



**Stafford**  

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**BOROUGH COUNCIL**

# **Safeguarding and Promoting the Welfare of Children and Young People**

## Introduction

1. The information contained within this document now replaces the Child Protection Policy. It incorporates all the changes that have been brought about by new Government guidance and requirements laid out in Every Child Matters: Change for Children and which is reinforced by the Children's Act 2004.
2. This policy will go through the formal Cabinet process for approval and implementation.

## Background

3. There is widespread agreement that we all want the best outcomes possible for our children. These outcomes are outlined in the Every Child Matters Framework:
  - Be Healthy
  - Staying Safe
  - Enjoying and Achieving
  - Making a Positive Contribution
  - Achieving Economic Well-being
4. These improved outcomes can only be achieved if agencies work together to plan and implement integrated services designed around the needs of the child.
5. *"The support and protection of children cannot be achieved by a single agency... Every Service has to play its part. All staff must have placed upon them the clear expectation that their primary responsibility is to the child and his or her family."*

Lord Laming in the Victoria Climbié Inquiry Report, paragraphs 17.92 and 17.93.

6. Sections 10 and 11 of the Children Act 2004 place new duties upon Local Authorities and their partners to co-operate to make arrangements to ensure that they safeguard and promote the welfare of all children.
7. In response to this, Staffordshire Children's Trust was formed. The Trust brings together and formalises joint working with a number of agencies such as Connexions, Youth Offending, Police and Fire and Rescue to name a few with the sole purpose of improving outcomes for children. During the past 18 months, Stafford Borough Council has set up a District Children's Trust Board. The Trust Board consists of multi-agency partner representatives who assist Staffordshire Children's Trust in planning, coordinating, and ensuring the delivery of services to children and young people in our Borough.
8. Staffordshire Safeguarding Children Board (SSCB) was established in April 2006 and replaces the former Area Child Protection Committee (ACPC).
8. Safeguarding and promoting the welfare of children within Staffordshire requires effective coordination. SSCB is the key local statutory mechanism for agreeing how relevant organisations will co-operate to safeguard and promote the welfare of children in Staffordshire and for ensuring the effectiveness of what they do.

9. As a joint stakeholder, it is our duty to cooperate with both the Trust and the Staffordshire Safeguarding Children Board when making arrangements to safeguard all children within our Borough and to actively help to shape them so that improvements are seen in all areas of our service delivery and associated outcomes for children. Information relating to the SSCB can be located using the following link: <http://www.staffsscb.org.uk/>

## Our Values

10. Section 11 of the Children Act 2004 places a statutory duty on Local Authorities to ensure that they make effective arrangements to safeguard and promote the welfare of all children and young people. Key features of these arrangements are:

- Senior management commitment to the importance of safeguarding and promoting children's welfare
- A clear line of accountability within the organization for work on safeguarding and promoting the welfare of children and young people
- Service development that takes account of the need to safeguard and promote welfare and is informed, where appropriate, by the views of children and families
- Staff training on safeguarding and promoting the welfare of children and young people for all staff working with or (depending on the agency's primary function), in contact with children and families
- Safe recruitment procedures in place
- Effective inter-agency working to safeguard and promote the welfare of children and young people and
- Effective information sharing

11. Taking these arrangements into consideration, Stafford Borough Council accepts its moral and legal responsibilities to provide a duty of care for children and young people to ensure that their welfare is protected. As such we will:

- Ensure that we have safe [Recruitment](#) procedures in place
- Ensure that appropriate checks (<sup>1</sup>CRB; <sup>2</sup>Enhanced CRB, <sup>3</sup>[Independent Regulated Activity](#) Checks) are carried out (prior to commencement of employment) on all employees, and volunteers who work on our behalf, who will have direct contact with children and young people
- Respect the rights, wishes and feelings of children and young people
- Ensure that officers who are intending to take photographs and/or videos of children and young people for use in any Council media obtain [relevant guardian consent](#).
- Ensure that all employees are aware of our policies and procedures eliminating the need for them to take risks
- Provide training for employees and volunteers who work with/come into contact with children and young people

