



Intelligence and Information Sharing Guidelines

**Intelligence Information**

* The effective identification and recording of information and intelligence in relation to individual cases is crucial to the successful disruption and prosecution of perpetrators. All professionals should continually gather record and share information with the appropriate authorities.
* Parents and carers should be encouraged and supported in identifying perpetrators, collecting and preserving evidence (medical, forensic and circumstantial) as well as in supporting their children through the criminal justice process.
* Such information can form the basis of strong intelligence and can help the police to start an investigation.

**WMP Information Sharing Form**

The purpose of this tool is for agencies to record any information that may be important and relevant for the police in order to build intelligence, for example:

* Vehicle details including registration/make/model/colour
* Details/descriptions including names/nicknames of suspected perpetrators
* Details/descriptions of unusual/regular callers to children’s homes.
* Social media accounts of suspected perpetrators
* Phone numbers of suspected perpetrators
* Address details of suspected perpetrators
* Details of any addresses or localities where the child may have been taken
* Locations /Names (licenced premises)/Areas/Landmarks
* Include any people mentioned: Names (alias, nicknames)/DOB
* Physical descriptions/distinguishing features-tattoos, scars, piercings, hair style/accent

A good acronym to remember is **CASHCASHBA**:

* **Colour**- white, black, Asian
* **Age**- approximately
* **Sex**- male, female
* **Height**- 5’10 feet tall
* **Clothing**- black Nike top, white Adidas bottoms, red Jordan trainers
* **Any features**- “Heart” tattoo on left arm, three piercings in left ear
* **Skin**- blotchy skin, dark circles under their eyes
* **Hair**- clean shaven, shoulder length blonde hair
* **Build**- muscular, skinny, large
* **Anything with them**- black Nike backpack, black Samsung S20 phone.

In using the information sharing tool, practitioners or others must submit the information securely to West Midlands Police and in accordance with their own agency’s information sharing arrangements.

* Send FIB form through **secure** email link to: [**C8\_FIBDEPT@westmidlands.police.uk**](mailto:C8_FIBDEPT@westmidlands.police.uk)

**Useful Numbers**

* Birmingham Solihull Women’s Aid: 0121 685 8687 or 0808 800 0028
* Child Exploitation and Online Protection (COP): ceopeducation@nca.gov.uk
* Parents Against Child Exploitation (PACE): 0113 240 3040
* National Domestic Abuse Helpline: 0808 2000 247
* National Society for the Prevention of Cruelty to Children (NSPCC): 0808 800 5000
* Rape and Sexual Violence Project (RSVP): 0121 643 4136, 0121 643 0301
* Sexual Assault Referral Centre (SARC): 0808 500 2222
* SOLAR (Birmingham Solihull Mental Health Trust): 0121 301 2750
* Solihull Children’s Social Work Services, Multi Agency Safeguarding Hub (MASH): 0121 788 4300/4333; Out of office hours Emergency Duty Team (EDT): 0121 605 6060
* Solihull Integrated Addiction Services: 0121 301 4141
* Victim Support line: 0300 303 1977, 0808 1689 111
* West Midlands Honour Based Abuse and Forced Marriage Helpline: 0800 953 9777

**OFFICIAL (When complete)**

**WEST MIDLANDS POLICE**

**Partnership Information Report**

* Call 999 to report emergencies or life-threatening matters.
* Get in touch via Live Chat at west-midlands.police.uk between 8am and midnight, or call 101 anytime.
* Report new safeguarding concerns through your agency’s usual child and adult safeguarding channels. If a safeguarding referral has been submitted there is no need to re-submit information via this form as this will lead to duplication of referrals.
* If your information relates to a matter that has already been recorded by the Police and is not already known by the Officer in the Case (OIC), then please contact the OIC quoting the incident log or crime number.

Please provide as much detail as possible. If you are not able to answer any of the questions please state ‘not known’ rather than guessing. The answers will help us determine how reliable, how accurate, and how old the information is.

If you are unsure as to whether you should submit this form please contact the Force Intelligence Bureau (FIB) on 101 (West Midlands) ext. 808 3030 or email: **C8\_FIBDEPT@westmidlands.police.uk**

We are on duty Monday to Sunday 7am - 10pm.

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| **1. Details of Professional submitting** | |
| Name |  |
| Post/Job Title |  |
| Agency |  |
| Contact Details - Telephone:  Email |  |

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| **2. Does this information relate to a child who has run away or gone missing from home or care?** |
| Yes  No   * If Yes, are there concerns that the child is deemed at risk or being harmed by **Child Sexual Abuse, Exploitation,** **County Lines**, **Modern Slavery, Human Trafficking or Organised Immigration Crime? Please provide details** |

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| **3. Information to be submitted** |
| *Please provide clear and accurate information. Include as much detail as possible such as:*  ***WHO?*** *(names, dates of birth, descriptions, ethnicities, nicknames, phone numbers including both potential victim of trafficking and suspected offender).* |
| ***WHAT?*** *(account of incident):* |
| ***WHERE?*** *(locations, addresses, websites):* |
| ***WHEN?*** *(times, dates):* |
| ***HOW?*** *(recruitment method, where recruited, controlling behaviours, vehicle details, registration numbers):* |
| ***WHY?*** *(any identified vulnerabilities i.e. addictions, debt, health):* |
| ***ANY OTHER INFORMATION?*** *(For example, does your agency have any existing information that corroborates this* ***new information*** *being submitted)* |

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| **4. Date/time information received and how received?** |  |

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| **5. If the information was supplied by someone other than yourself, on a scale of 1-3 how reliable do you think they are?** |
| *1= Reliable 2= Untested 3= Not reliable Or ‘Not known’* |

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| **6. How accurate do you think the information is on a scale of A-E?** |
| *A= Known directly B= Known indirectly but corroborated C= Known indirectly D= Not Known E=Suspected to be false* |

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| **7. If the information is from a third party source, would they be willing to engage with the police?** |
| Yes  No  If Yes, please provide preferred contact details for the individual providing the information: |

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| **8. Does this information involve a licensed premise (e.g. newsagents, takeaways, pubs, off-licenses)** |
| Yes  No  If Yes, please provide the trading name and address of premise: |