



**MODEL CHILD PROTECTION POLICIES &
PROCEDURES FOR CALDERDALE
VOLUNTARY, COMMUNITY ORGANISATIONS
& FAITH GROUPS**

October 2015

**NB These policies and procedures have been adapted from a model created by
Bradford Safeguarding Children Board and Education Bradford.**

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Introduction

This document contains a “Model” Child Protection Policy Statement and Guidelines on how to develop your own Child Protection Policy and Procedures. The aim is to provide voluntary/ community and faith groups of Calderdale via the Calderdale Interfaith Council, with a basic framework which can be built on and tailored to meet the needs of the services that your group provides.

The purpose of a group having policies and procedures in place is to demonstrate the group’s values and commitment in a particular area and provide guidance for staff/volunteers/children/parents/carers about what to do in specific circumstances.

Within the area of child protection it is vital that all staff and volunteers know what to do if they are concerned about a child. It is equally important that parents/carers and young people themselves are aware that the group takes the safety and welfare of children/young people into consideration in every activity that is undertaken.

The first part of this document provides a sample Child Protection Policy Statement followed by Guidelines on how to develop your group’s own Child Protection Policy and Procedures. The final section provides an appendix which contains useful information that can be adapted to suit or copied for display purposes within your group.

The most important thing to remember is that the key to robust child protection policy and procedures is that they are used/shared/work for staff and children/young people that attend your group and are reviewed annually. “*Working Together To Safeguard Children: A guide to Inter agency working to safeguard and promote the Welfare of Children (2015)*” is the current Government guidance for interagency working to safeguard and protect the welfare of children. Safeguarding is defined in *Working Together 2015* as:

- Protecting children from maltreatment
- Preventing impairment of children’s health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.

For more information on an organisation’s safeguarding responsibilities, refer to the Section 11 audit tool which has been developed to enable organisations to implement policies and procedures which ensure robust safeguarding process and ultimately ensures the safety and wellbeing of the children / young people that your organisation works with.

And the document

What to do if you are worried a child is being abused

This document replaces the 2006 publication of the same name. It is non-statutory guidance and is aimed at anyone whose work brings them into contact with children and families, including those who work in early years, social care, health, education (including

schools), the police and adult services. People working with children should be guided by these four principles:

- children have a right to be safe and should be protected from all forms of abuse and neglect;
- safeguarding children is everyone's responsibility;
- it is better to help children as early as possible, before issues escalate and become more damaging; and
- children and families are best supported and protected when there is a co-ordinated response from all relevant agencies.

This document identifies signs and indicators of abuse and neglect.

If assistance is required in developing your Child Protection Policies or procedures or would like them to be checked, please contact Calderdale Safeguarding Children Board in the first instance on 01422 394098 or Sector Support Calderdale (nbf) on 01422 345174

Child Protection Policy Statement

In implementing this child protection policy *Name of Group* will:

- Ensure that all workers understand their legal and moral responsibility to protect children and young people from harm, abuse and exploitation;
- Ensure that all workers understand their responsibility to work to the standards that are detailed in the organisation's Child Protection Procedures and work at all times towards maintaining high standards of practice;
- Ensure that all workers are aware of *Calderdale Safeguarding Children Board* interagency safeguarding procedures and are confident in how to work within these guidelines.
- Ensure that all workers understand their duty to report concerns that arise about a child or young person, or a worker's conduct towards a child/young person, to the faith group's named person for child protection;
- Ensure that the named person understands his/her responsibility to refer any child protection concerns to the statutory child protection agencies (i.e. Calderdale Children's Social Care Services (MAST) and/or Police);
- Ensure that any procedures relating to the conduct of workers are implemented in a consistent and equitable manner the procedures for making a referral to the Designated Local Authority Officer (LADO) are followed if concerns about a worker are identified ;
- Provide opportunities for all workers to develop their skills and knowledge, particularly in relation to the welfare and protection of children and young people;
- Ensure that children and young people are enabled to express their ideas and views on a wide range of issues and will have access to the group's Complaints Procedure;
- Ensure that parents/carers are encouraged to be involved in the work of the group and, when requested, have access to all guidelines and procedures;
- Endeavour to keep up-to-date with national developments relating to the welfare and protection of children and young people.

Child Protection Policy Statement

NAME OF ORGANISATION

Name of Organisation) is fully committed to safeguarding the welfare of all children and young people. It recognises its responsibility to take all reasonable steps to promote safe practice and to protect children from harm, abuse and exploitation. (*Name of your Organisation*) acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse.

Paid staff and volunteers will endeavour to work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of children, young people and adults.

1. We believe every child should be valued, safe and happy. We want to make sure that the children we have contact with know this and are empowered to tell us if they are suffering harm.
2. We want children who use or have contact with **Name of Group** to enjoy what we have to offer in safety.
3. We want children and parents who use or attend **Name of Group** to be supported to care for their children in a way that promotes their child's health and well-being and keeps them safe.
4. **Name of Group** will achieve this by an effective child protection procedure and following National guidance (*What To Do If You're Worried A Child Is Being Abused*) and local procedures ([West Yorkshire Consortium Procedures Manual](#)).
5. If we discover or suspect a child is suffering harm we will notify Calderdale Children's Social Care Services or the Police in order that they can be protected if necessary. – see main policy and procedures for details in relation to early intervention services
6. This child protection policy and our child protection procedure apply to all staff, volunteers and users of **Name of Group** and anyone carrying out any work for us or using our premises.
7. We will review our child protection policy and procedures annually to make sure they are still relevant and effective.

8. **Name of Group** are committed to policies and action to ensure that those who are employed in paid or voluntary capacity and the people it serves, are not discriminated on the basis of disability, race, age, religion or belief, sexual orientation or gender.
9. We will provide opportunities for all workers to develop their skills and knowledge particularly in relation to the welfare and protection of children and young people;
10. We will ensure that children and young people are enabled to express their ideas and views on a wide range of issues and will have access to the organisation's *Complaints Procedure*;
11. We will ensure that parents/carers are encouraged to be involved in the work of the organisation and, when requested, have access to all guidelines and procedures;
12. We will endeavour to keep up-to-date with national developments relating to the welfare and protection of children and young people.