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<sup>1</sup> CRB means a CRB check appropriate to the role

<sup>2</sup> Enhanced CRB will cover a check of DfES List 99 and the DoH Protection of Children Act (POCA) List/Vetting and Barring Scheme

<sup>3</sup> Independent Regulated Activity Checks will be carried out by the new Independent Safeguarding Authority as part of the Safeguarding Vulnerable Groups Act 2006.

- Respond to allegations swiftly and in accordance with local inter-agency arrangements
- Provide support to employees to whom concerns are disclosed
- Ensure that any outside agencies or organisations we commission to work with children and young people, or hire/use our facilities have appropriate Safeguarding Policies and Procedures in place, or develop and implement an appropriate monitoring and review system to ensure that they comply with Stafford Borough Council's policy and procedures.

12. A Code of Conduct for all employees and volunteers that work with or come into contact with children and young people is attached in Appendix 1. This policy and code of conduct will be published on the Council's internet.

13. The Council has a duty of care to ensure that all employees and volunteers that work with, or come into contact with children and young people are trained. This is currently carried out by Human Resources and will continue to be the case. Human Resources provide training to the relevant staff groups and all training will be undertaken by a suitably qualified person.

### What can we do to protect our children?

14. In encouraging the responsibilities of staff to provide a safe environment, and to be pro-active in responding to any aspects of concern, it is useful to first understand what may constitute harm.

15. While there may be no absolute criteria as to what constitutes harm in these contexts, it generally includes **ill treatment** and elements of **inappropriate sexual behaviour** (sexual abuse by any other name). It is often characterised in the following four ways, each one corresponding directly to the care given (and thereby to supervision by any responsible adult):

- **Emotional abuse:** may involve making a child constantly feel worthless, unloved, frightened or in danger
- **Sexual abuse:** is when a child is made to take part in or watch sexual activities; for example, they may be around when someone is looking at pornographic material
- **Neglect:** a child is left alone, not fed or clothed properly, the home is cold or dirty or maybe a child is not protected from danger
- **Physical abuse:** could be any physical injury like cuts, bruises, scalds or broken bones that have not happened by accident

16. There are some tell tale signs that a child's welfare is at risk like under-nourishment, lack of suitable clothing, lack of proper care and supervision, injuries, sexual knowledge that is unusual for the child's age, or running away. Others are less clear and may show up in a child's behaviour or their reaction to adults. All of these will need to be considered in relation to other features of a child's situation and other reasons for explaining the situation should also be considered.

## Addressing your concerns

17. Employees who work for or on behalf of the Borough Council need to have an understanding of both their role and responsibilities when it comes to safeguarding and promoting the welfare of children and young people. All staff should be alert to any indication, or indications, that a child's welfare maybe at risk and need to be familiar with and follow the guidelines set out in this policy.
18. It needs to be noted that any allegation made may lead to a criminal investigation so employees are reminded not to do anything that would jeopardize a police investigation, such as asking a child/young person any leading questions.
19. If you have concerns about a child's welfare, you should discuss your concerns with the Policy and Partnerships Manager who is the designated officer for Stafford Borough Council, for safeguarding children and young people. The deputy-designated officer for Stafford Borough Council, for safeguarding children and young people is the Head of Law and Administration.
20. If the Policy and Partnerships Manager is unavailable then your first point of contact should be the deputy-designated officer. If he is unavailable then your next point of contact should be your line manager, who will then make arrangements to contact the designated officer to discuss your concerns.
21. The designated officer/deputy designated officer will be able to provide you with advice about determining immediate options. Further advice can also be sought from the First Response Team at Staffordshire County Council: 0800 13 13 126
22. If you feel that your concerns constitute immediate action then you must contact the First Response Team without delay.

