



CONTACTPOINT SHIELDING REQUEST FORM

This form is used to request a child's record to be shielded on ContactPoint.

Please read the information on ContactPoint and guidance notes on Shielding on the Westminster website (www.westminster.gov.uk) carefully before completing this application form. Further information is also available on Every Child Matters website (<http://www.everychildmatters.gov.uk>).

If you have enquiries or need help completing this form please contact the Integrated Working Team on 0207 641 1899.

All relevant sections of the form must be completed. Only signed copies of the forms are acceptable. Please return the completed and signed form to:

**Integrated Working Team
Westminster City Council
1st Floor
4 Frampton Street
Lisson Grove
London
NW8 8LF**

In order for us to process your request you need to provide documentation to verify your identity and documentation of the child for whom you are making a shielding request. (Please see the 'Supporting information' section for additional information on acceptable identification documentation.)

We highly recommend that you send your form and documents by a secure method e.g. Recorded Delivery. Please note Westminster City Council will not be held responsible or provide compensation where there is a loss or delay in you receiving your supporting documents.

SUMMARY

This form is split into 4 sections. Below is a summary of each section.

Section 1	This section is for the child's personal information for whom you are making a shielding request. Please provide as much information as possible.
Section 2	This section is for the person making a shielding request. Please provide as much contact information as possible. This is important as we may need to contact you to obtain further information. Please note if an officer is unable to contact you, your request will be denied.
Section 3	This section is for you to provide the reasons why you think the child indicated in Section 1 needs to have their record shielded on ContactPoint. Please ensure you provide as much information as possible.
Section 4	This is your declaration please ensure you sign and date if: <ul style="list-style-type: none"> You are over 12 years of age and would like your record shielded on ContactPoint You are making a shielding request on behalf of someone else
Supporting Documentation	This section provides additional information on acceptable identification documentation.
Shielding Criteria Glossary	This section provides additional information on the Shielding Criteria applied when deciding whether a record will be shielded.

SECTION 1 – General Child Information
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Please enter the child's personal information for whom you are making a shielding request:

Name:	First name:		Gender: Please circle:	Male / Female
	Surname:		Date of Birth: (DD/MM/YYYY) Or Approximate Age: (If DOB not known)	
	Alias:			
Address Details:	Flat / House No:			
	Street:			
	Area:			
	Town:			
	Postcode:			
Is this child a Westminster resident?	Y	N	If No, please state which Local Authority	

SECTION 2 – Details of Person Making A Shielding Request

Please enter your personal and contact information. An officer may need to contact you to obtain further information. Please note if an officer is unable to contact you, your request will be denied.

Name:	First name:	
	Surname:	
	Alias:	
Address Details:	Flat / House No:	
	Street:	
	Area:	
	Town:	
	Postcode:	
Contact Details:	Home:	
	Work:	
	Mobile:	
	Email:	
Relationship to Child:		

SECTION 3 – Reason for Shielding

Please list the reasons why you believe the child indicated in the request needs to have their record shielded on ContactPoint.

1) Please indicate one/ or more of the criteria below to explain your reason for recommending that this child's record is shielded on ContactPoint. (Please see the 'Shielding Criteria Glossary' section for further explanation of the criteria below.

Mark with a X	Criteria
	Domestic Violence including Family Domestic Violence court
	Adoption and Fostering
	Witness Protection/ new identity
	Forced Marriage/ honour based violence
	Trafficking/ Prostitution
	Refuge/ safe house
	Children Looked After By the Local Authority
	Serious sexual Assault (victim or alleged perpetrator under the age of 25)
	Murder/ manslaughter suspects (under 25 years old)
	Risk of abduction
	Child Protection/ LADO cases
	Children of vulnerable adults/ professionals
	MARAC (Multi – agency Risk Assessment Conference)
	CAFCASS (Child and Family Court Advisory and Support Service)
	Serious case review
	Political/ asylum cases where children may be at risk
	Children whose parent's high public profile places them at risk
	Child records of military personnel
	Siblings/ family members of the above (Please ensure Question4 is also completed)
	Any other circumstances which places a child/ family at risk of significant harm. Please explain:

2) Do you have any evidence to support your claim for shielding? This can include a listing of a service(s) that you currently receive which would indicate a need for shielding. E.g. "Currently in the witness protection programme".

3) If this shield is required temporarily, please indicate when you envisage it could be removed.

4) Are there any other children that live in the same household who also require their ContactPoint record shielded? If yes, please the following details of these children:

- **First name**
- **Surname**
- **Alias**
- **Gender**
- **Date of Birth (DD/MM/YYYY) / Approximate Age (If DOB not known)**

SECTION 4 – Declaration

I declare (to the best of my knowledge) the information provided on this form is correct and does not misrepresent the situation of the child.

The person signing the form needs to be the child, the parent or carer of the child only.

Please print the following information.

NAME: _____

**ON BEHALF
OF (CHILD'S NAME):** _____

SIGNATURE: _____

DATE: _____

Please make sure you have:

- (a) completed this form
- (b) signed the declaration above
- (c) enclosed originals of identification documents

All relevant sections of the form must be completed. Only signed copies of the forms are acceptable. Please return the completed and signed form to:

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Westminster City Council
1st Floor
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Lisson Grove
London
NW8 8LF**

SUPPORTING INFORMATION

Acceptable Identification Documentation

We must see the original documents and we cannot accept photocopies. Note that Westminster City Council will return all supporting documents using second-class post.

Please note Westminster City Council will not be held responsible or provide compensation where there is a loss or delay in you receiving your supporting documents.

If you deliver your documents in person we will return them to you after verification – please call 0207 641 1899 for further information.

