

Telephone Numbers

Social Care Contact Numbers

Children's Assessment Team (Children under 16) 0161 770 3790/3791

Children 16 and over 0161 770 6599

Children with Disabilities 0161 627 1749

All other contact outside of works hours 0161 770 6936

Police Contact Numbers

Child Protection 0161 856 8962

Partnership Team for Child Exploitation 0161 856 8962

Domestic Violence Unit 0161 856 8961

Uniformed Police (24 hours) 0161 872 5050

Work hours 9am - 5pm

OLDHAM

Local Safeguarding Children Board

Quick Guide

Making a Child Protection Referral

This Quick Guide has been developed to help ensure that anyone concerned about the safety and welfare of a child can easily make a referral.

This will help you to understand what you need to know and what you need to do in order to make an appropriate referral.

But if in doubt **PHONE** the Children Assessment Team or the Police.
Don't leave it to chance.

The safety and welfare of the child **must** come first.

This Quick Guide to making a Child Protection referral is intended to act as a basic reference tool. Detailed Local Safeguarding Children Board procedures are available via the Oldham LSCB website.

How does the guide work?

Questions and answers are in the blue boxes

Guidance

The RED boxes provide guidance about issues raised

Issues to consider are in the RED box

Informing Parents

Do I have to inform parents about my concerns?

You should inform parents about a referral which is about to be made about their child
Unless any of these situations apply In which case Police and Social Care will make the decision about when and how to inform parents

What if I can't see the parents to tell them?

If parents have not been told about the intention to refer. It will be necessary to discuss with Social Care or the Police, when making the referral, how the parents are to be informed

Guidance

It is important at the outset to be as open and honest as possible with parents about the concerns, the possible need of a referral to Children's Assessment Team or the Police and the accompanying Child Protection Check that needs to be made. However an inability to inform parents should not prevent a referral being made.

Sexual Abuse is suspected
Organised or Multiple Abuse is suspected
Factitious Illness by proxy, fabricated or induced illness is suspected

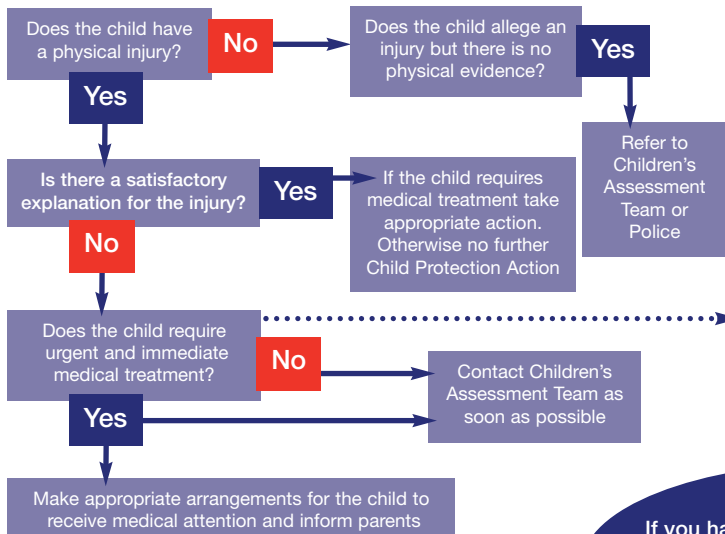
Contacting the parents would place the child, yourself or others at risk

Make a written record of your observations and actions

If you have any doubts or need to seek further clarification you should contact Children's Assessment Team immediately

Physical Abuse

Guidance



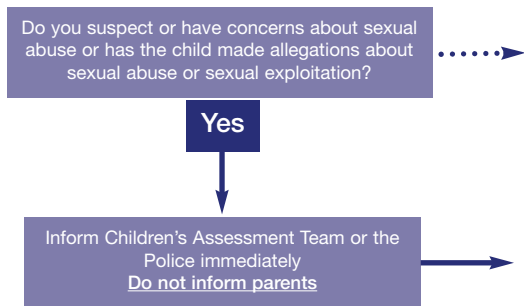
"Urgent & Immediate"
=
Serious or Life threatening Injuries

If you have any doubts or need to seek further clarification you should contact Children's Assessment Team immediately