## Responding to the Child

23. If a child/young person confides to you that he or she is being harmed in any way, it must be handled very sensitively. It is advised that you communicate with the child/young person in a way most appropriate to their age, understanding and their preference. It needs to be noted that this is especially important for children who have a disability and children whose first language is not English.
24. If a concern has arisen from a child/young person confiding in you, it is very important that you reassure them but not to promise confidentiality. This is particularly important bearing in mind the information sharing legislation.

## Sharing of information

25. Sharing information is vital for early intervention to ensure that children and young people get the services they require. It is also essential to protect children and young people from suffering harm from abuse or neglect, and to prevent them from offending. [Working](#) together to safeguard children sets out how individuals and organisations should work together to safeguard and promote the welfare of children.

**A recurring factor in serious case reviews has been a failure in sharing information effectively.**

26. Every Child Matters: Change for Children has published a [practitioner's](#) guide regarding information sharing. This guide has particular relevance to all employees who either work directly with or come into contact with children and young people. It outlines six key points regarding information sharing that we as District Council fully endorse. They are:

- Explain to children, young people and families at the outset, openly and honestly, what and how information will, or could be shared and why, and seek their agreement. The exception to this is where to do so would put that child, young person or others at increased risk of significant harm or an adult at risk of serious harm, or if it would undermine the prevention, detection or prosecution of a serious crime.
- Always consider the safety and welfare of a child or young person when making decisions on whether to share information about them. Where there is concern that the child may be suffering or is at risk of suffering significant harm, the child's safety and welfare must be the overriding consideration.
- Respect the wishes of children, young people or families who do not consent to share confidential information. You may still share information, if in your judgement on the facts of the case; there is sufficient need to override that lack of consent.
- Seek advice where you are in doubt, especially where your doubt relates to a concern about possible significant harm to a child or serious harm to others.
- Ensure that the information you share is accurate and up-to-date, necessary for the purpose for which you are sharing it, shared only with those people who need to see it, and share securely.
- Always record the reasons for your decision – whether it is to share information or not.

27. It is important that all employees:

- Are supported in working through any issues or concerns they may have in relation to information sharing;
- Understand what information is and is not confidential, and the need in some circumstances to make a judgment about whether confidential information can be shared, in the public interest, without consent;
- Understand and apply good practice in sharing information at an early stage as part of preventative work;
- Are clear that information can normally be shared where you judge that a child or young person is at risk of significant harm or that an adult is at risk of serious harm.

28. A flowchart outlining [key principles for information sharing](#) can be located appendix 6. This can be used as a guide when determining whether to share information or not.

### **Making a referral**

29. If after discussing the matter with the designated officer/deputy designated officer/line manager you feel that the child/young person or their family would benefit from further services, then you need to [make a referral](#). Important numbers are noted below:

First Response Team at Staffordshire County Council:	0800 13 13 126
Police	: 08453 30 20 10
Emergency Duty Service (EDS) (local authority)	: 01785 354030

Additional numbers can be obtained by following this link: [!\[\]\(9dfdaff1d86ba3c1f8353b4d1b61b8c5\_img.jpg\)](#)

30. When making a call, you may be asked to provide the following information:

- Name, address and date of birth
- Nature of the concern
- Who else is aware, including possible witnesses
- Child's level of understanding, including their expectations about any actions that may be taken
- Any potential communication considerations
- Contact details of person referring

31. Staff should note that an element of negotiation exists in establishing:

- Action that might be taken in terms of timescale
- How parents are to be informed
- Who will be making contact with the child and/or council staff
- Keeping staff informed about subsequent developments

32. It should be noted at this stage that any person making a referral will not have their personal details disclosed to referred families or other agencies without their explicit consent.

