

Huntspill Community Federation

West Huntspill Primary School & East Huntspill Primary School

SAFEGUARDING PROMPT SHEET

PROMPT SHEET FOR CP REFERRAL

When completing the Referral Form refer to the Somerset Threshold document Effective support for Children & Families in Somerset. (SSCB).

Before making a referral through the locally agreed procedures, the following information should be available:

Child's details

- Name, including if the child is known by more than one name; list all names known
- Date of birth
- Address & telephone number
- Health issues that may be relevant
- Any known disabilities that may affect communication

Family details

- Names of parents &/or carers.
- Names & ages of any other children in family (if known)
- Ethnicity & cultural background - if appropriate information about the need for interpreter
- Any legal or custody documents known to exist
- Name of the family's GP

Provision history

- How long has the child attended this provision?
- Attendance record - check if there has been a problem with attendance, look out for any patterns that emerge from attendance records, i.e. some children have been reported to miss every Monday because there have been problems at the weekend
- Behaviour - how does the child present? Check for any repeated patterns of behaviour, or sudden changes of behaviour. Do these relate to a change in circumstances at home?
- Relationships with parents, provision, other agencies: good, non-existent, volatile?

Child protection history

- Have you had previous concerns & have you made previous referrals? It is important to revisit previous concerns to get a wider picture. Child protection services are reliant on other agencies to help them build up a clearer picture of what has been happening. The relationship between each event may be more significant than each individual event
- If you have referred in the past, what was the outcome? Never let the fact that no action was taken last time affect your way of managing new concerns. If you have a concern, always pass it on

Informing the parent

In most cases it is better to tell the parent that you intend to refer to CSC or the Police but think it through. If you think telling may put the child or young person at more risk, take advice first. If in doubt, ring Somerset Direct (0845 3459122) and discuss with the Duty Social Worker or the consultation Line

Making the referral

Once there is all the necessary information available a child protection referral can be made with confidence, following the South West Child Protection Procedures (www.swcpp.org.uk)