Make a written record of your observations and actions

Sexual Abuse or Sexual Exploitation

Guidance



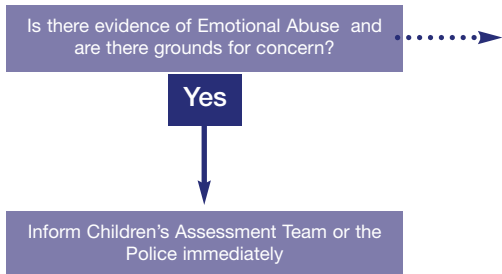
You may suspect this because you have observed behaviour such as; Sexual knowledge which is not age appropriate, Sexualised or provocative' behaviour, hinting at sexual activity through words, play, drawings etc. Or a young person is receiving gifts from older boyfriend/girlfriend/friend which could indicate sexual exploitation.

Children's Assessment Team and/or The Police will decide when it is appropriate to inform parents when:
Sexual Abuse is suspected **Organised** or **multiple abuse** is suspected. This involves either numbers of abusers acting together to abuse, or recruit for abuse, one or more children; or one person abusing, or recruiting for abuse, a number of children across a number of families, within institutions or within the wider community.

If you have any doubts or need to seek further clarification you should contact Children's Assessment Team or Partnership Team for Child Exploitation

Make a written record of your observations and actions

Emotional Abuse



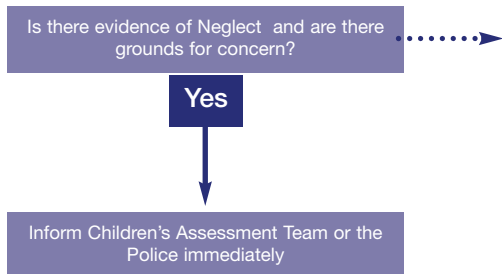
Make a written record of your observations and actions

If you have any doubts or need to seek further clarification you should contact Children's Assessment Team immediately

Guidance

Emotional Abuse occurs when a child's basic need for love, security, praise and recognition go unmet either through deliberate negative actions by parents/carers or by a failure to act positively. 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 involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Neglect



Make a written record of your observations and actions

If you have any doubts or need to seek further clarification you should contact Children's Assessment Team immediately

Guidance

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 or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care and treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Making a Referral

Who should I make the referral to?

You should telephone the Children's Assessment Team

Following your referral an Initial Assessment may be made by Children's Assessment Team who will then make decisions about subsequent action

What should I do next?

Having made the referral by telephone you **MUST** follow up with a written referral within 48 hours. Children's Assessment Team will tell you what they are doing about the referral

Make a written record of your observations and actions

Guidance

- Emergency Duty Team (out-of-hours) 0161 770 6936
- Police 0161 872 5050
- Children's Assessment Team 0161 770 3791
- Children 16 and over 0161 770 6599
- Children with Disabilities 0161 770 1749
- All other contact outside work hours **0161 770 6936**

- Written referrals are required from professionals. Referrals from professionals cannot be made on an anonymous basis.
- Written referrals from members of the public are welcomed and will, if required, be kept anonymous. Visit Oldham LSCB website for referral form.

If you have any doubts or need to seek further clarification you should contact Children's Assessment Team immediately

Making the referral

What information will I be expected to provide?

Obviously, the more factual information you can provide the more speedily and efficiently Children's Assessment Team or the police will be able to deal with the referral

Regardless of whether you have this information or not you **MUST** make a referral if you have concerns for a child

Make a written record of your observations and actions

Guidance

Listed below is the data that Social Care and the Police need to help them do their work. It would be helpful if you could give as much information as you have when making a referral.

- Full names and dates of birth of the child, carers and any other family members
- Child's full address and telephone number
- Daytime address and contact telephone numbers for parents/carers
- Ethnic origin, religion and cultural background
- Reason for the referral, including description of any injuries observed, details of allegations made, discussions with the child or others, details of any witnesses. Including any relevant dates/times/places of alleged incidents
- Action taken and people contacted since concern arose
- Any immediate or impending danger to the child
- Previous concerns and any relevant background information
- Based on your knowledge of the child and family, you may well have an opinion about how the family are likely to react to the referral and any subsequent Child protection Enquiries,
- including any factors which may place the child or others at further risk. (e.g. where there is domestic violence)

If you have any doubts or need to seek further clarification you should contact Children's Assessment Team immediately