33. Statutory agencies such as Children and Lifelong Learning, Police etc will have arrangements in place for conducting investigations and assessments. These may include strategy meetings in identifying particular objectives to be met in conducting enquiries. Council staff may contribute to these as appropriate. An example of the [multi-agency referral record to Staffordshire's Children Social Care](#) can be located in appendix 7

34. If you have concerns regarding a member of staff, the Council has a <sup>4</sup>[Whistle-blowing](#) policy. Further information can be obtained from Human Resources.
35. Where allegations are made about a member of staff, all enquiries will have primacy over all other organisational procedures. The council's own disciplinary/grievance procedures will be informed by the progress of child protection enquiries. Decisions covering suspension, for example, remain with the council whereby Human Resources will undertake necessary responsibility. Staff support to employees can be arranged through Human Resources.
36. It is important to note that where allegations are made about a member of staff, the council will ensure that they are offered the most appropriate support and guidance throughout the investigation.
37. At this stage, it is important to signpost Staffordshire County Council's Policy for Safeguarding and Promoting the Welfare of Children. This policy outlines in detail inter-agency procedures for Safeguarding Children and Promoting their Welfare, full details of the policy can be found at: <http://www.staffsscb.org.uk>.
38. This policy will be reviewed on an annual basis to ensure that it is fit for purpose.
39. Key Contacts for Stafford Borough Council:
- **Tracy Redpath, Policy & Partnerships Manager, e mail [tredpath@staffordbc.gov.uk](mailto:tredpath@staffordbc.gov.uk) ; telephone: 01785 619195**
  - **Alistair Welch, Head of Law and Administration, e mail: [awelch@staffordbc.gov.uk](mailto:awelch@staffordbc.gov.uk); telephone: 01785 619204**

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<sup>4</sup> Whistle blowing is the mechanism by which you can voice your concerns, made in good faith, without fear of repercussion.

## Appendix 1

### Code of Conduct: Safeguarding and Promoting the Welfare of Children

Good practice:

- Always put the welfare of the children or young people first
- Provide a good role model of behaviour
- Treat all children and young people equally with respect and dignity using positive and constructive encouragement
- Stay vigilant for the safety of all children and young people around you, not just the ones immediately in your care
- Always wear appropriate clothing when working with children or young people. If you have a uniform then wear it and a name badge
- Maintain the appropriate staff to child ratios
- Avoid being alone with a child or young person, if they are upset or need first aid then take them to one side but do not enclose yourselves in a room
- Whenever appropriate have a register of children and young people in your charge and make sure they are signed out when collected. Be aware of who is and is not authorised to collect the child and do not leave them with anyone else without checking with a parent first
- Ensure that a code of behaviour is established at the start of each session so that everyone knows what is expected of him or her and what is acceptable.
- Keep a record of any accidents or incidents

Practice that is never acceptable:

- Promising to keep secrets – explain that there are some secrets that you cannot keep.
- Allowing any inappropriate language or physical behaviour to go unchallenged
- Making sexually suggestive comments to or around a child/young person
- Engaging in rough physical or provocative play with a child/young person
- Allowing or engaging in inappropriate touching
- Conducting individual coaching or tuition for a child or young person
- Inviting or allowing a child or young person to stay unsupervised in your home
- Performing personal care for someone which they can do themselves or that you are not trained to do
- Sharing a room with a child or young person
- Forming sexual or other inappropriate relationships with children or young people
- Allowing allegations made by a child or young person to go un-acted upon



## Fact Sheet 3 – Regulated and Controlled Activities

The Safeguarding Vulnerable Groups Act provides the legal framework for the new Independent Safeguarding Authority and scheme. This fact sheet explains the terms regulated and controlled activities as used in the Act and to be implemented when the new Independent Safeguarding Authority is phased in from autumn 2008.

### Regulated activities

Regulated activities include:

- Any activity which involves contact with children or vulnerable adults and is of a **specified nature** (e.g. teaching, training, care, supervision, advice, treatment or transport) ... frequently\*, intensively\* and/or overnight.
- Any activity allowing contact with children or vulnerable adults and is **in a specified place** (e.g. schools, care homes, etc) ... frequently\* or intensively\*.
- **Fostering and childcare.**
- **Certain defined positions** of responsibility (e.g. school governor, director of social services, trustees of certain charities).

