



Guidance for the Development of Child Protection Procedures

**For
Voluntary Organisations / Community Groups and
Service Providers**

Date: September 2015

Review date: April 2016

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Introduction

Child Protection must be seen as integral to the work of the organisation or group, even if children and young people are not the primary client group. In situations where organisations only deal with adults, employees or people involved with the organisation may come in contact with children who are related or friends with those adults and who cause them to be concerned. It is important that everyone knows how to respond if they are concerned about a child or young person.

Any Child Protection Policy requires to be brought to the attention of staff and those involved with the organisation who should be provided with training. This policy should apply to **all** staff, regardless of their role, who come into contact with children and young people.

The policy should also be brought to the attention of children / young people and their parent(s), carer(s) or person(s) with parental responsibility, in order that they have a clear understanding of what to expect if someone in the organisation is concerned about a child or young person. The Child Protection Policy must be dated to indicate when it was last reviewed, this should occur with a minimum of a 3 yearly cycle. Draft policies are not acceptable nor are combined Vulnerable Adult and Child Protection Policies (different legislation and procedures apply to these).

All legislation must be relevant to services delivered in Scotland; for example the Children Act (1989) **is not acceptable** as the relevant Scottish Act is the Children (Scotland) Act 1995.

What needs to be included in the procedure?

It is important that the organisation adopts a policy statement about the welfare and protection of children. This has to reflect that the organisation sees the protection of children as a priority for them as well as emphasising that it is the duty of those involved with the organisation to report any abuse discovered or suspected. An example of such a statement is included within the Sample Procedure in the Introduction.

Guidance on what constitutes abuse and how to recognise it is also required. The commonly accepted definition of abuse is included in the Sample Policy. This is taken from **National Guidance for Child Protection in Scotland 2014 (Scottish Government)**. The more detailed definitions contained in the Appendix of the Sample Procedure are also taken from the same document. All policies should comply with this guidance.

Possible signs of abuse are also listed in the Appendix. It is extremely important to emphasise that the lists although designed to be a helpful aid, should not be used as a checklist. It may be that a child or young person may tell someone that they are being abused, but that they show no obvious signs. It is crucial that if a child or young person says that he/she is being abused, that the matter is taken seriously and passed on as a matter of urgency.

Specific instructions as to who to inform if a child says that he/she is being abused or it is suspected that a child/young person is being abused, should be clearly outlined in the organisation's procedure. An example is contained in the What to do if ...? Section of the Sample Procedure. An appropriate member of Staff/ Representative as having child protection responsibility must be identified in order that concerns can be discussed and passed on quickly and appropriately. The **appropriate person** indicated in the sample policy should be a named manager or post within the organisation. In addition it needs to be made clear who stands in for this person when they are not available; i.e. on holiday, off sick.

The **appropriate person** should be someone within the organisation who has sufficient knowledge/expertise to deal with any concerns raised. In a large organisation, there may be

different appropriate persons for different teams/departments. If this is the case, it should be clear in the procedure who is the appropriate person for each team/department.

The appropriate person will be responsible for making the decision whether or not to refer a particular case to the Social Work Department. This will be done after discussion with relevant people within the organisation, and the task may be carried out by another member of staff, but accountability for the decision will sit with the appropriate person.

It is crucial that those involved make no judgements as to whether the concern is justified or not. If there is a concern that the child/young person may be at risk of significant harm, the information should be passed on **immediately**, to allow for a fuller assessment of the situation.

Should the person concerned about a child/young person be unsatisfied with the response received from the appropriate person, the addresses and telephone numbers of the local Social Work Services Office and Police Scotland should be included in order that the individual can make contact with them directly.

In addition there should be information about complaints procedures, including routes for complaining to external bodies such as commissioners and inspectors.

It is important to include some information as to what might happen next so that the concerned person knows what to expect and also some information on how to support the child/young person in the future. There are examples of these in the sample procedure.

Confidentiality

The organisation should notify parent(s), person(s) with parental responsibility, children / young people that a policy on the protection of children / young people exists within the organisation. This ensures that everyone is clear that if there are concerns about a child / young person that there is a process that is followed and that it comes as no surprise to anyone when the concerns are passed on to the relevant organisation.

