

# Child Protection Process



## Professional has concerns

If a Professional has a concern about the well being of a child (or unborn baby), then follow the General Procedures provided.



## Consultation with supervisor

Professional discusses concerns with supervisor or Designated Safeguarding Lead to decide next steps



## Discussion with parents

Professional discusses concerns with parents/carers of the child and explains what steps they will take next (if this does not put the child at further risk or affect a police investigation)



## Children and Families Helpdesk

Where there are urgent concerns, professional contacts the Children and Families Helpdesk on 01452 426565.



## Seeking advice from Children's Social Care

Professional can contact their local R&A Team to discuss concerns in principle with a social worker or social work manager and receive advice about whether a referral is appropriate or whether there are alternative ways of addressing their concerns.



## Making a Request for Service to Children's Social Care

Unless there are urgent concerns, professional completes a Multi Agency Service Request Form. This is passed on to a social work team and the caller will be contacted by a social worker within 24 hours (unless there are immediate risks in which case the professional will put through to a social work team straight away). The social work team will discuss whether the referral is appropriate and what action can/will be taken.

# Referrals to Social Care



**Professional has made a referral to social care**



**Confirm in writing**

If a MARF was not completed at the time of the initial contact, then the referral must be followed up in writing within 48 hours

Childrenshelpdesk-gcsx@gloucestershire.gcsx.gov.uk  
Children & Families Help Desk, Block 4, 5<sup>th</sup> Floor, Shire Hall, Glos.  
GL1 2TG



**Assessment**

If accepted the referral will lead to an Assessment being commenced to determine whether there is suspected actual harm or likely significant harm.



**Strategy Discussion**

The Strategy Discussion is convened by the appropriate Referral and Assessment team where there is suspected actual harm or likely significant harm (within 10 days of referral).



**Section 17**

**Child in need of services**

Section 17 services are required when there are health or development concerns. These are determined through an assessment of need and are appropriate when the child is judged not to be at risk of significant harm or any previous concerns have been resolved.