\* Regulated activity applies where the activity is frequent, or satisfies a period condition of taking place on three or more days in a 30-day period (referred to above as “intensively”). “Frequently” will take its normal common law definition and further guidance about this will be issued.

Duties and responsibilities under regulated activity include:

- To undertake regulated activity a person must have had an Independent Safeguarding Authority check and have been initially vetted by the scheme.
- It will be an offence for a barred person to undertake regulated activity for any length of time.
- An employer taking on a person in a regulated activity will commit a criminal offence if they fail to check the status of an applicant, employee, or volunteer.
- It will also be an offence for employers/providers to permit a barred person, or a person who has not yet had an Independent Safeguarding Authority check, to work for any length of time (no matter how infrequent) in regulated activity.

Duties and responsibilities in domestic employment circumstances (e.g. private tutors and care workers) include:

- It will be an offence for a barred person to undertake regulated activity in a domestic circumstance.
- It will not be mandatory for domestic employers to check a person, but under the new scheme, domestic employers will have the opportunity to check the barred status of a person (with his/her consent) for the first time.



## Independent Safeguarding Authority

### Fact Sheet 3 – Regulated and Controlled Activities

#### **Controlled Activities**

Controlled activities include:

- Frequent or intensive **support work in general health, NHS, FE settings** (e.g. cleaner, caretaker, shop worker, catering staff, car park attendant, receptionist).
  - Those working for **specified organisations** (e.g. a local authority) with frequent access to sensitive records about children and vulnerable adults.
  - **Support work in adult social care settings** (e.g. day centre cleaners, those with access to social care records).
- \* Controlled activity applies where the activity is frequent, or satisfies a period condition of taking place on three or more days in a 30-day period (referred to above as “intensive”). “Frequently” will take its normal common law definition and further guidance about this will be issued.

Duties and responsibilities under controlled activity include:

- An employer taking on a person in a controlled activity will commit a criminal offence if they fail to check the status of an applicant, employee, or volunteer.
- Providing sufficient **safeguards** are put in place, the provider can permit a barred person to work in controlled activity.

**In summary:**

	<b>Duty on individual</b>	<b>Duty on employers</b>	<b>Duty on employers</b>
	<b>Bar applies</b>	<b>Individual must be checked</b>	<b>Authority to engage a barred person</b>
<b>Regulated Activities</b> Employment and volunteer settings	✓	✓	x
<b>Regulated Activities</b> Domestic employment settings	✓	x	x
<b>Controlled Activities</b> Employers	x	✓	✓ With safeguards

- In this fact sheet the term “employers” refers to both employers and managers of volunteers and the term “employees” refers to both paid and unpaid/volunteer work/activities
- For further information about the vetting and barring scheme please visit: [www.everychildmatters.gov.uk/independentsafeguardingauthority](http://www.everychildmatters.gov.uk/independentsafeguardingauthority)

## Appendix 3

### Guidance on taking photographs and/or videos of children and young people for use in any Council media



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#### PROTOCOL FOR PHOTOGRAPHY – DRAFT

Stafford Borough Council uses photography for a variety of purposes to promote itself from publications, press releases, posters to the web. This photography protocol sets out basic principles for the commissioning/taking, storing and using photographs. It also meets the requirements of the 1998 Data Protection Act and Stafford Borough Council's Safeguarding Children and Young People Policy in relation to photography and underlines the principles of best practice. It also ensures that the local authority and individual/s are safeguarded in the use of images. Photography can be commissioned either by Services or through the Communications Team and further advice is available from the Communications Manager.

