**Safeguarding & Children’s Social Care Referral Procedure**

Only factual and accurate information will be recorded. If it is believed that a child has been, or is likely to be harmed by abuse or neglect, Safeguarding & Children’s Social Care (S&CSC) will be notified immediately. The referral will be made to the Safeguarding & Children’s Social Care (S&CSC) will be initial response and assessment services on 0208-921-3172. Following a telephone referral, staff will immediately complete an inter-agency referral form with a copy to be retained by the LALIA. This form will be completed and sent to Safeguarding & Children’s Social Care (S&CSC) within 48 hours of the referral being made.

**Information required for making a referral:**

* **The nature of the suspected abuse**
* **The referrer’s professional relationship to the family**
* **The child’s personal details (name,age, ethnicity, if any communication difficulties, etc.)**
* **The date, time, and place of the incident and observations made**
* **What was observed ,e.g. marks, injuries, unusual behaviours**
* **What was said by the child**
* **What was said by another person, e.g. parent, sibling, other child, colleague**
* **Whether any other person was involved**
* **Action taken at the time**
* **Nature of discussion with Manager or designated child protection advisor**
* **Subsequent action taken**

The LALIA will provide any relevant information, including whether the parent is aware of the referral. Agree feedback process.

The child’s right to know and agree to the action should depend on the child’s age and stage of development.

Staff of the LALIA will not undertake any social work tasks, as these are perceived to be the role of the Safeguarding & Children’s Social Care (S&CSC) Department.

These include:

* **No investigative visit or follow up visits ,with the duty social worker or allocated social worker**
* **No escort duties with the client to the Area Office**
* **No escort with the client for medical examination of the children**

LALIA will agree with the Liaison Worker and Safeguarding & Children’s Social Care (S&CSC) whether it is appropriate to attend the child protection conference, if this is convened. It is vital that the worker who has referred the child for a child protection investigation, or who has significant involvement with the child, attends the conference. If it is not possible to attend, a report must be submitted to the Chair prior to the conference. We will also ascertain the outcome of the Safeguarding & Children’s Social Care (S&CSC) investigation, including when the child’s expected to return to the LALIA session.

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| Greenwich Initial Response & Assessment Service | 0208-291-3172 |
| Social Care & Safeguarding emergency duty team | 0208-854-8888 |
| Inter-agency referral form | Fax 0208-921-3180 |
| NSPCC | 0808-800-50000 |
| Child Line | 0800-1111 |
| Samaritans | 08457-909090 |
| Family Lives (formerly Parent Line) | 0808-8002222 |
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SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Chair of Management Committee)

DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_