There needs to be a clear statement that information will not be kept confidential where it is felt that a child/young person is at risk of abuse or harm and that child protection concerns will override/supersede the principles of confidentiality within your organisation. Children/young people need to know this information so that they are clear what happens if they tell an employee or someone involved with the organisation that they are worried about something or indicate that they are at risk of abuse or harm.

The “Confidentiality” section in the sample guidance is an example of the wording that could be used in your own policy. It may be appropriate to display the policy on your notice board or even to put a statement on the notice board stating that if an employee or someone involved with the organisation has concerns regarding the welfare of a child or young person then those concerns would be passed on to the relevant appropriate organisation.

You can find more information about case recording and chronologies in the following practice guidance documents produced by SWIA:

On The Record (case recording): www.scotland.gov.uk/Resource/Doc/299693/0093435.pdf

Chronologies www.scotland.gov.uk/Resource/Doc/299703/0093436.pdf

The recruitment and selection of staff and volunteers

All organisations that work with children, including volunteer organisations are required to comply with the Protection of Vulnerable Groups (PVG) Scheme. This delivers the provisions of the **Protection of Vulnerable Groups (Scotland) Act 2007**. Organisations will commit an offence and be liable for prosecution if they do not comply with this legislation. The legislation allows Scottish ministers to maintain a list of persons deemed unsuitable to work with children. The scheme covers both employed persons and volunteers.

All staff or volunteers who work with children are required to be members of the PVG scheme. Careful consideration therefore needs to be taken when recruiting staff and volunteers for the organisation. The scheme is managed by Disclosure Scotland. You can find out more information on their website:

www.disclosurescotland.co.uk/pvg/

In some circumstances, voluntary organisations can obtain checks for free through the Central Registered Body in Scotland. You can find out more information on their website:

www.crbs.org.uk

Training and awareness

The child protection policy and procedures should be readily available to all staff, and they should be clear about their responsibilities to identify and share concerns about children.

All staff and volunteers who work with children or vulnerable adults, who may come into contact with children, should receive training to raise their awareness of child protection issues, in particular identifying and sharing concerns about children and young people. Some staff and volunteers, who work regularly with vulnerable children and their families, will require more in depth training.

Organisational training and development procedures should identify how staff learning needs will be identified and met.

More information about training, including the multi agency training calendar, can be found on the Glasgow Child Protection Committee (CPC) website:

www.glasgowchildprotection.org.uk/professional/training

Multi Agency Working

No organisation works in isolation, but all should work together in the best interests of the child. The West of Scotland Child Protection Procedures (2014) set out how agencies work together to protect children, including identifying concerns, investigating possible abuse and long term work to reduce risk and protect children.

These procedures cover all organisations (including the voluntary and independent sector) in the West of Scotland. These procedures are available online at:

www.online-procedures.co.uk/westofscotland/

Please note, the West of Scotland Child Protection Procedures are only available online, and not in paper copy. This is to allow them to be updated centrally.

Sample Child Protection Procedure

(Insert name of organisation)

Child Protection Policy

Date: (Child Protection Policy must indicate the date when it was last reviewed) (Draft policies are not acceptable)

Introduction

(Insert Organisation Name) is committed to the protection of children and regards the safeguarding and promoting of the interests and wellbeing of children as of paramount concern. We are also committed to the protection of vulnerable children from exploitative relationships.

(Insert Organisation name) consider it the duty of all those employed or involved with the organisation, to prevent the physical, sexual or emotional abuse or neglect of all children with whom they come into contact, including reporting any abuse discovered or suspected.

Who needs protection?

Children and young people under the age of 16 and young people between the ages of 16 and 18 who are affected by disability or are vulnerable.

What is child abuse?

The definition of child abuse adopted in Scottish Government guidance states: "Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting, or by failing to act to prevent, significant harm to the child. Children may be abused in a family or in an institutional setting, by those known to them or, more rarely, by a stranger. Assessments will need to consider whether abuse has occurred or is likely to occur." (Para 32)

You will find additional information, including descriptions of different types of abuse, in Appendix 1.