Signed:

Position:

Date:

Developing your Child Protection Guidelines and Procedures

The **Name of Group's** Child Protection procedures should detail the steps which will be followed where there are concerns that a child or young person could be experiencing abuse and/or neglect. The procedures should help to ensure a speedy and effective response for dealing with such concerns.

Suggested format for developing your procedures:

- (a) Brief outline of the work you do with children and young people such as reading classes, or dance classes, the frequency of these classes such as once a week or everyday and the timing of the classes such as 11.30-2.30 etc. It is also valuable to note whether the activity is on the premises or off the premises and the duration of the activity such as a half day, full day or more than a full day etc.

A statement to ensure that the Group is committed to the welfare and protection of children and/or young people within all the activities the Group undertakes such as the group is committed to devising and implementing policies so that everyone accepts their responsibilities to safeguard children from harm and abuse. This means to:

- (b) create a safe environment for children and young people to attend and to follow procedures to protect children and report any concerns about their welfare to appropriate authorities.

To access training visit the website <http://www.calderdalescb.org.uk/>

For advice on training requirements contact Calderdale Safeguarding Children Board on 01422 394108 or email Allison.Waddell@calderdale.gov.uk, or alternatively contact Steve Blackman - Partnership Coordinator (Safeguarding and Volunteering) Sector Support Calderdale at steveb@nbforum.org.uk on 077916066292

- (c) Groups should recognise the signs and symptoms of abuse. Staff members whether paid or unpaid should undertake training to gain an appropriate awareness of the signs and symptoms of child abuse and of West Yorkshire Procedures Manual (for example [e-learning](#) provided by Calderdale Safeguarding Children Board).

The following definitions are taken from *Working Together to Safeguard Children*, (2015). They have been included to assist those providing services to children in assessing whether the child may be suffering actual or potential harm.

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's development capability, as well as over protection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another.

It may involve serious bullying causing children to feel frightened or in danger or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of children, though it may occur alone.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening.

The activities may involve physical contact, including penetrative (i.e. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

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 and development.

Neglect may occur during pregnancy as a result of maternal substance misuse.

Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food and clothing, shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

- (d) **Name of Group** will ensure that all staff members whether paid or unpaid, undertake training to gain a basic awareness of the signs and symptoms of child abuse and of the West Yorkshire Consortium interagency safeguarding procedures.

It is equally important that your procedures provide some detail about how concerns about a child or young person's safety can come to light. For example:

- A child or young person alleges that abuse has taken place or that they feel unsafe;
- A third party or anonymous allegation is received;
- A child or young person's appearance, behaviour, play, drawing or statements cause suspicion of abuse and/or neglect;
- A child or young person reports an incident(s) of alleged abuse which occurred some time ago;
- A report is made regarding the serious misconduct of a worker towards a child or young person.

Disclosures could be made by children who could be working with staff and volunteers when engaged in various activities.

- (e) You should include the purpose of the procedures which are to ensure that all concerns about the care and protection of children/young people are effectively managed. The workers who are required to implement the procedures are to

include all workers, both paid and volunteers and not solely those who work with children and young people under the age of 18 years.

It may be useful to involve staff in identifying how concerns about the abuse of a child may come to light in the context of the work undertaken by **Name of Group**.

A Named Person(s) for Child Protection

Every group that works with children or young people should have in place a named person who is responsible for dealing with child protection issues that may arise. A deputy must be made available in their absence. These individuals must be trained in child protection¹ and their responsibilities clearly stated within your procedures.

Name of Group has an appointed individual who is responsible for dealing with any child protection concerns. In their absence, a deputy will always be available for workers to consult with.

This is a suggested text for the named persons for Child Protection within **Name of Group** are:

Named Person for Child Protection:

Work telephone number:

Mobile number:

Emergency contact no:

Deputy Name of contact person:

Work telephone number:

Mobile number:

Emergency contact no:

The role and responsibilities of the named person(s) are:

¹ Relevant training is available via North Bank Forum, VAC or Calderdale Safeguarding Children Board

- To ensure that all staff are aware of what they should do and who they should go to if they are concerned that a child/young person maybe subject to abuse or neglect.
- Ensure that any concern about a child/young person are acted on, clearly recorded, referred on where necessary and, followed up to ensure the issues are addressed.
- The Named Person(s) will record any reported incidents in relation to a child/young person or breach of Child Protection policies and procedures. This will be kept in a secure place and its contents will be confidential.

Stages to Follow if you are Worried about a Child

The following section should provide clear guidelines for staff and volunteers (paid or unpaid) in **Name of Group** to follow if they have concerns about a child or young person. It is a good idea to incorporate a flowchart outlining these stages which make it easier for staff to follow.

This is a suggested form of words:

(Name of Group) recognises that it has a duty to act on reports or suspicions of abuse and believes that the safety of the child should override any doubts, hesitations, or other considerations (such as the potential to have a negative impact on professional relationships with a family). When *worrying changes are observed in a child's or young person's behaviour, physical condition or appearance*, staff will:

Stage 1

- Initially talk to a child/young person about what you are observing.
It is okay to ask questions, for example: "I've noticed that you don't appear yourself today, is everything okay? But never use leading questions.
- Listen carefully to what the young person has to say and take it seriously;
- Never investigate or take sole responsibility for a situation where a child/young person talks about matters that may be indicative of abuse;
- Always explain to children and young people that any information they have given will have to be shared with others, if this indicates they and or other children are at risk of harm;
- Record what was said as soon as possible after any disclosure
- Respect confidentiality and file documents securely;
- Notify the Group's Named Person for Child Protection.

