences / Convictions Relevant to the Protection of Children:	
<p>7. Nature of the documents, records or other evidential material requested and its relevance to the civil / family proceedings noted above: (List documents with as much particularity as possible e.g. father's interview, mother's statement, sister's video interview, etc). The Police will indicate in their response on the form below each one that is available now (s3 below) and those that are not available now (s4 below). The police will indicate when these may be available.</p>	
<p>8. An Indication of the Proposed Directions for Disclosure Likely to be Made (Including the Date By Which Actual Documents Will be Required): (List directions or attach draft order for directions) where applicable.</p>	
<p>IS THERE ANY INFORMATION THAT MAY BE CONTAINED WITHIN THE POLICE DISCLOSURE THAT NEEDS TO REMAIN CONFIDENTIAL (i.e. NAMES/ADDRESSES/TELEPHONE NUMBERS, etc)? YES / NO (please delete as appropriate)</p> <p>IF YES, PROVIDE FULL DETAILS:</p>	

9. Has a Date Been Fixed for the Final Hearing /Finding of Fact Hearing* *Delete as applicable	*No Date Fixed/*Date Fixed for.....
Is the Officer(s) Likely to be Required to Give Evidence: *Delete as applicable	*Yes *No

The remainder of this form should be completed by the police officer in the current criminal investigation. Historical information will be gathered and disclosed by the Disclosure Team in Information Management, PSD in liaison with the investigating officer

1. Request Received:	Date:	
2. Information Found from Records of: *Delete as applicable	*Leicestershire Police *Any Other Force	
3. The Nature of the Evidential Material Requested Which is Available for Disclosure Now (Refer to list in Section 7 above)		
4 Police Documents Requested Which Cannot be Disclosed at this time (Refer to list in Section 7 above)		
Document:	When Disclosure Could Be Made:	Reason for Not Disclosing:
Statements: (list of prosecution statements)		

Interviews – With Suspect Under Police and Criminal Evidence Act 1984: (list and date, where applicable)		
Medical Reports: (where applicable)		
Miscellaneous / Other Documents e.g. Crime Reports etc (where applicable)		
Police Contact / Officer Completing Form:	Name: Telephone: Secure Email:	
Name of CPS Lawyer:		
Approved By	Police Supervisor: Rank/Number: Unit:	