What to do if you think a child or young person is at risk of abuse

- Be supportive to the child or young person. Listen with care, but do not ask any unnecessary questions. Take what the child or young person is saying seriously, and advise them you will have to pass the information on;
- Immediately report the grounds of your concern to *(insert name of appropriate person in the organisation)* who will take steps to pass the information on to the relevant person or organisation who will investigate the concerns. **Do not delay in reporting your concerns. Where possible, advise *(insert name of appropriate person in the organisation)* on the same day the concern arises;** and
- Write down the nature of your concern and anything the child or young person may have told you using, so far as possible, the words used by the child or young person. Remember to sign and date the notes taken;
- If you are unhappy with the response from the named person, you should contact the local Social Work Services Office and outline your concerns and the basis for them. (See important contacts).

The contact details for the appropriate person(s) for the organisation (*or, where appropriate for each section of the organisation*) is appended to this policy.

Confidentiality

If a child or young person may be at risk of harm, this will always override a professional or organisational requirement to keep information confidential. Those employed or involved with the organisation have a responsibility to act to make sure that a child whose safety or welfare may be at risk is protected from harm. Children, young people and their parents will always be told this.

Action to be taken by the appropriate person

All cases of suspected or alleged abuse must be treated seriously and the local Social Work Services Office should be contacted immediately. The concerns should be clearly stated including the basis for them. When the local office is closed, the Glasgow and Partners Emergency Social Work Service should be alerted (see important contacts). All telephone calls should be followed up in writing within 48 hours using the CPC “shared referral form” (see appendix).

If you are unhappy with the response from Social Work Services, you can contact Police Scotland or the Reporter to the Children’s Panel and outline your concerns to them. (See important contacts).

What happens next?

It is the duty of Social Work Services to investigate matters of concern in relation to the protection of the child or young person. Where it is alleged a crime has been committed against a child, the matter is likely to be investigated jointly with the Police.

The investigating Social Worker / Police Officer may require speaking to the person with whom the concerns originated. You should co-operate fully with any future enquiries.

What to do in an emergency

If you are concerned about the immediate safety of a child, for example a child at risk of immediate harm or injury, contact Police Scotland **immediately**. Do not delay, as this could result in serious injury to a child.

For telephone numbers see appendix 2 or call 999.

What if it is someone within the organisation that you are concerned about?

If you have observed a member of the organisation acting in a way that has caused you to be concerned, and feel the matter needs to be investigated you should contact (name of appropriate person in the organisation) outlining your concerns and the basis for them. The named person will take your concerns seriously and decide on an appropriate course of action. This may involve the use of the organisations disciplinary procedures and / or a referral to Social Work Services / Police.

If the concerns involve the manager / named person, this should be reported to the Director / Chief Executive of the organisation or to Social Work Services / Police.

Supporting the child or young person

The child or young person is likely to continue to be involved with the organisation following the reporting of the concerns. Links should be maintained with the Social Work Services office involved in any investigation, in order to offer the appropriate support to the child / family.

It is important that employees and those involved with the child or young person act in a supportive manner. You should

- **Continue to listen with care;**
- **Reassure the child or young person he/she was right to tell, if appropriate;**
- **Affirm the child or young person's feelings as expressed by them;**
- **Do not question/interrogate the child or young person;**
- **Do not show disbelief;**
- **Avoid being judgmental;**
- **Do not introduce personal or third party experiences of abuse; and**
- **Avoid displaying strong emotions.**

Historical Abuse

Where a child or adult discloses historical abuse, the organisation's child protection reporting procedure must be followed. A full discussion should take place with the named person within the organisation to agree what action is required to ensure the safety and wellbeing of the individual and others.

What to do if you have general welfare concerns about a child

There are many circumstances that may cause harm to a child, and require a response, but fall short of a concern that a child is being abused. Nevertheless, a build up of concerns over time may in time become serious enough that the child is considered to be at risk of abuse.