Stage 2

- The Named person(s) will take immediate action if there is a suspicion that a child has been abused or likely to be abused. In this situation the Named Person will contact Calderdale Children's Social Care for advice or to make a referral.
- Call MAST (Multi-Agency Screening Team): **01422 393336** (in normal working hours)
- Out of hours call the Emergency Duty Team (EDT) on: **01422 288000**

Early Intervention and Safeguarding statutory request for service / referral form:

- Early Intervention and Safeguarding statutory referral form (see appendix A)
- Updated referral guidance July 2015 (see appendix B)

Unless there are child protection concerns or a statutory requirement to undertake an assessment i.e private fostering, homeless etc, MAST will only accept referrals from agencies with an Early Intervention Single Assessment (EISA).

- Child and Family (Early Intervention Single Assessment EISA, appendix C)

If you require further information about the role of early intervention please contact:

Steve Blackman – Sector Support Calderdale 01422 356758

- The named person can also seek advice and clarity about a situation that is beginning to raise concern with MAST, Early Intervention Managers or through the NSPCC National Child Protection Helpline on 0808 800 5000.

Private Fostering

If you know of a child or young person who is living with people that are not close relatives it might be a private fostering arrangement and you need to contact Children's Social Care about this.

Managing Allegations Made Against a Member of Staff or Volunteer

All groups that come into contact with children must have procedures in place to ensure that any allegation made against a member of staff or volunteer is dealt with appropriately. The procedures must reflect the faith group's ethos of listening to children and young people and their parents/carers and taking any concerns seriously. They must also reflect the faith group's commitment to ensuring that workers feel safe to express their concerns about the practice of others.

A suggested form of words should include:

Name of Group will ensure that any allegations made against member or members of staff or volunteers will be dealt with swiftly and in accordance with these procedures:

- The worker should listen carefully to what the child says, but not ask detailed questions.
- The worker must ensure that the child is safe and away from the person against who the allegation is made.
- The named person for child protection should be informed immediately. In the case of an allegation involving the Named Person for Child Protection, alternative arrangements should be sought to ensure that the matter is dealt with by an independent person. (Note: this could be a committee member, director or anyone within the Group that is in a senior position within the Group and believed to be independent of the allegations being made).
- The named person should contact the Local Authority Designated Officer (LADO - based within Calderdale Safeguarding & Quality Assurance Services: 01422 394086) for advice on how to proceed with the immediate situation. Outside of working hours the Emergency Duty Team can give advice and/or in the event of an emergency situation arising, the Police.
- The individual who first received/witnessed the concern should make a full written record of what was seen, heard and/or told as soon as possible after observing the incident/receiving the report. It is important that the report is an accurate description. The Named Person for Child Protection within the Group (if appropriate) can support the worker during this process but must not complete the report for the worker. This report must be made available on request from either the Police and/or Calderdale Children's Social Care.

Regardless of whether a police and/or Calderdale Children's Social Care investigation follows, **Name of Group** will ensure that an internal investigation takes place and consideration is given to the operation of disciplinary procedures. This may involve an immediate suspension and/or ultimate dismissal dependant on the nature of the incident. Any actions should be discussed with the LADO to avoid compromising the Police or a child protection investigation.

Management and Supervision of Staff / Volunteers

Every **group** will need to determine the most appropriate policy, procedures and structures for the management and supervision of staff in light of the type of work it undertakes with children and young people. A [Multi-Agency Supervision Framework](#) (M) with proforma's has been produced which aims to agree and establish key principles across all agencies for the Supervision of staff, particularly those who work with children and young people in Calderdale. It is intended to be read in conjunction with single agency policies and procedures, which will incorporate and interpret the principles in a way which is appropriate to each organisation.

A supervision policy should include the following:

Name of Group is committed to the appropriate management and supervision of staff and/or volunteers working with children and or young people to ensure that appropriate lines of accountability are in place with respect to work with children and young people.

- Staff will receive regular supervision meetings in line with the **group's** supervision policy. These will be recorded and the notes agreed by both parties.
- When a member of staff is involved in a child protection matter this will be reviewed within supervision i.e. recordings, assessments, monitoring arrangements etc and decisions relating to the level of involvement will be taken by the appropriate officer/member within Calderdale Children's Social Care.
- When a member of staff is a member of a child protection core group, working with a child who is subject to a child protection plan, supervision will occur at a minimum of monthly intervals and discussion of the case will be a standing agenda item.

Supervisors will ensure that information about children is appropriately shared with other staff and volunteers to ensure the continued safety and welfare of the child. They will be informed if work ceases with a child when other organisations are involved.

Safe Recruitment

The Safeguarding Vulnerable Groups Act 2006 (amended by the Protection of Freedoms Act 2012) introduced significant changes in how we safeguard children and vulnerable adults from those who are unsuitable to work with them.

Faith groups need to make sure that new and existing employees and volunteers have had a DBS (replaces CRB) check and that any relevant history is followed up.

For further information relating to DBS checks contact Steve Blackman at steveb@nbforum.org.uk on 077916066292

If a group has any concerns that someone they employ should not be working with children they must refer their concern and talk to the Local Authority Designated Officer (LADO).

DBS checks are intended to improve the vetting of those working with children and adults at risk but there is no perfect system and people will continue to seek and gain employment with a view to abusing positions of trust and power. As such, we must all remain **vigilant** when making decisions that will give people access to children and vulnerable groups.

All groups whose staff and volunteers work closely with children should therefore have policies and procedures in place to make sure that all potential employees are subjected to a thorough recruitment and selection process including take up of employment or character references, identity checks, employment history and qualifications.

This should include checking official documents such as birth certificate, driving licence, passport, qualifications and seeking references from previous employers etc. All applicants should be asked to declare any convictions, cautions or bind-overs. A DBS check will need to be renewed. It is suggested that all staff that are subjected to a probationary period if they are going to have contact with children.

Recording and Managing Confidential Information

This section should include:

- A pro-forma for recording concerns/allegations of abuse, harm and neglect should be attached to the guidelines. The person who receives the allegation or has the concern should complete the pro-forma.
- A summary of the organisation's commitment to manage confidential information safely, how information is stored and, the circumstances under which information needs to be shared (**see Appendix D on Data Protection Policy**)
- A statement about the rights of children and young people to confidentiality unless the organisation considers they could be at risk of abuse and/or harm.

