

Making a Child Protection Referral

The DSL will usually make referrals. However it is the responsibility of the Head teacher/setting and the DSL to ensure **all staff** know the procedure and have the confidence to use it.

The Stages of Referral **Professional has concerns**

If a Professional has a concern about the wellbeing of a child (or unborn baby), then that professional should:-

Consultation with supervisor

share their concerns with their supervisor/line manager/designated teacher or named professional to help clarify the nature of their concerns

Contact social workers for advice

in those cases where you have a concern but are unsure about how to proceed contact the

Children's Help Desk Tel: 01452 426 565

And ask to speak to a social work practitioner.

ENSURE YOU HAVE IMMEDIATE RELEVANT DETAILS TO HAND

Contact the children's helpdesk

In those cases where you are clear a social work assessment is required make a referral to the:

Children's Help Desk Tel: 01452 426 565

Within 24 hours (immediately if the concerns are about physical injury or sexual abuse). The CYPD social care section will then take responsibility for managing any subsequent enquiries. The referrer should confirm the details of the concern to CYPD, in writing, within 48 hours

Completion of written record

Complete a written record of the nature and circumstances surrounding the concern including any previous concerns held

Resolving professional Difference (escalation policy)

Remember to use the 'resolution of professional difficulties (escalation) procedures if you are left feeling that the response from social care has not addressed your concerns for the child. Advice about procedural issues including using the resolving professional differences procedures can be obtained through the **Safeguarding Children Service on 01452 58 3629**

For out of hours social work advice please contact the **Emergency Duty Team on 01452 614 194**