Where you have general welfare concerns about a child you should:

- Address the incidents as they arise with the parents/carers, within the practice guidance of your organisation
- Discuss your concerns with your line manager
- Liaise with other agencies that are working with the child
- Record your actions, and note your concern on the chronology of significant events. *(Please substitute other mechanism for recording and monitoring concerns over time used by your organisation where appropriate).*

You should review general welfare concerns periodically, to see whether the build up of concerns is significant enough to pass on to Social Work Services.

Training and awareness

Employees / volunteers will be made aware of the existence of the Child Protection Policy, and their responsibilities in relation to the child protection process. For example:

- Through the provision of training
- By issuing a copy of the policy to all new staff members.
- Publicising its existence in strategic parts of the office

Staff can access this policy at all times at the following location (*provide details*)

In addition, staff can access the West of Scotland Child Protection Procedures here:

<http://www.online-procedures.co.uk/westofscotland/>

These procedures outline how all organisations work together to identify, investigate and respond to child protection concerns.

Staff Training and Development policy identifies how staff ongoing training needs around child protection will be identified and met. This policy can be found at the following location (*provide details*).

**Please complete and attach to the Organisation's
Child Protection Policy.**

NAMED RESPONSIBLE PERSON

Name _____

Position within Organisation / Title _____

Address _____

Tel No (Day) _____

Tel No (Evening) _____

Mobile No _____

In absence of responsible person, please contact

Important Contacts

Agency / Organisation	Contact Details
Social Care Direct (where the child is not known to Social Work Services).	Tel: 0141 287 0555
Social Work Local Offices (where the child is known to Social Work Services).	Select relevant Address/es from attached list (Appendix 2)
Glasgow and Partners Emergency Social Work Services	Tel: 0800 811 505
Police Scotland Family Protection Unit	In an Emergency Dial 999. Otherwise dial 101 and ask for the Family Protection Unit / Concern Hub

**Reporter to the
Children's Panel**

**SCRA
10 / 20 Bell Street
Glasgow
G1 1LG**

0300 200 1444

What is child abuse and child neglect?

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting, or by failing to act to prevent, significant harm to the child. Children may be abused in a family or in an institutional setting, by those known to them or, more rarely, by a stranger. Assessments will need to consider whether abuse has occurred or is likely to occur. Any information has to be seen in the context of the child or young person's whole situation and circumstances.

It is still helpful to consider and understand the different ways in which children can be abused. The National Child Protection Guidance 2014 gives additional information on dealing with specific concerns that may impact adversely on children and young people. The guidance makes reference to areas of risk such as

- Child Sexual Exploitation
- Child Trafficking
- Non Engaging Families
- Children and Young People Placing Themselves At Risk
- Children and Young People Affected By Domestic Abuse

(Refer to Part 4 of the National Child Protection Guidance 2014 for fuller guidance)

The following definitions show some of the ways in which abuse may be experienced by a child but are not exhaustive, as the individual circumstances of abuse will vary from child to child. Different types of abuse may overlap or co-exist.

The following definitions are all taken from National Guidance for Child Protection in Scotland 2010.

Physical Abuse

Physical abuse is the causing of physical harm to a child or young person. Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child they are looking after.

Signs of possible physical abuse:-

- Unexplained injuries or burns, particularly if they are recurrent;
- Improbable excuses given to explain injuries;
- Refusal to discuss injuries;
- Untreated injuries or delay in reporting them;
- Excessive physical punishment;
- Arms and legs kept covered even in hot weather;
- Fear of returning home;
- Aggression towards others;
- Running away;

- Administration of toxic substances.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, to protect a child from physical harm or danger, or to ensure access to appropriate medical care or treatment. It may also include neglect of, or failure to respond to, a child's basic emotional needs. Neglect may also result in the child being diagnosed as suffering from "non-organic failure to thrive", where they have significantly failed to reach normal weight and growth or development milestones and where physical and genetic reasons have been medically eliminated. In its extreme form children can be at serious risk from the effects of malnutrition, lack of nurturing and stimulation. This can lead to serious long-term effects such as greater susceptibility to serious childhood illnesses and reduction in potential stature. With young children in particular, the consequences may be life-threatening within a relatively short period of time

Signs of possible physical neglect:

- Constant hunger or inappropriate/ erratic eating patterns;
- Poor personal hygiene;
- Constant tiredness;
- Lack of adequate clothing;
- Failure to seek appropriate/necessary medical attention;
- Unhygienic home conditions.