Disseminating/Reviewing Policies and Procedures

This section should include:

- All groups should have in place a system for disseminating and reviewing their overall policies and procedures.
- They should be reviewed annually, signed by Trustees/Governors and/or anyone within the groups that has overall responsibility for the service being provided.
- Any changes/amendments need to be clarified and shared with staff and where significant changes appear these must be relayed to parents/carers. (Best practice guidelines advise the involvement of parents/carers and young people in developing policies that affect them). An example would be that copies of the policies and procedures will be clearly accessible on the group's website and on display in the reception area.
- It should also be made clear that there is a system in place for an annual review of policies and procedures, who will be involved and, how this will be undertaken.
- See The Safeguarding checklist which will assist in ensuring that policies and procedures are in place.

APPENDIX A



REFERRAL TO MAST: Secure e-mail: MAST@calderdale.gcsx.gov.uk NB; only works when sending from another secure email address, or FAX: 01422 392875 or Telephone 01422 393336

REFERRAL TO DCT: dctadmin@calderdale.gcsx.gov.uk - 01422 394091

REFERRAL TO EIP: Upper Valley eis.uppervalley@calderdale.gov.uk - 01422 368279

Lower Valley eis.lowervalley@calderdale.gov.uk - 01422 394094

Halifax Central eis.halifaxcentral@calderdale.gov.uk - 01422 392510

North & East eis.northandeast@calderdale.gov.uk - 01422 392495

Early Intervention and Safeguarding Statutory Request for Service/ Referral

- **For Referral to an Early Intervention Panel (EIP)** – All agencies please complete this form and attach a Child and Family Single Assessment, if completed.
- **For Referral to the Disabled Children’s Team (DCT)** - All agencies please complete this form and attach a Child and Family Single Assessment, if completed.
- **For Referral to the Multi-Agency Screening Team (MAST)** – For urgent **Child Protection** concerns, please contact MAST and complete this form within 24 hours. For all other requests for service/referrals please complete this form and attach the completed Child and Family Single Assessment.

PLEASE INDICATE REQUEST FOR SERVICE / REFERRAL TO:

Early Intervention Panel (EIP)

Disabled Children’s Team (DCT)

Multi-Agency Screening Team (MAST)

Please complete this form as fully as possible, if information is unknown leave blank. Please type this form or ensure it is written legibly. If you are aware that the child has a Social Worker, go directly to the Social Worker/ Team, there is no need to use this form. (Please refer to the practice guidance).

1. REFERRAL DETAILS							
Date of Referral				Time of Referral			
Name							
Job title							
Agency							
Address							
Telephone							
Email	Secure Y / N						
2. DETAILS OF CHILD / YOUNG PERSON							
Child’s Name			DOB / EDD		Age		Unborn Y / N
Gender M / F	Disability/ learning difficulty (if known please specify)				Ethnicity		

Is English their first language? (Included child and parents / carer)		If no, please specify preferred language		Is an interpreter needed? Y/N	
				Religion	
Address					
Postcode		Tel No			
Early Years Provider/School/College attended: (Also please give name of any key contact person)				UPN:	
				Attendance:	%
Child's GP Address/ Tel No			NHS No:		

3. DETAILS OF ALL SUBJECT CHILDREN

If not at the same address, a separate referral needs to be made in respect of each household.

(To add additional rows, right click in the final row, click 'Insert', 'Insert Rows Below')

Name	DOB / EDD / Age	Gender M/F	Disability	School / Nursery	Relationship to the above child	Child also referred Y/N

FAMILY / HOUSEHOLD MEMBERS

(To add additional rows, right click in the final row, click 'Insert', 'Insert Rows Below')

Name	DOB / EDD / Age	Gender M / F	Ethnicity	Parental Responsibility (PR)	Employed Y / N	Relationship to the above child

OTHER SIGNIFICANT PEOPLE LIVING IN THE HOUSEHOLD

(To add additional rows, right click in the final row, click 'insert', 'Insert Rows Below')

Name	DOB / EDD / Age	Gender M / F	Address/ Contact number	Ethnicity	Parental Responsibility (PR)	Employed Y / N	Relationship to the above child

4a. DETAILS OF REQUEST

Please detail why you are requesting a service, clearly specifying presenting issues and areas of concern, and the evidence you have to support this, for example child's developmental needs, parenting capacity, or family and environmental factors. Please highlight any further actions required to support the needs / concerns.

4b. Is the child at immediate significant risk of harm? (MAST REFERRAL ONLY) Is there a concern regarding an injury, if so please include details of the injury/mark and when the incident/concern occurred. Has the child seen a medical professional?

5. Include anything else that you feel might be useful to know about the family e.g. mental and physical health issues, domestic violence, substance use, or any risks for workers visiting the family etc.

If you are currently providing a service to the family and are actively involved, should this request commence to a Child and Family Single Assessment, then you may be asked to undertake a joint visit with the allocated worker within 5 days.

11. CONSENT

Consent is only required to share information with other agencies, if there are no Child Protection concerns.

Consent is not required to undertake an Early Intervention or Statutory Child and Family Single Assessment which will identify any outstanding needs and services the child / family requires. However, consent should be sought to share information to enhance the assessment.

A. CONSENT - MULTI-AGENCY SCREENING TEAM / DISABLED CHILDREN'S TEAM ONLY

Parental consent is not required to share information or inform that a request for service/referral is being made, where there is a risk of immediate significant harm to a child/young person by the parent/carer and there is a statutory responsibility to refer Child Protection concerns to Children's Social Care.

Where the above does not apply, you must ensure the parent/carer or child/young person is informed that this request for service/referral is being made and consent dependant on the request being made.

