

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](#)