Emotional Abuse

Emotional abuse is persistent emotional neglect or ill treatment that has severe and persistent adverse effects on a child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may involve the imposition of age- or developmentally-inappropriate expectations on a child. It may involve causing children to feel frightened or in danger, or exploiting or corrupting children. Some level of emotional abuse is present in all types of ill treatment of a child; it can also occur independently of other forms of abuse.

Signs of possible emotional abuse;

- Low self-esteem;
- Continual self-deprecation;
- Sudden speech disorder/refusal to speak;
- Fear of carers;
- Severe hostility/aggression towards other children;
- Significant decline in concentration span;

- Self-harm.

Sexual Abuse

Sexual abuse is any act that involves the child in any activity for the sexual gratification of another person, whether or not it is claimed that the child either consented or assented. Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or in watching sexual activities, using sexual language towards a child or encouraging children to behave in sexually inappropriate ways.

Signs of possible sexual abuse

- Sleep disturbances or nightmares;
- Complaints of genital itching or pain;
- Self-harm;
- Eating disorders;
- Unexplained pregnancy;
- Acting in sexually explicit manner;
- Anxiety / depression / withdrawn;
- Fear of undressing e.g. for physical exercise;
- Low self-esteem;
- Inappropriate sexual awareness;
- Running away;
- Developmental regression;
- Lack of trust in adults or over familiarity with adults.

Significant Harm

Significant harm can result from a specific incident, a series of incidents or an accumulation of concerns over a period of time. It is essential that when considering the presence or likelihood of significant harm that the impact (or potential impact) on the child takes priority and not simply the alleged abusive behaviour

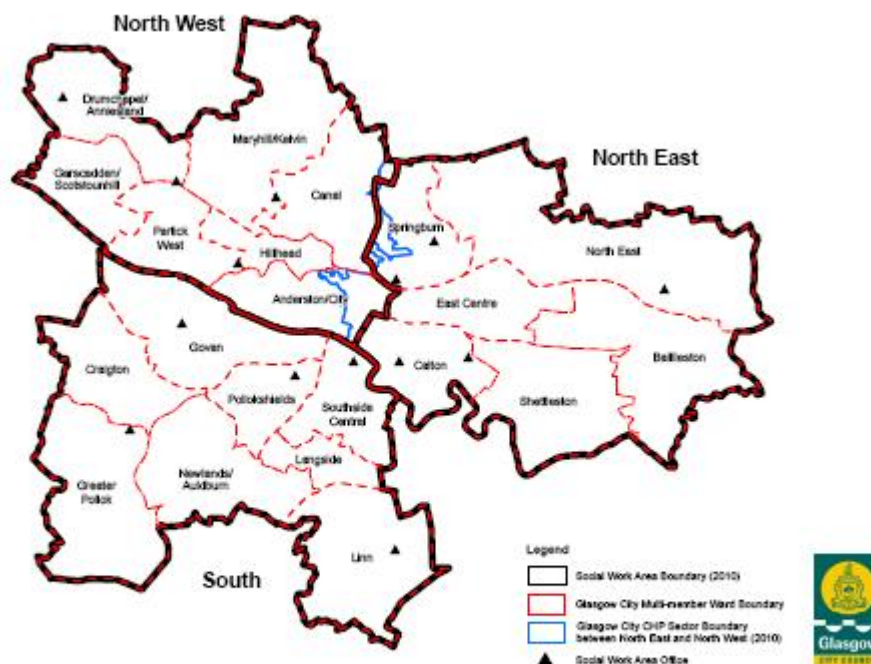
To understand and identify significant harm, it is necessary to consider:

- the nature of harm, either through an act of commission or omission;
- the impact on the child's health and development, taking into account their age and stage of development;

- the child's development within the context of their family and wider environment;
- the context in which a harmful incident or behaviour occurred:
- any particular needs, such as a medical condition, communication impairment or disability, that may affect the child's development, make them more vulnerable to harm or influence the level and type of care provided by the family;
- the capacity of parents or carers to meet adequately the child's needs; and
- the wider and environmental family context

Appendix 2

Key Contacts – Social Work Offices



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Social Work Services in Glasgow are organised across three sectors. The following pages identify the main offices in each area.