Have you informed the parent / carer and child / young person, that you are making this referral? Y / N					
Do you have consent for this referral? Y / N					
Do you have consent to share information? Y / N					
Verbal consent Y/N		Parent/carer Y/N		Child/young person Y/N	
Written consent Y/N		Parent/carer Y/N		Child/young person Y/N	
If no, please state reason:					
Views of parent / carer and child / young person:					

B. CONSENT - EARLY INTERVENTION PANEL ONLY

I agree to the gathering and sharing of information on this form with partner agencies and representatives of the Early Intervention Panel as required so that they can help to provide the right services for my child and family.

I agree that any personal information provided by me on this form will be treated in accordance with the provisions of the Data Protection Act 1998 and my family's details will be held on the Calderdale Children's Services databases.

PARENT / CARER: *(please state)*

Name:

Signed:

Date:

Contact Telephone Number:

YOUNG PERSON:

Name:

Signed:

Date:

If consent is not obtained please state reason:

EARLY INTERVENTION AND SAFEGUARDING STATUTORY REQUEST FOR SERVICE/REFERRAL FORM GUIDANCE

If you are aware the child already has an allocated Social Worker there is no need to use the request for service/referral form; go directly to the Social Worker/Team.

IMMEDIATE PROTECTION If you feel that there is a need for immediate and urgent protection as there is a risk to the life of a child or the likelihood of immediate serious harm, contact the Police in the first instance and then telephone Children's Social Care do NOT delay seeking immediate action by completing the request for service/referral form first. If the police are not required please consider before completing the request for service/referral whether your concerns should be reported by telephone immediately to Children's Social Care to avoid any delay. All telephone requests for service/referrals MUST be followed up in writing within 24 hours.

All requests for service/referrals to Children's Social Care must have a completed Early Intervention Single Assessment (EISA) unless there are child protection concerns or a statutory requirement to undertake an assessment i.e. a private fostering arrangement, homeless, immediate intervention required or child sexual exploitation concerns (CSE) etc. All other cases should be addressed via the Early Intervention Panel to either request support/guidance in a case, to agree the most appropriate service to undertake an EISA or identify additional support services. Please remember there is an advice and support telephone service at the Multi-Agency Screening Team (MAST) should you have any queries or concerns about a child or young person, the Disabled Children's Team (DCT) and the Early Intervention Panels (EIP) are also happy to answer any queries.

PLEASE TYPE OR PRINT THE FORM, please complete the form as clearly and fully as possible ensuring there is sufficient information in order for Early Intervention Services/Children's Social Care to be able to make decisions of what action is required.

If you are currently providing a service to the child/family and are actively involved, should this request for service/referral commence to an Early Intervention/Statutory Child and Family Single Assessment, then you may be asked to undertake a joint visit with the allocated worker within 5 days.

Please Indicate Request for Service/Referral to

Tick the relevant box following the guidance on the referral form above this section whether the case should be referred to the Early Intervention Panel (EIP), the Disabled Children's Team (DCT) or the Multi-Agency Screening Team (MAST). Should you be advised from a service area that it needs to go to a different service area then you can still use the same form and just tick the advised relevant service. Please ensure that all information provided is up to date if referring to another service area.

Date and Time of Request for Service/Referral

It is essential that the date and time a request for service/referral is made is clearly stated on the form.

Request for Service/Referral From

State your first name and your surname and your professional title/designation.

Agency

State the organisation you work for e.g. Education or Health and clearly identify if this is an adults or children's service.

Address/Telephone/Email

State the address/telephone and email of your place of work.

Child's Name

State clearly the correct spelling of the child/ren's full name and any other name that the child is known by.

Date of Birth (DOB), Age and Expected Date of Delivery (EDD)

State the full date of birth of the child/ren and the age at the time of the referral. State if the child is unborn and the expected date of delivery.

Gender

State the child's gender.

Disability

State if the child is disabled – give more details of the disability including any Statement of Special Educational Needs.

Ethnicity

State clearly, to the best of your knowledge, the ethnicity of the child. This information may assist the person/agency you are referring to, by identifying services that meet the child's ethnic background.

Language/Interpreter Needed

It is essential to identify the child's and their parent/carers first language. This information will ensure that Early Intervention Services/Children's Social Care are aware of any language needs when engaging and communicating with the child/family. It would be helpful to include any other communication needs in this section. Please specify preferred language as this will assist arranging the appropriate interpreter/or signer if an urgent visit to the child/family is required. **Laming Recommendation 12** states that when communication with a child is necessary for the purpose of safeguarding and promoting the child's welfare and the first language of that child is not English, an interpreter **must** be used. If the child's first language is not English and an interpreter is not needed, please state clearly the reason why.

Address/Postcode/Tel.

State clearly the full home address of the child including the postcode and phone number. If the child is residing at more than one address or is residing away from their home address, please include all the details under the section current address (if different from above) e.g an alternative home address may indicate that the child is living away from birth

parents and residing with family or friends under an arrangement e.g. Residence Order, private fostering.

Nursery/ School /College/UPN

Please complete if known, and add in the name and contact number for any key member of staff. Please provide their unique pupil number (UPN) and attendance if known.

GP and Telephone Number

If the child's General Practitioner is known please state clearly, the full name and phone number and any other details that may be relevant including their NHS number if known.

Family Composition/Significant Others

Please give details of all other children in the household and state if these children are also subject to the request for service/referral. Please state all other adults in the household the name of the person/s who is the main carer for the child/ren and if known state whether the parent/carer has parental responsibility. Record the nature of the relationship to the child i.e. mother, father, grandparent, aunt, lodgers or family friends and also include details of any partners (to main carer) who are residing in the family home. Please state the gender and date of birth and whether they are employed. Please provide details of any significant others who may have contact/or provide support to the child/family e.g. a birth parent, siblings, other family members. If the request for service/referral relates to children who reside at different addresses then a separate request for service/referral needs to be made in respect of each household. If the address is different to the child's home address this may indicate a private fostering arrangement. If enquiries confirm this, a request for service/referral to Children's Social Care (MAST) must be undertaken as there is a statutory duty for a social work assessment to be undertaken. If in doubt, seek advice.