**Section 47**

**Child in need of protection**

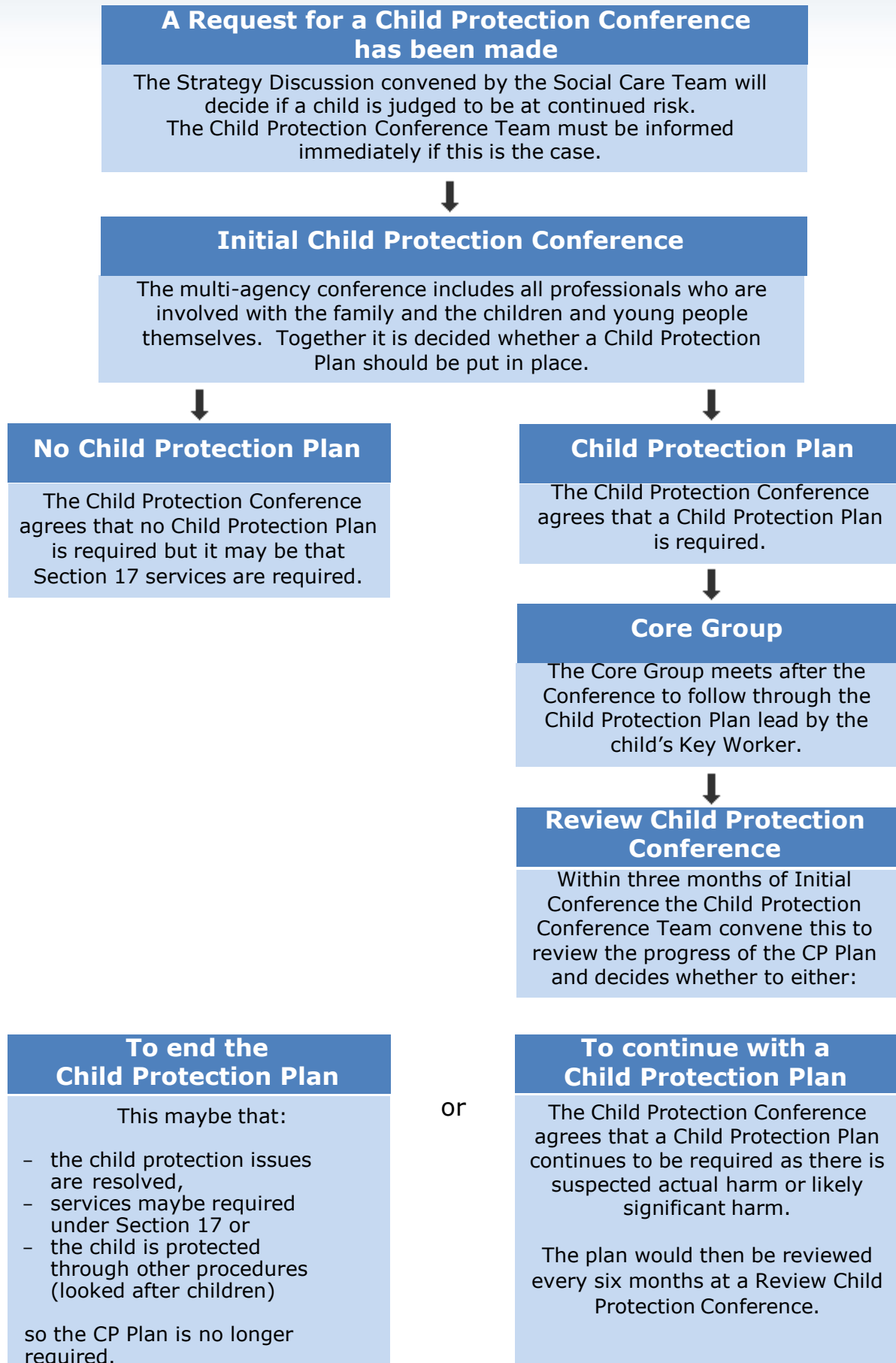
A Section 47 enquiry is required because it is judged there is suspected actual harm or likely significant harm to the child - the case is then passed onto the Children and Families Team. An assessment is carried out and it may be decided that Child Protection Conference is required, which should then be held within 15 working days.



**Outcome of Assessment**

The Assessment may confirm child protection concerns in which case a Child Protection Conference should be held within 15 working days of the last strategy discussion.  
(It may also determine that services are required under Section 17).

# Child Protection Conference Process



# Allegations Management



## Concern about a member of staff or a volunteer working with children

If a professional receives an allegation or has a concern about the behaviour of a member of staff working or volunteering with children and that concern could amount to:

- a. a member of staff or volunteer has behaved in a way that has harmed a child, or may have harmed a child, or
- b. possibly committed a criminal offence against or related to a child, or
- c. behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

Then that professional should:



## Report their concerns

Report the concern to the most senior person not implicated in the allegation.



## Completion of written record

Complete a written record of the nature and circumstances surrounding the concern, including any previous concerns help. Include where the concern came from and brief details only.



## Seek advice before proceeding – Initial Discussion

Always contact the Local Authority Designated Officer (LADO) for advice prior to investigating the allegation. This is because it might meet the criminal threshold and so your investigation could interfere with a Police or Social Care investigation.

**Local Authority Designated Officer (LADO) – Tel: 01452 426994**

The LADO will offer advice on any immediate action required and will assist with employment and safeguarding issues.



## Allegations Management Process

If, after your Initial Discussion with the LADO, it is agreed that the allegation meets the criteria, a multi-agency meeting will be convened and you will be invited. This might result in a criminal investigation, a Social Care investigation and/or an investigation to inform whether disciplinary action is required.

If it is agreed that the allegation does not meet the criteria, the LADO will record the Initial Discussion and send it to you for your records. Any further action will be taken within your setting if necessary.



## Further action

Further meetings might be required and these will be convened by the LADO, with your input at all times. Further information on the Allegations Management process can be found in the Government Document: Working Together to Safeguard Children 2015 and the South West Procedures.

<http://www.online-procedures.co.uk/swcpp/procedures/allegations-against-staff/allegation-suspicion-arisen/lado-informed/>