

Appendix I: Making a Referral

Essential information to include when making a referral:

- full names and dates of birth for the child and other members of the family
- child's address and phone number
- address and daytime phone numbers for the parents and, or carers, including mobile
- whereabouts of the child (and siblings)
- child and family's ethnic origin
- child and family's main language
- known information about parents and, or carers issues with substance abuse, mental health concerns, or criminal history.
- special needs of the child, including need for an accredited interpreter, accredited sign language interpreter or other language support
- detailed description and timeline of the specific concerns regarding the child's welfare, including any observed behaviours, incidents, or allegations of abuse or neglect.
- details of any previous interventions or support provided to the family, including who was involved and the outcomes and any on-going support.
- clear indication of the family's knowledge of the referral and whether they have consented to the sharing of confidential information
- details of the person making the referral - Name, professional role, contact details, relationship with the child.
- Supporting evidence: Early Help assessment, TAF minutes or any other relevant information.

Other information that may be required:

- addresses of wider family members
- previous addresses of the family
- schools and nurseries attended by the child and others in the household
- name, address & phone number of GP, Midwife, Health Visitor, School Nurse
- hospital ward, consultant, named nurse and dates of admission and discharge
- details of other children who may be in contact with the alleged abuser
- details of other practitioners involved with the family
- child's legal status and anyone not already mentioned who has parental responsibility
- any other information that is likely to impact on the undertaking of an assessment or [Section 47 Enquiry](#)
- any other information that may put a worker at risk e.g.- dogs, weapons

Where there is a difference of professional opinion around the referral and, or any steps taken by the local authority children's social care service (Starting Point), we, and or I, will escalate our concerns including into the local authority children's social care service (Starting Point), asking to speak to the local authority children's social care service (Starting Point) manager.

We, and or, I know we can refer to:

- [Safeguarding Forms and Assessments](#)
- [Making a Referral to Social Care](#)