Making A Child Protection Referral

September 2026

Practitioner has concerns about a child's welfare.

Practitioner immediately informs the designated safeguarding lead (DSL) (.....**Jackie Morgan**..) or deputy DSL in their absence. Practitioner completes the incident record and gives it to the designated safeguarding lead. Follow the settings procedures on Sharing Information.

If concern is of a child suffering significant harm, go straight to making a referral.

DSL starts a chronology or enters key information if one is already in place. Any concerns and your intention to refer to CSCT should be discussed with parents unless doing so would place the child at further risk of harm. Refer to ISCP Threshold document and procedures to support consideration or seek advice from CSCT.

Designated safeguarding lead contacts children's service contact team (CSCT) within one working day.
Tel: **020 7527 7400 (all hours).**
or if the child meets the criteria for the Disabled Children's Team call 0207 527 3366. After 5pm, during the week, at weekends or during public holidays call the Emergency Duty Team on 0207 226 0992.
If the child lives outside the borough details of the relevant website of that borough for relevant contact details
Can be found here
https://www.gov.uk/report-child-abuse-to-local-council

No longer have a Child Protection concern?
Discuss with the DSL or person in charge whether **Targeted Early Help** is appropriate, if so, offer to parents and if appropriate, complete a request for service form with parent's consent.
Request for Service Form

Update the concerns tracking form with decision/outcome. This must be kept confidential and placed in the child's secure individual file.

Follow the referral up in writing within 24 hours as required by CSCT
Request for Service Form
Email to Children's Social Care Team

CSCT will decide what course of action to follow and inform the referrer.
If you are unhappy with the response, please follow ISCP Escalation policy and procedures.

Monitor: be clear about: What you are monitoring e.g. behaviour trends, appearance, attendance etc, how long you will monitor for, how you will record and what information needs to be shared and with whom? Maintain chronology and keep records as required.
Review and **Re-refer** (if necessary)