Reason for Request for Service/Referral

Briefly outline the reason for the request for service/referral, being specific about **what is needed** for the child/ren and family and **why**, and about the nature of any concern for the child's welfare, what additional support services are you requesting from the Early Intervention Panel/Children's Social Care The information you provide will assist with identifying the appropriate support and services required. If you are requesting that the Early Intervention Panel identify a professional to undertake an Early Intervention Single Assessment (EISA) and/or become the lead professional then please state why you are unable to undertake this role.

Child/ren's Development Needs- Please provide a brief account of the child/ren's Health issues e.g. immunisations where appropriate and developmental checks, dental and optical care, any illnesses, disabilities or hospitalization, Education issues e.g. cognitive development, interaction with other children/adults and attendance at school, observations about the child/ren's behavior and social presentation, and any other information relevant to the child's developmental needs. This includes factors such as, missed appointments with agencies, missing education or going missing from home.

Parent/Carer's Parenting Capacity- Please provide a brief account of the parents/carer parenting of the child/ren, their ability to provide basic care e.g. shelter, clean and

appropriate clothing and adequate personal hygiene, protection from significant harm or danger, emotional warmth towards the child, encouragement and praise, a sufficiently stable environment with a secure attachment to the primary carer(s)'s

Family and Environmental Factors

Please provide a brief account about the child's family situation, circumstances and their environment, any members of the child's wider family who have a significant relationship with the child, any significant changes within the family like a separation between parents and what the sibling relationship is like (if appropriate). Are you aware of any housing issues that are having an impact on the child? Are there any issues such as employment and income that are having an impact on the child? Are the parents and child experiencing any difficulties in their local neighborhood or community or are they an isolated family within the community.

Is the Child at Immediate Significant Risk of Harm?

IMMEDIATE PROTECTION If you feel that there is a need for immediate and urgent protection as there is a risk to the life of a child or the likelihood of immediate serious harm, contact the Police in the first instance and then telephone Children's Social Care do **NOT delay seeking immediate action by completing the request for service/referral form first.** If the police are not required please consider before completing the request for service/referral whether your concerns should be reported by telephone immediately to children's social care to avoid any delay. All telephone requests for service/referrals **MUST** be followed up in writing within 24 hours. Please indicate on the request for service/referral form if the police have been contacted. Identify why you think they are at risk of significant harm and what these risks are. Provide details of any reported injury or mark and when the incident/concern occurred if known and whether the child has seen a medical professional in relation to the injury/mark.

Additional Information

Include any additional information of any concerns or risks known such as, drug or alcohol misuse, mental health issues, domestic abuse. It is important that you also highlight what the strengths are, and what is working well for the child and family, as well as any needs/deficits, any protective positive factors e.g a family member who provides additional support. Please highlight any risks if known in relation to workers visiting the family/home.

Action Taken

Please give details of any support your service has already provided to address the concerns or needs of the child. Please indicate whether an Early Intervention Single Assessment (EISA) has been completed and whether an agreed plan is in place and lead professional identified. It may also be useful to identify the outcome of the plan, specifically noting what has worked/not worked, whether the child/family's case has been to an Early Intervention Panel. Completed CAFs/Early Intervention Single Assessments/TAC/Early Intervention plans can be attached to the request for service/referral to support the information provided in this section. Include any other relevant assessments that have been undertaken by your agency such as, Asset, or Statement of Special Educational Needs. Please include any other agency known to be involved with the child or family and support/services they are/have provided. Details of agencies involved allows for easier sharing of information and therefore more effective decision making to provide the appropriate provision of service/support.

Additional Information

If you attach additional information, please specify in the box provided so that it doesn't get lost.

If you are faxing the request for service/referral form, please write in clear capital letters the name of the child/ren at the top of each page of the referral form in case the sheets become separated from each other. If possible please type the form.

SDQ Undertaken

Please state yes or no if a Strengths and Difficulties Questionnaire (SDQ) has been undertaken and if yes provide the date.

Previous Social Care Involvement

Please give details if you are aware of any previous social care involvement and whether this was Calderdale or another Local Authority.

Brief Chronology

Please provide a brief chronology of relevant historical information of significant dates and events. This could be your information or another agency. Identify if the information is from another agency and which child or family member the information relates to.

Professionals/Agencies Involved with the Family

Please provide details of any known professionals and agencies working with the child or family member.

Consent

Consent is only required to share information with other agencies, if there are no Child Protection concerns.

Consent is not required to undertake an Early Intervention or Statutory Child and Family Single Assessment which will identify any outstanding needs and services the child / family requires. However, consent should be sought to share information to enhance the assessment.

Is the Child/ Parent/Carer Aware of the Request for Service/Referral ?

It is important to note that in most circumstances informing a child or young person that you are going to make a request for service/referral and for what reason is good practice. However, you need to use your professional judgment, as there are other circumstances when it is not appropriate e.g. the child/young person's age and level of understanding, or if to do so would place the child at risk of significant harm. You should seek consent from the parent/carer that you intend to make a request for service/referral (unless to do so would place the child/ren at risk). It is critical to develop a co-operative working relationship from the outset (wherever possible), so that parents and caregivers feel respected and informed, that professionals are being open and honest with them and they in turn are confident about providing vital information about their child, themselves and their circumstances. **However do not inform the parent/carer where there is a risk of significant harm to a child/young person by the parent/carer.**

Have They Given Permission for the Request for Service/Referral and to Share Information to DCT/MAST?

It is good practice to seek permission from the parent/carer to make a request for service/referral and to share information. Unless there are exceptional circumstances as outlined in the Calderdale's Safeguarding Children's Board procedures, it is expected that parent/cares will have given permission. Working in partnership with the parent/ carer by explaining the purpose and reason for the request for service/ referral and for sharing information is likely to encourage a better working relationship with parent/carers. If you have ticked no, give reasons why e.g. it is an emergency and parent/carers are not able to be contacted. If in doubt, please seek advice. **However do not inform the parent/carer where there is a risk of significant harm to a child/young person by the parent/carer.**

Child/Family View of the Request for Service/Referral

Where possible, it is important that the child understands why the request for service/ referral is being made and it is good practice for professionals to seek their views regarding this. Children may have strong opinions about their needs and ways in which they can be met. Professionals should take into account the child's age, developmental level, language, disability, gender, culture and age when communicating with children and ensure they feel they have been listened to and their concerns have been heard. Unless it would place the child at risk of harm, parents should be informed about the request for service/referral and encouraged to express their views about this and the needs of their child and what support they require in order to support their child's needs.

