

**Force Disclosure Unit**

Wiltshire Police HQ
London Road
Devizes
Wiltshire
SN10 2DN
Tel 101 ext 62005

www.wiltshire.police.uk

disclosure@wiltshire.pnn.police.uk

XXXXXX – by E Mail

Date: 7th September 2026

Your ref: FOI

Our ref: FOI 2026 / 729

Reply contact name is: Nick Penny

Dear XXXXXX,

I write in connection with your request for information dated 4th August 2026 concerning Policies and Procedures assisting Care Homes.

I am required by the Freedom of Information Act 2000 to handle all requests in a manner that is blind as to the identity and motives of the requestor. Any information released as a response to a request is regarded as being published and therefore in the public domain without caveat.

Your request for information has now been considered and – having consulted our Policy and Public Protection Teams - I am now able to respond as follows.

You wrote (and Our Response)

Under the Freedom of Information Act 2000, please provide:

1. The current blank template, form, letter or standard wording used by your force when providing information to an operator or prospective operator of a children's home for a location or locality risk assessment.

If your force also holds a completed example capable of disclosure, one anonymised or redacted copy would be helpful, but the blank template is what I primarily seek. If your force does not provide information to children's home operators or prospective operators for this purpose, please confirm that.

Please find attached a copy of the draft Children's Home Locality Suitability Risk Assessment Risk Assessment form which the Force are currently in the process of implementing.

This Risk Assessment form / process is still in development and not yet "live".



INVESTOR IN PEOPLE

2. Does your force provide any such document, or the information contained in it, to Ofsted or to a local authority placement commissioning team?

If so, please provide any current recorded agreement, memorandum of understanding, protocol, policy or procedure governing that practice. If no such arrangement is held, please confirm that. Please answer this question irrespective of your answer to question 1.

No, we do not supply this to OFSTED but going forwards, the intention is to provide this to the LA's we serve.

We are in the process of setting up a ToR (Terms of Reference) and a MOU (Memorandum of understanding) with our two LA's on this.

Wiltshire Police do not have a specific formal policy covering this.

3. Please provide any current recorded policy, standard operating procedure or guidance held by your force concerning the completion of such documents, including any guidance on determining the geographic area or radius covered and on selecting any comparison area.

Wiltshire Police do not have a specific formal policy or guidance documentation covering this.

Please note

The draft Risk Assessment document has been supplied to you under our Section 16 duty to be as helpful as possible to an applicant.

It should be noted that at this stage this is still only a draft and amendments / enhancements may be made prior to this document going "live" so to speak.

I am satisfied that all the relevant information has been passed to me and been considered in the light of your request within the time constraints applicable under the legislation.

Wiltshire Police would like to thank you for the interest that you have shown in the Force.

Yours sincerely,

Nick Penny
Disclosure Decision Maker

Wiltshire Police offers a re-examination of your case under its review procedure.



Force Disclosure Unit

Wiltshire Police HQ, London Road, Devizes, Wiltshire SN10 2DN
Telephone 101 ext 62005

Freedom of Information Request Appeals Procedure

1. Who Can Ask for a Review

Any person who has requested information from Wiltshire Police, which has been dealt with under the Freedom of Information Act, is entitled to complain and request an internal review, if they are dissatisfied with the response they received.

2. How to Request a Review

Requests for review of a Freedom of Information request must be made in writing to the:

Force Disclosure Unit
Wiltshire Police Headquarters,
London Road, Devizes,
Wiltshire,
SN10 2DN

Email at disclosure@wiltshire.pnn.police.uk.

The reference number, date of the request and details of why the review is being requested must be included. Requests for review should be brought to the attention of the Force Disclosure Unit within 20 working days of the Force's response to the original Fol request.

3. Review Procedure

Receipt of a request for review will be acknowledged in writing to include confirmation of the reasons for the review. The review will be conducted by another Decision Maker, who is independent from the original Decision Maker. The Force Disclosure Unit will set a target date for a response. The response will be made as soon as is practicable with the intention to complete the review within twenty working days. In more complex cases the review may take up to 40 working days.

The Independent Decision Maker will conduct a review of the handling of the request for information and of decisions taken, including decisions taken about where the public interest lies in respect of exempt information where applicable. The review enables a re-evaluation of the case, taking into account the matters raised by the complaint.

4. Conclusion of the Appeal

On completion of the review the Independent Decision Maker will reply to the complainant with the result of the review. If the complainant is still dissatisfied following the review they should contact the Information Commissioner to make an appeal. The Information Commissioner can be contacted via the following details:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 01625 545 700
Fax: 01625 524 510
Email: mail@ico.gsi.gov.uk