The following should be adhered to when commissioning or considering the use of photography:

1. Consent forms should be completed before photographs are taken and held by the officer commissioning the photographer whether he/she is internal or external to the council. Photographers can also gain consent by completing a consent form at the time of a photo shoot and returning the completed consent form to the commissioning officer. Consent must be obtained where the individual, or individuals, can be identified in the image. Young people and children under the age of 16 should have consent given on their behalf by a relative or guardian. Existing consents from schools should be checked to ensure they are in place, however a SBC consent form would be preferred. A consent form is attached.
2. A fee for external photography should be agreed with the photographer in advance and a record kept. This should cover usage in any council electronic (including website) and printed information, and for features in both local and national media. The Communications Team can, if required, provide details of professional photographers. Photography is to be paid for from Service budgets. The terms of appointment of any external photographer should specify that copyright will remain with the council.
3. When commissioning photographs it is recommended that the following be obtained from the photographer:
  - all images via email in the first instance, if no more than half a dozen, in the appropriate format and resolution for print or email/Internet purposes, from which a choice can be made,
  - if more than half a dozen shots, a minimum of three images chosen by the photographer plus a sheet of raw thumbnail prints/contact sheet complete with file references, from which the client may choose an alternative to the above, if required,
  - a CD/DVD containing all of the above if required.
3. Photographs and film footage should be stored safely within the relevant Service, either electronically and/or in hard copy format together with the appropriate consent

form. They must be made available to the Communications Team, other Borough Council units or associated partner organisations when agreed to use for corporate purposes.

4. Referencing of photographs. All photographs should be clearly labeled sequentially with the Service, team, event, date and numeral (to make referencing and research quicker and easier. Each Service area should have its own lead in code:
  - Chief Executive: CEX
  - Environmental and Health Services: EH
  - Finance: F
  - Human Resources: HR
  - Law and Administration: LA
  - Leisure Services: L
  - Planning and Engineering Services: PE
  - Operational Services: O
  - Policy and Improvement Service: PI
  - Regeneration Services: R
  - Technology: T

For example, a photo taken at a country fair for Leisure Services should be recorded as: L/Events/Cfair/jan07/01.

These details, along with a brief description or photo caption, will recorded at the foot of the consent form (see below) as a record which would assist as and when a central image library is created for the authority in the future.

5. Press releases - all photo calls and photography for press purposes will be commissioned by the Communications Team. Services should contact the Communications Team to discuss their press photographic requirements and deadlines as far in advance of the press release date as possible. If a member of the Communications, Graphic Design or Marketing Team are commissioned to take photographs for external agencies then a standard fee of £50 will be charged in the first instance. All fees over and above this amount will be negotiated by the agency and Head of Policy and Improvement.
6. Expenditure code - An expenditure code must be provided in advance for press releases and projects managed by the Communications Team if external photography is required.

If there are any concerns or doubts in respect of gaining consent, or any other queries, please contact the Communications Team on ext208

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Dear Participant/Parent/Guardian,

Thank you for allowing us to take photographs and/or film footage of:

- You
- Your child
- The child/person you care for

(delete as appropriate)

We may wish to use the photograph(s)/footage for publicity in connection with the work of the council. This could include media releases, brochures, leaflets, websites, exhibitions and other publicity materials.

It is therefore important to us that we can formally record your agreement for us to do so, in compliance with the 1998 Data Protection Act and other policies we adhere to. Would you please complete the form below. The consent you give will be valid for two years from the dating of the form.

Many thanks for your co-operation.

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I give permission for photographs/film footage (delete as appropriate) of:

**Name** .....

**Age (if under 16)**

To be taken and used by Stafford Borough Council for publicity and promotion as described above

**Signed**.....

**Address or telephone**.....

**Relationship to person in photograph/footage: parent/guardian**

**Date**.....

**For Office Use Only:**

Brief Description of subject.....

.....

Date of project/activity.....

Project Officer.....Post title.....

Tel No.....Photo Ref.....