Have They Given Permission for the Request for Service/Referral and to Share Information to the Early Intervention Panel?

Please ensure where possible you have signed consent from the child (dependent on age) and parent /carer when referring to the Early Intervention Panel. If you cannot gain consent but are concerned that additional services are required but the concerns do not meet the threshold for Children's Social Care intervention please contact the relevant panel to discuss further or please indicate on the form why consent has not been obtained. Please remember consent is not required nor should it create a barrier in you being able to complete an Early Intervention Single Assessment (EISA) of the child/family's needs.

If the request for service/referral is made to DCT/MAST feedback will be provided within 24 hours.

If the request for service/referral is made to the Early Intervention Panel feedback will be provided within 1 working week. Please refer to the Continuum of Need and Response/Information for Professionals for additional guidance regarding the levels of needs 1-5, the Early Intervention Single Assessment (EISA) and Early Intervention Panels.

For any discussion/query please contact the relevant team/service.

Secure email: MAST@calderdale.gcsx.gov.uk
Telephone number: 01422 393336
Fax number: 01422 392875
Out of Hours(EDT): 01422 288000

Secure email dctadmin@calderdale.gcsx.gov.uk

Telephone number: 01422 394091

**Email: Upper Valley eis.uppervalley@calderdale.gov.uk
Telephone number: 01422 368279**

**Email: Lower Valley eis.lowervalley@calderdale.gov.uk
Telephone number: 01422 394094**

**Email: Halifax Central eis.halifaxcentral@calderdale.gov.uk
Telephone number: 01422 392510**

**Email: North & East eis.northandeast@calderdale.gov.uk
Telephone number: 01422 392495**

Appendix C

CHILD AND FAMILY SINGLE ASSESSMENT

1. PLEASE INDICATE WHAT TYPE OF ASSESSMENT

- Early Intervention Child and Family Single Assessment
- Updated Early Intervention Child and Family Single Assessment
- Statutory Child and Family Single Assessment
- Updated Statutory Child and Family Single Assessment

Name of worker completing the assessment

Agency/Team/Service

2. CHILD PROTECTION

Will this assessment be used as a report for an Initial/Review Child Protection Conference? (Initial/Review/No)

Date of conference

3. FAMILY / HOUSEHOLD / SIGNIFICANT PEOPLE DETAILS

Details of child/ren

(To add additional rows, right click in the final row, click 'Insert', 'Insert Rows Below')

Name	DOB / EDD	Gender M / F	Disability	Ethnicity	Religion	Relationship between children	Child also assessed Y/N

Family/household members

(To add additional rows, right click in the final row, click 'Insert', 'Insert Rows Below')

Name	DOB / EDD	Gender M / F	Ethnicity	Religion	Parental Responsibility (PR)	Relationship to the relevant child

Family / household address and contact number

Other significant people not living in the household

(To add additional rows, right click in the final row, click 'Insert', 'Insert Rows Below')

Name	DOB / EDD	Gender M / F	Address / Contact Number	Ethnicity	Parental Responsibility (PR)	Relationship to the relevant child

Communication needs (including language) regarding any of the people to be included in this assessment

Legal status/immigration status information regarding any of the people to be included in this assessment

4. PROFESSIONAL RELATIONSHIPS

(To add additional rows, right click in the final row, click 'Insert', 'Insert Rows Below')

Details of professionals involved with the subject child(ren) or family and household members and significant others, where relevant to this assessment. Where professionals have contributed ensure that this is clearly identified within the main body of the assessment.

Name	Agency / Team	Telephone Number(s)	Person working with	Contributed Yes/No

Joint visit planned/undertaken with involved agency/referrer

Brief outline of any joint visit or contribution

If any of the above have not contributed to the assessment please state reason

5. ASSESSMENT DETAILS

Date of referral

Date assessment commenced

Target completion date (aim for all assessments to be completed and signed off within 15 working days unless the review below indicates otherwise)

Reason for undertaking this assessment/presenting issues

Assessment Plan and timeframe for the assessment to be carried out

This is the date a worker and supervisor/manager reviews the progress of an assessment. This review should take place within the first 8 working days of the assessment.

6. ASSESSMENT PROGRESS

Date of assessment progress review

Does this Child and Family Single Assessment require further work/time for completion?

Worker's reason for extension

If further time is required, please set a date for this assessment to be completed

Supervisor/Manager reason for further work/time for completion

All Statutory and Early Intervention Child and Family Single Assessments in Calderdale must be completed within 45 working days.

7. INFORMATION SOURCES

(To add additional rows, right click in the final row, click 'Insert', 'Insert Rows Below')

Dates(s) child/young person and family members seen/interviewed

Date	Name(s) of family members interviewed	Name(s) of child/young person seen/interviewed	Name(s) of child/young person seen alone

8. CHILD / YOUNG PERSON'S DEVELOPMENTAL NEEDS

If the assessment is being completed for more than one child/young person please ensure you consider and record the story for each child/young person that is subject to this assessment under this section, using their name as a heading.

Health

To include growth and development, physical and mental wellbeing, any other health impairments or substance misuse. Appropriate health care, adequate and nutritious diet, exercise, immunisations and developmental checks, dental and optical care. Has an SDQ been undertaken?

Education

To include any relevant plans i.e. Education Health and Care Plan (EHCP), Statement of Special Educational Needs (SEN), or any school plans; areas of a child's cognitive development, play and interaction with other children, educational provision, attendance and attainment levels.