(a) You must confirm the following:

- **the child's identity whom you are making a shielding request for**
- **proof of relationship between the person who is making the shielding request and the child's identity whom you are making a shielding request for**

Please indicate below which document(s) you have enclosed:

Identification Documentation		Mark with a X
i	Birth certificate	
ii	Adoption certificate	
iii	An approved child benefit award	

(b) You must confirm **the identity of the person who is making the shielding request** by providing both photographic verification and verification of address.

Please indicate below which document(s) you have enclosed:

Identification Documentation		Mark with a X
I	Full Valid Driving License issued by a member state of the EC/EEA	
li	Full valid current passport or ID Card issued by a member state of the EC/EEA	
lii	Travel documents issued by the Home Office or Certificate of Naturalisation or Registration or Home Office Standard Acknowledgement Letter (SAL)	
iv	Gas, electricity, water or telephone bill for the last quarter	
v	Council Tax demand for the last quarter	
vi	Bank, building society or credit card statement for the last quarter	
Vii	Letter to the person who is making the shielding request from solicitor/ social worker/ probation officer in the last quarter	

Shielding Criteria Glossary

Shielding Criteria	Additional Information
Domestic Violence	Domestic Violence: “Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members, regardless of gender or sexuality” – Home Office
Adoption and Fostering	<p>Adoption: A court procedure by which an adult becomes the legal parent of someone who is not his or her biological child. Adoption creates a parent-child relationship recognized for all legal purposes -- including child support obligations, inheritance rights and custody. [http://www.nolo.com]</p> <p>Fostering: Care provided to children who are unable to live in their own homes. Foster parents have a legal responsibility to care for their foster children, but do not have all the rights of a biological parent-- for example, they may have limited rights to discipline the children, to raise them according to a certain religion or to authorize non-emergency medical procedures for them. The foster parents do not become the child's legal parents unless the biological parents' rights are terminated by a court and the foster parents adopt the child. This is not typically encouraged, as the goal of foster care is to provide temporary support for the children until they can be returned to their parents. [http://www.nolo.com]</p>
Witness Protection/ new identity	<p>Witness Protection is the means of providing protection measures for people involved in the criminal justice process who find themselves at risk of serious personal harm as a result of that involvement. Witness Protection, as described within the Serious and Organised Crime and Police Act 2005, is generally directed to those persons who have provided crucial evidence and against whom there is a substantial threat.</p> <p>In some very serious cases the risk to witnesses is so great that they need to relocate to another part of the UK and even change their identity.</p> <p>[http://cps.gov.uk/legal/v_to_z/witness_protection_and_anonymity/]</p>
Forced Marriage/ honour based violence	<p>Forced marriage: Is where two parties are pressured into marriage without their full consent. This pressure can be emotional, psychological and/or physical.</p> <p>“Honour” based violence: is defined as a threat to someone's wellbeing because they have not, according to family and local community members, conformed to religious or cultural expectations. Examples could include individuals being forced to marry, kidnapped, being physically or mentally abused and in the worst case scenario being murdered</p> <p>[http://www.justice.gov.uk/news/newsrelease160708c.htm]</p>

Trafficking/ Prostitution	<p>Trafficking: Human trafficking: the recruitment, transportation, transfer, harbouring or receipt of people, by means of the threat or use of force or other forms of coercion, of abduction, of fraud, of deception,... for the purpose of exploitation. In the UK, there is particular evidence of cases of trafficked victims in sectors such as the hospitality and catering trade, domestic labour, care sectors, agricultural and food processing sectors, construction and prostitution. [http://www.amnesty.org.uk]</p> <p>Prostitution: The selling & buying of sex/sexual favours for money or goods.</p>
Refuge/ safe house	A place where women & children go to escape domestic violence.
Children Looked After By the Local Authority	Children who are in the care of Local Authorities who are placed with foster carers, in residential homes or with parents or other relatives.
Serious sexual Assault (victim or alleged perpetrator)	Rape, or sexual assault where the assault is particularly violent. If the perpetrator or alleged perpetrator is under the age of 25, consideration of their safety needs to be given if their identity is known.
Murder/ manslaughter suspects (under 25 years old)	Where a person (is suspected of) purposely, knowingly, recklessly or negligently causes the death of another.
Risk of abduction	Where there is a fear of the possibility of a child being illegally taken away from their primary carer.
Child Protection/ LADO cases	Child Protection: When a child has been deemed in need of protection from social services and has a child protection plan.
Children of vulnerable adults/ professionals	Children who may be placed at risk due to an adverse reaction to their parent's professional misconduct.
MARAC (Multi – agency Risk Assessment Conference)	A risk assessment and multi-agency conference for families who are experiencing high risk domestic violence, enabling a specialist multi agency response.
Children subject to court proceedings where CAFCASS are involved	<p>CAFCASS looks after the welfare of children involved in family court proceedings.</p> <p>The main types of cases in which the courts ask CAFCASS to help are where:</p> <ul style="list-style-type: none"> • parents or carers are separating or divorcing and have not reached agreement about arrangements for their children • social services have become involved and children may be removed from their parents' care for their safety • children could be adopted.
Serious case review	Serious case reviews are undertaken when a child dies (including suicide) where abuse or neglect is known or suspected to be a factor.

Political/ asylum cases where children may be at risk	Children who are involved in political or asylum cases themselves or part as a family group that may cause them to be at risk of harm.
Children whose parent's high public profile places them at risk	Children who might be likely to suffer through a breach of confidentiality due to their parent's high public profile.
Children of military personnel	Children of those parents who were previously or currently in the military where their position/job may place their children at risk as a result of their parent(s)'s job.
Any other circumstances which places a child/ family at risk of significant harm	Any other relevant circumstance that places a child / family at significant risk situation that has not been covered above.
Siblings/ Family members	Siblings/ family members of the above where a risk is also posed to them.