

## Making a referral to Children's Services – Family Support and Social Care

### Basic Details

- Complete full and accurate information about all significant household members
- Distinguish between facts and opinion – and whose opinion it is
- Include information about what has already been done
- Be clear about what conversations have taken place and clarify the expectations of the referrer and of family members
- Accurately record the views of the child/young person in their words
- Indicate what your referral is asking for – threshold guidance will help

### Early Help

For children at Level 3 of the [Thresholds Guidance](#) with complex needs that can only be met by a co-ordinated multi-agency plan and this requires structure and leadership

- Have you used the early help guidance and procedures?
- Attach your early help assessment and plan
- Identify the areas for which you require support in the referral form
- The family will need to agree to being involved in this process

### Section 17 Child in Need

For children at Level 4 of the [Thresholds Guidance](#) who have complex needs and require a statutory intervention

- Attach the early help assessment and plan, or EHCP, or other multi-agency assessment and plan that identifies the needs
- Provide information about what has already been done to address the identified needs
- Set out your evidence for a Level 4 intervention attaching and risk assessments or screening tools used to inform your professional judgement
- The family will need to agree to being involved in this process

### Section 47 Child Protection

For children who are suffering or likely to suffer significant harm through 'ill treatment or impairment of health or development'

- Include in the referral:
  - What is noteworthy
  - Comparison to a similar child
  - Any disabilities
  - Nature of the harm
  - Severity of the harm
  - Duration of the harm
  - Frequency of the harm
  - Impact on the child
  - Any threat, coercion, sadism or unusual elements
  - Parental capacity
  - Family and environmental factors
  - Care given or likely to be given
- Attach any risk assessments or screening tools used to inform your professional judgement
- If the threshold for significant harm is met the family's agreement is not needed but do consider whether they should be informed and record your decision with your reasons

### Outcome Feedback

- Feedback should be provided to the referrer on the decisions taken
- This should include the reasons why a case may not meet the threshold for the reasons referred for and should include suggestions for other sources of more suitable support
- Always follow up your referral if you have not been contacted
- If you are dissatisfied with the response ensure you raise this and, if still dissatisfied, use the [LSCP Dispute Resolution/Escalation Policy](#)