Please note – these details may change from time to time, and up to date information can be obtained at www.glasgow.gov.uk

Office Hours:

Monday – Thursday: 8.45am – 4.45pm

Friday: 8.45am – 3.55pm

An emergency out of hours service is available outwith office hours from the Glasgow and Partners Emergency Social Work Service Phone: **0800 811505**

North East Glasgow



North East covers the following areas:

Auchinlea, Baillieston, Balmore, Balornock, Barlanark, Barmulloch, Bishop's Wood, Blackhill, Braidfauld, Bridgeton, Broomhouse, Calton, Camlachie, Cardowan, Carmyle, Carntyne, Cathedral, Craigend, Cranhill, Crosshill, Dalmarnock, Dennistoun, Easterhouse, Fullarton, Garrowhill, Garthamlock, Gartloch, Germiston, Greenfield, Haghill, Hogganfield, Millerston, Mount Vernon, Parkhead, Petershill, Provanmill, Queenslie, Riddrie, Robroyston, Royston, Roystonhill, Ruchazie, Sandyhills, Shettleston, Sighthill, Springboig, Springburn, Stobhill, Swinton, Tollcross, Townhead and Wellhouse.

Easterhouse

Westwood House
1250 Westerhouse Road
Glasgow G34 9EA
Phone 0141 276 3410
Fax 0141 276 3432

Royston

15 Glenbarr Street
Glasgow G21 2NW
Phone 0141 276 7010
Fax 0141 276 7113

Parkhead

Newlands Centre
871 Springfield Road
Glasgow G31 4HZ
Phone 0141 565 0100
Fax 0141 565 0279

North West Glasgow



North West covers the following areas:

Anderston, Annie'sland, Blairdardie, Blythswood, Broomhill, Broomielaw, Cadder, Charing Cross, City Centre, Colston, Cowcaddens, Dawsholm, Dowanhill, Drumchapel, Finnieston, Firhill, Garnethill, Garscadden, Gilshochill, Hamiltonhill, Hillhead, Hyndland, Jordanhill, Kelvindale, Kelvingrove, Kelvinside, Keppoch, Maryhill, Maryhill Park, Milton, North Kelvinside, North Knightswood, Park, Parkhouse, Partick, Partickhill, Port Dundas, Possil, Possilpark, Ruchill, Scotstoun, Scotstounhill, St Enoch, Summerston, Temple, Whiteinch, Woodlands, Woodside, Yoker and Yorkhill.

Partick

35 Church Street
Glasgow G11 5JT
Phone 0141 276 3112
Fax 0141 276 3195

Maryhill

The Quadrangle
59 Ruchill Street
Glasgow G20 9PX
Phone 0141 276 6200
Fax 0141 276 6222

Drumchapel

Mercat House
31 Hecla Square
Glasgow G15 8NH
Phone 0141 276 4300
Fax 0141 276 4331

South Glasgow



South covers the following areas:

Arden, Battlefield, Bellahouston, Carmunnock, Carnwadric, Castlemilk, Cathcart, Corkerhill, Craigton, Croftfoot, Crookston, Crossmyloof, Darnley, Deaconsbank, Drumoyne, Dumbreck, Gorbals, Govan, Govanhill, Hillington, Hillpark, Hutchestontown, Ibrox, King's Park, Kinning Park, Langside, Laurieston, Linthouse, Mansewood, Mossspark, Mount Florida, Muirend, Newlands, Nitshill, Oatlands, Penilee, Pollok, Pollok Park, Pollokshaws, Pollokshields, Priesthill, Queen's Park, Shawbridge, Shawlands, Shieldhall, Simshill, South Cardonald, Southpark Village, Strathbungo, Toryglen and Tradeston

Govan

Pavilion One
Rowan Business Park
5 Ardlaw Street
Glasgow G51 3RR
Phone 0141 276 8700
Fax 0141 276 8940

