Referring your safeguarding concerns





If you are worried about a child, you must:

- Discuss your concerns verbally & straight away with the Designated Safeguarding Lead/Deputy (DSL/D)
- Write it down & give (or send securely) to the DSL/D to kept in the pupil's safeguarding file

After the initial discussion the DSL/D will check any information at your setting & with involved agencies.

These checks **must not** delay referral of a pupil who is **suffering or likely to suffer significant harm**.

In all safeguarding situations the setting **must** use a professional interpreter (not a family member) who understands safeguarding issues if the family do not speak or understand English well.

Early help:

Informed parental consent is required to complete & share an early help assessment for a child and family. If the child & family need early help from another agency, the DSL/D can complete an Early Help Assessment (EHA) part 1.

If there are multiple needs or if the early help has not had a positive outcome, the DSL/D can complete a Family Common Assessment (FCAF) (or MyPlan or Education, Health & Care Plan) with the parents, carers & any practitioners who are already involved.

The DSL/D should organise <u>Team around the Family</u> (TAF) meetings with the family & involved practitioners to discuss, organise & review support.

The EHA1 & FCAF can be sent **securely** to MAST for further discussion and to help coordinate support.

Child protection concerns:

The DSL/D will refer a child that is 'suffering or likely to suffer significant harm' **immediately** by ringing and speaking to:

- the allocated social worker or their manager, or
- the <u>Sheffield Safeguarding Hub, tel. 2734855</u> If there is no allocated social worker

Consent is **not** required for referrals of significant harm, but you should inform parents if safe to do so.

The Sheffield Safeguarding Hub:

- will collect information from involved agencies and decide what further action is required
- does not take calls 'for information only' record such information on your child protection file

DSL/Ds should follow up their referral in writing on a Multi-Agency Confirmation Form (MACF) within 24 hours, and send via the AnyComms system

The Hub **must** acknowledge receipt of the MACF within 72 hours and feedback on the outcome.

If you haven't been told the outcome by the Safeguarding Hub within 3 days, always follow it up.

Referral checklist:

Have the child's education & safeguarding information with you & call from a place where you won't be interrupted or overheard.

Explain your concern & give information about:

The child/young person:

- Name, address, date of birth
- Presentation, hygiene, home environment
- Academic ability and achievement
- Attendance, punctuality, how long on roll
- Behaviour, response to rules & boundaries
- Relationships, bullying, discrimination
- Child/young person's view about their home life
- Health issues, learning difficulties/needs

The family:

- Who has parental responsibility for the pupil?
- Who do they live with?
- Does anyone involved have special needs?
- Who accompanies the pupil to school events?
- · Other significant friends or relatives
- Parenting concerns such as domestic abuse, mental health, substance misuse
- Care, safety, guidance, protection, support
- Family history, functioning
- Environment, housing, finance, unemployment, social & community integration

Previous support:

- Support tried, currently offering, what works?
- Other services involved with the child/family
- Previous education settings attended
- Previous/current assessments

Useful resources:

- Sheffield referral processes are described in the Thresholds of Need Guidance at: www.safeguardingsheffieldchildren.org/sscb
- Contact details for Sheffield Children's Social Care are here: <u>Safeguarding Sheffield children website</u>
- If necessary, anyone can refer a child to the Sheffield Safeguarding Hub, tel. 2734855
- For the full Sheffield Children Safeguarding Partnership (SCSP) guidance, go to: <u>Making a</u> <u>Referral following the Identification of Child Safety</u> and Welfare Concerns



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Safeguarding concerns - flow chart for education settings





Someone raises concerns about a child or young person at your setting:

- Concern passed on **verbally** to the DSL/D (in person or by phone) straight away
- Concern then written down & given/sent securely to DSL/D for safeguarding file



DSL/D should collect information by:

- Reviewing the child or young person's safeguarding file
- Contact involved practitioners to discuss

These checks are important but should not delay the referral of a child or young person under 18 years old who is suffering or likely to suffer significant harm



Is the child or young person suffering or likely to suffer significant harm?



Discuss with parents/carers?

Consent preferable

Immediately:

social

manager

Discuss with

Hub tel. 2734855

- Tell parents or carers about concerns & referral
- Don't discuss with parents or carers if anyone at risk
- If can't contact parents or carers **DON'T WAIT** to refer as may increase risk

worker

If not allocated, refer to the

Within 24 hours, securely

If Hub hasn't informed you

send MACF to the Hub

allocated their



Not sure...



Consult:

Sheffield Thresholds of Need Guidance, and:



Discuss:

with Sheffield Safeguarding Hub on 0114 2734855

NO but needs support...



- Discuss support needs with parents/carers
- Explain EHA process & seek consent



Early Help Assessment:

- EHA1 single issue
- FCAF multiple issues
- Discuss at TAF Meeting
- Send securely to MAST for discussion



If complex needs identified or no positive outcome from early help:

- Family may need multi-agency, intensive support
- If not already done, complete FCAF (or equivalent) with parents/carers & involved practitioners
- Send securely to MAST for consideration
- If child at risk of significant harm refer to Safeguarding Hub





