

What to do if you have concerns regarding a child

- 1 Discuss the situation with your manager and/or other senior staff as appropriate. This would include the designated child protection officer in the workplace setting. There may be two outcomes from this:
 - a. There are no longer any concerns – no further action, although the workplace setting may need to refer to other services to ensure that appropriate services are provided.
 - b. There are still concerns.

- 2 Practitioner refers the case to social services. This is followed up within 48 hours with a written report. The report is acknowledged as a referral and a decision will be made within one working day of next course of action. Feedback is given to practitioner on course of action taken. There may be two outcomes from this:
 - a. No further social services involvement at this stage. Other action, such as onward referral for additional services, may be necessary.
 - b. Initial assessment is required.

- 3 Initial assessment is completed within seven working days from referral to social services. Feedback is given to practitioner on course of action taken. There may be two outcomes from this:
 - a. No further social services involvement at this stage. Other action, such as onward referral for additional services, may be necessary.
 - b. The child is in need. This then works its way through a number of actions.

- 4 If there are concerns regarding the child's immediate safety, a decision will be made by social services. This may include emergency action to safeguard the child.