Gorbals/Govanhill

Twomax Building
187 Old Rutherglen Road
Glasgow G5 0RE
Phone 0141 420 8000
Fax 0141 420 8004



SHARED REFERRAL FORM

1a. REFERRAL DETAILS

Name of Referrer	Agency	Designation	Postal Address (include postcode)	Email	Phone	Fax

1b. DESIGNATED CONTACT PERSON (IF DIFFERENT FROM 1a)

Name of Referrer	Agency	Designation	Postal Address (include postcode)	Email	Phone	Fax

2. REFERRAL TO

Date of Referral	Time of Referral (am or pm)	Name of worker spoken to	Designation	Is the parent/carer aware of this referral? Yes/No?	Is the young person aware of this referral? Yes/No?
Area/Hospital Social Work Team		Responsible Local Authority	Phone	Is this a re-referral from your service? Yes/No	If yes, please enter date(s) of previous referral(s)



SHARED REFERRAL FORM

3. SUBJECT OF REFERRAL

Child's Name	Other name known by	DOB dd mm yy	Age	Gender (M/F)	Home Address (include Postcode)	Ethnicity	Religion
1							
2							
3							

Child Affected by Disability

Preferred Language	Interpreter Required (specify)
1	
2	
3	

Description	Communication Assistance Required (specify)



4.FAMILY DETAILS

Father's Name	DOB (if known)	Other name known by	Current Address (if different from child)

Principal Carer's Details (if different from Mother/Father)

Name	DOB (if known)	Relationship to Child	Address (including postcode)	Type of Residence (if not at home)

Any Other Significant Adult(s) (if known, please include contact details)

Name	DOB (if known)	Relationship to Child	Name	DOB (if known)	Address	Phone	Relationship to Child



SHARED REFERRAL FORM

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Siblings not subject to referral

Child's Name	Other name known by	DOB dd mm yy	Age	Gender	If in relation to unborn baby or mother is pregnant – Estimated Date of Birth



5.SUMMARY OF CONCERNS

FOR ALL OTHER REFERRALS PLEASE COMPLETE THE FOLLOWING

IF APPLICABLE PLEASE COMPLETE

Suspicion/risk of (factors relating to the child)	
Absconding	
Child Safety	
Education	
Emotional Care/Development	
Health – Illness/Disability	
Outwith Parental Control	
Physical Care/Neglect	
Self harm	
Sexual Exploitation	
Offender Behaviour	
Substance Misuse	
Other (please specify below)	

Suspicion/risk of (factors relating to parents/ carers)	
Alcohol Abuse	
Asylum Seekers/Refugees	
Domestic Abuse	
Drug Abuse	
Housing/Accommodation	
Learning Disability	
Mental Illness	
Parenting	
Physical Illness	
Poverty/Financial	
Other (please specify below)	

Suspicion/risk of	
Physical Injury	
Emotional Abuse	
Physical Neglect	
Non-Organic Failure to Thrive	
Sexual Abuse	



6. REASON FOR REFERRAL/REQUEST FOR SERVICES: (please record reason for concern and how this impacts on child. If applicable, please indicate alleged abuser. Indicate what action, if any, you have taken prior to the referral).

7. AGREED ACTIONS (Actions agreed during phone referral)



8. AGENCY INVOLVEMENT

Health	GP's Name	Address	Phone	Email
Health Visitor/School	Name of Health Visitor/School Nurse	Address	Phone	Email
Education (Nursery / School)	Name of School and Contact Person	Address	Phone	Email
Any Other Agencies (if known)	Name of Agency and Contact Person	Address	Phone	Email

Signature of Referrer _____ Please
print name _____

Date _____

Signature of Line Manager _____ Please
(if applicable) print name _____



NOTIFICATION OF CONCERNS ABOUT A CHILD TO SOCIAL WORK SERVICES

Acknowledgement Notification Of Concerns About A Child To Social Work Services *Social Work Services use only (Return to Referrer within 5 working days)*

Insert Social Work Services Address

Family Name

SWID No.

Date of Referral

Request Treated as:

Outcome of Referral/request for Services

Any other comments

Practice Team Leader Signature:

Date