**Appendix 4  
Additional Numbers**

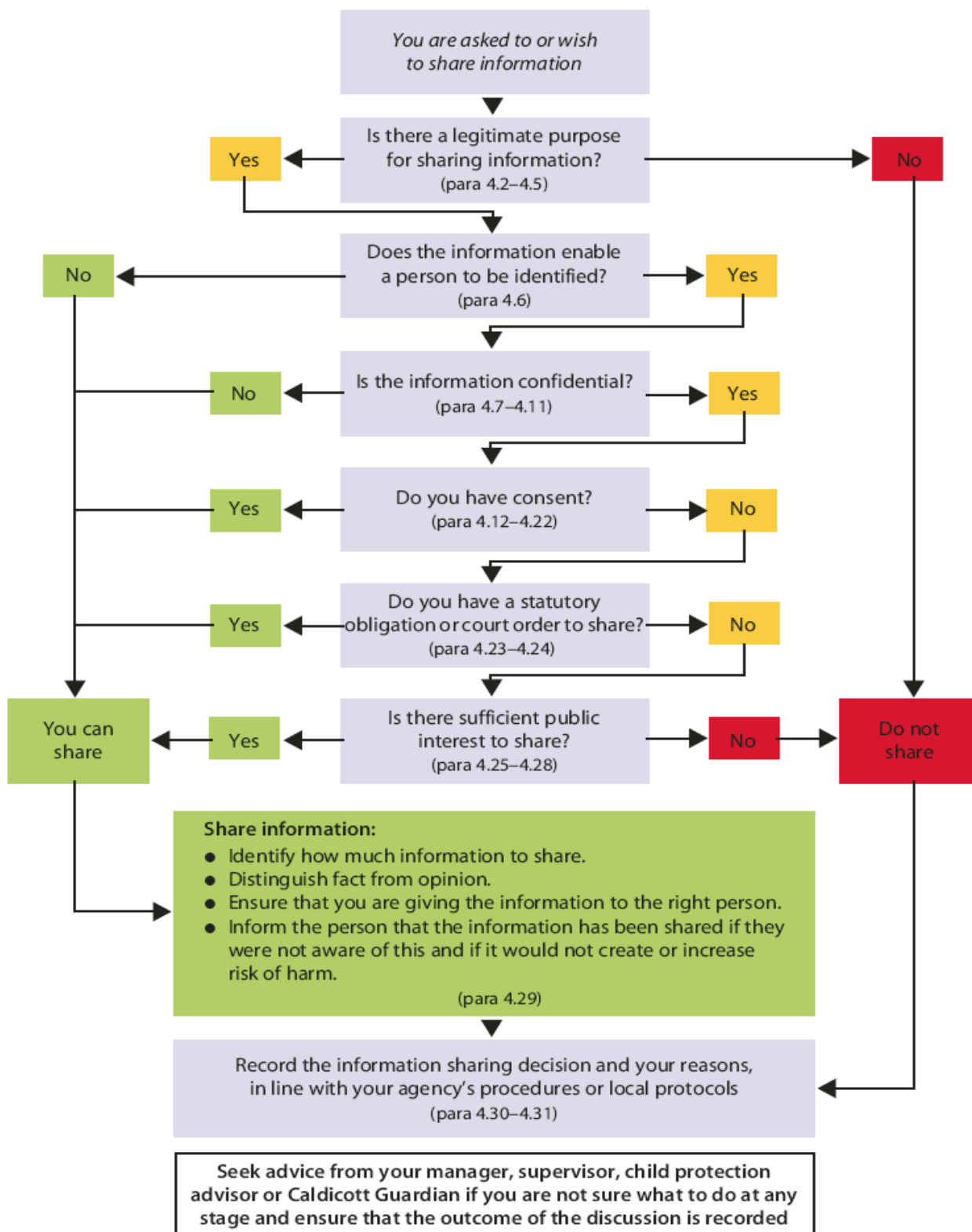
**CONTACTS – Designated Persons and National and County**