Emotional and behavioural development

To include the child's overall development, is it age appropriate? Is the child demonstrating attachments? Does the child display any concerning emotional behaviours?

Identity/family and social relationships

To include the child's view of self and own abilities, self-image and self-esteem, having a positive sense of individuality, race, religion, age, gender, sexuality and disability. Feelings of belonging and acceptance by family, peer group and wider society, including other cultural groups. Does the parent / carer ensure the child(ren) keep in contact with important family members and significant others?

Self-care skills/social presentation

To include - Does the child have age appropriate self-care skills, appropriate supervision and support to encourage self-care skills and independence? Appropriateness of clothing for age, gender, culture and religion; cleanliness and personal hygiene.

9. PARENTAL CAPACITY

Basic care/ensuring safety

To include all the child(ren)'s basic needs regarding food, clothing, access to health / education and other services. Is the child(ren) adequately protected from significant harm or danger?

Emotional warmth/stimulation

To include ensuring the child's requirements for secure, stable and affectionate relationships, with appropriate sensitivity and responsiveness to the child's needs.

Guidance and boundaries/stability

To include – How does the parent / carer provide consistent parenting? Are there any challenging / difficult behaviours of the child(ren), and how are these managed? Is the child(ren) provided with a stable family environment? Does the child(ren) have any regular contact with another parent / significant others?

10. FAMILY AND ENVIRONMENTAL FACTORS

Family history and functioning

To include parent/carer's history, parent/carer's current and historical relationships, any drug, alcohol misuse, mental health, disability, learning disability, periods in care, known history of violence, domestic abuse, offending, anti-social behaviour.

Wider family and significant others

To include their role and importance to the child(ren) and parents, what additional support do they provide? i.e. emotional, financial, practical, respite, caring responsibilities.

Housing/employment/income

To include current housing provision, rent arrears, appropriate basic amenities of water, heating, cooking facilities, sleeping arrangements and hygiene. Employment status, benefits, debts, support accessed, impact on family member's financial capabilities.

Family’s social integration/community resources

To include – Is the child/family part of the local neighbourhood/community? Including universal services: health care, day care and schools, places of worship, transport, shops and leisure activities.

Any current involvement of Social Care and other professionals/services

To include any relevant historical information of significant events from Social Care records and other agencies. (All agencies involved will be asked to provide any significant dates and events.)

11. VIEWS OF PARTIES

Views of child/young person (include wishes and feelings)

Views of parent/carers and significant others (include wishes and feelings)

12. RISK AND STRENGTHS FACTORS

Please consider any risks, strengths and protective factors including vulnerabilities found as part of this assessment and presenting concerns.

13. ANALYSIS AND RECOMMENDATIONS

Please consider the likely outcomes for the child/young person if no action is taken and what needs to change to reduce any identified risks.

Analysis and professional judgements

Recommendations and any actions required

14. DECISIONS

Worker's name

Date

Assessment Outcome

Please indicate which tier you feel the child / family meet on the Calderdale Continuum of Need

Tier 1		Tier 2		Tier 3		Tier 4		Tier 5	
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Refer to Early Intervention Locality Panel for additional Services **(Complete referral form)**

Refer to other Agency

Return to Early Intervention Locality Panel for additional Services

Early Intervention Plan

Continue / maintain current support

Young Carers assessment required

No further action

If the assessment was not completed within timescales, please explain why

If referred to Early Intervention Services, provide the name of the Lead Professional, if known

If referred/signposted to other agency(ies), please provide details

Practice/Team Manager's Analysis/Recommendations

Practice/team manager's analysis/recommendations

Supervisor/Manager's name

Date

15. CONSULTATION FOLLOWING COMPLETION

Views of child/young person on the assessment and outcome

View of parent/carer and significant others on the assessment and outcome

View of involved agency(ies) on the assessment and outcome *(if any involved agency not contacted, please state reason)*

Date assessment shared with child/young person/parent/carer if applicable

Reason if assessment NOT shared with child/young person/parent/carer

Date copy of assessment provided to child/young person/parent/carer if applicable

Reason if copy of assessment NOT provided to child/young person/parent/carer

Date copy of assessment provided to involved agency(ies)

(To add additional rows, right click in the final row, click 'Insert', 'Insert Rows Below')

Agency involved/named worker	Date provided

Appendix D

NAME OF GROUP

DATA PROTECTION ACT

Information about individuals, whether on computer or on paper, falls within the scope of the Data Protection Act and must comply with the data protection principles. These are that personal data must be:

- Obtained and processed fairly and lawfully.
- Held only for specified purposes.
- Adequate, relevant and not excessive.
- Accurate and up to date.
- Not kept longer than necessary.
- Processed in accordance with the Act.
- Kept secure and protected.
- Not transferred out of Europe.

Information Sharing Guidance

This local guidance outlines when and how to share information with other agencies when there are safeguarding concerns.

Appendix E

Useful Numbers

The NSPCC Child Protection Helpline is a free 24-hour service that provides counselling, information and advice to anyone concerned about a child at risk of abuse. Telephone: 0808 800 5000 - Email: help@nspcc.org.uk

Specific advice about issues concerning South Asian children can be sought on the NSPCC National Child Protection Asian Helpline on 0800 096 7719. The helpline is a free multilingual service for the UK's Asian communities providing counselling, information and advice to ANYONE who is concerned about the welfare of a child, including:

- Parents, carers or relatives who need advice
- Children or young people in need of help and advice
- Education, health and social welfare professionals seeking culturally sensitive advice and information

Telephone Numbers

- Police - Non emergency 101 / Safeguarding 01422 337180
- Emergency Duty Team (EDT) – 01422 288000
- Local Authority Designated Officer (LADO) – 01422 394086
- **MAST** - for Statutory Social Care referral - Tel: **01422 393336**

Email: MAST@calderdale.gcsx.gov.uk

Email: eis.halifaxcentral@calderdale.gov.uk

For safeguarding information visit:

<http://www.calderdalescb.org.uk/>

www.safenetwork.org.uk – specific support for the voluntary sector