

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, 5th 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



A Request for a Child Protection Conference has been made

The Strategy Discussion convened by the Social Care Team will decide if a child is judged to be at continued risk. The Child Protection Conference Team must be informed immediately if this is the case.



Initial Child Protection Conference

The multi-agency conference includes all professionals who are involved with the family and the children and young people themselves. Together it is decided whether a Child Protection Plan should be put in place.



No Child Protection Plan

The Child Protection Conference agrees that no Child Protection Plan is required but it may be that Section 17 services are required.



Child Protection Plan

The Child Protection Conference agrees that a Child Protection Plan is required.



Core Group

The Core Group meets after the Conference to follow through the Child Protection Plan lead by the child's Key Worker.



Review Child Protection Conference

Within three months of Initial Conference the Child Protection Conference Team convene this to review the progress of the CP Plan and decides whether to either:

To end the Child Protection Plan

This maybe that:

- the child protection issues are resolved,
- services maybe required under Section 17 or
- the child is protected through other procedures (looked after children)

so the CP Plan is no longer required.

or

To continue with a Child Protection Plan

The Child Protection Conference agrees that a Child Protection Plan continues to be required as there is suspected actual harm or likely significant harm.

The plan would then be reviewed every six months at a Review Child Protection Conference.

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/>