SASSOT Partnership Designated Child Protection Officer	Stafford Borough Council Civic Centre Riverside Stafford ST16 3AQ	Ben Hollands Workforce Development Officer Tel. 01785 619317 (office hours only)
SASSOT Partnership Designated Child Protection Officer	Stafford Borough Council Civic Centre Riverside Stafford ST16 3AQ	Mark Thorniwell Partnership Director Tel. 01785 619896 (office hours only)
The NSPCC	National Centre 42 Curtain Road London EC2A 3NH	Tel. 0207 825 2500  <b>HELPLINE 0808 800 5000</b>
Child Protection in Sport Unit	3 Gilmour Close Beaumont Leys Leicester LE4 1EZ	Tel. 0116 234 7278
Childline UK	Freepost 1111 London N1 0BR	Tel. 0800 1111
Criminal Records Bureau	P.O. Box 91 Liverpool L69 2UH	Tel. 0870 90 90 811
Staffordshire Police	Southern Area Child Protection Team Northern Area Child Protection Team	01785 235350  01785 234992  <b>In emergency dial 999</b>
Social Services	See local authority areas for local contacts  Staffordshire Stoke on Trent	Out of hours service (5pm – 8.30am including weekends and bank holidays) Tel. 01785 354030 Tel. 01782 330221
NSPCC freephone 24 hour Helpline		Helpline 0808 800 5000

## Appendix 5

### Flowchart

#### Flowchart of key principles for information sharing



**Appendix 6  
Reporting Concerns about Children and Young People**

**Multi Agency Referral Record to Staffordshire Children's Social Care  
Child Protection/Children in Need**

**1 Details of child/young person**

Family Name ..... Forename/s .....  
 ..... Aliases .....  
 Male/Female ..... DOB (dd-mm-yy) ..... Or approx.  
 age ..... Religion .....  
 Current  
 Address .....  
 .....  
 ..... Postcode ..... Tel .....  
 .....

**2 Details of child's/young person's principal carers**

Name ..... Relationship to  
 child .....  
 Address ..... Tel  
 No .....  
 Who has parental responsibility? Parent/Carer/Mother/Father/Other/Unknown

**3 Name of General Practitioner**

.....  
 Address ..... Tel  
 No .....

**4 Name of Playschool/Nursery/School/Other**

.....  
 Address ..... Tel  
 No .....

**5 Name of person making referral**

Agency .....  
 Designation .....  
 .....  
 Date of referral ..... Time ..... Tel  
 No .....  
 Fax ..... e-  
 mail .....

**6 Name of person receiving referral**

Address .....  
 .....  
 Date of referral ..... Time ..... Tel  
 No .....  
 Fax ..... e-  
 mail .....

**7 Child Protection/Children in Need**

Y/N

**7a /Not applicable  
has the child previously been on the Child Protection Register?**

Y/N

/Not known

**8 Child on Child Protection Register**

Y/N

/Not known

**8a has the child previously been on Child Protection Register?**

Y/N

/Not known

- 9 Has information been shared with parent/carer?  
If not, why not? Y/N
- 10 Has information been shared with the child?  
If not, why not? Y/N

11 Details of other members of the family household/social networks

Name	Age	Relationship to Child	Contact with Child

- 12 Reason for referral/request for services:
- 13 Does the child/young person have a disability?  
/Not known Y/N
- 14 Does communication with the child/young person or family Require additional support?  
/Not known Y/N
- 15 Has the child/young person or family member been looked after by a local authority?  
/Not Known? Y/N
- 16 Are any court orders in force?  
/Not known Y/N
- 17 Are any voluntary sector agencies involved with the child/young person or family?  
Y/N/Not known

18 Additional information ie A&E attendances (include other key professionals)

19 Action agreed

Talk to Team Manager  Already know about situation  NLA

Refer elsewhere

