## **Quick Referral Flowchart**

Professional has concerns about a child's welfare

If the child is suffering from a serious injury, medical attention must be sought immediately from Accident and Emergency (A&E).

If concern is of a child suffering or likely to suffer significant harm, go straight to referral.

If there are concerns that a child may be a potential victim of modern slavery or human trafficking then a referral should be made to the National Referral Mechanism, as soon as possible.

Professional discusses with manager and/or agency's designated/ named safeguarding/ child protection advisor. Working Together to Safeguard Children provides that professionals **do not need consent** to share personal information. It is one way to comply with the data protection legislation but not the only way. The GDPR provides a number of bases for sharing personal information.

Referrals should be made to the safeguarding MASH/Front Door For Families/SPOA where the child is living or is found. In urgent situations outside office hours, the referral should be made to the relevant Emergency Duty Service/Out of Hours Team (see Local Contact Details).

If the child is known to have an allocated social worker, referrals should be made to them or in their absence the manager or a duty officer in the relevant social work

All referrals must be followed up in writing within 24 hours.

LA social worker/manager acknowledge receipt of referral and decide next course of action within one working day

If there is no acknowledgement by Children's Services of the referral within a **further 24 hours**, the professional should contact Children's Services

Screening Process takes place – see Action on receipt of a referral

Outcome - A manager must sign and approve the outcomes of the referral and ensure a chronology has been commenced and / or updated.

Emergency
action to
protect a
child see Immedi
ate
Protective
Action

A Strategy Discussion

Where there are concerns identified about any adults at risk of harm or abuse, a referral should be made to Adult Social Care under the Safeguarding Adult Procedures

A Child and Family Assessment Referral for services under the Early Help Plan procedures No further action, provision of information and advice or signposting to

Feedback should be provided to family and referrers about the outcome of this stage of the referral.

Where a referrer is dissatisfied with the outcome of the referral, consideration to further action identified in Resolution of Professional Disagreements Procedure should be considered.