

If you are worried about a child, the concern **must be:**

- Discussed **verbally** with the Designated Safeguarding Lead/Deputy (DSL/D) immediately
- Written down, given (or sent securely) to the DSL/D & kept in the pupil's safeguarding file

The DSL/D will then check the information about the pupil in your setting & with involved agencies.

These checks **must not** delay referral of a pupil who is **suffering/likely to suffer significant harm**.

In all safeguarding situations the setting **must** use a professional interpreter (not a family member) who understands safeguarding issues if the family do not speak/understand English well.

Early help:

Informed parental consent is required to complete and share any early help assessment for a child and their family.

If the child & family need early help from one other agency, the DSL/D can complete an: [Early Help Assessment \(EHA\) part 1](#).

If there are multipleneeds or if the early help has not had a positive outcome the DSL/D can complete an [Family Common Assessment \(FCAF\)](#) (or MyPlan or Education, Health & Care Plan) with the parents, carers & any practitioners who are already involved.

The DSL/D can organise a [Team around the Family \(TAF\)](#) Meeting with family and practitioners to discuss & organise the support needed.

The EHA1 & FCAF can be sent **securely** to MAST to discuss at a [Early Help Gateway Meeting](#) or Complex Case Panel to coordinate support.

Child protection concerns:

The DSL/D will refer a child that is 'suffering or likely to suffer significant harm' **immediately:**

- to the allocated social worker or their manager
- to the [Sheffield Safeguarding Hub, tel. 2734855](#)
If there is no allocated social worker

Consent is **not** required for referrals of significant harm, but you should inform parents if safe to do so.

The Sheffield Safeguarding Hub:

- will collect information from involved agencies and decide what further action is required
- does not take calls 'for information only' - record such information on your child protection file

DSL/Ds **must** follow up their referral in writing on a [Multi-Agency Confirmation Form \(MACF\)](#) within 24 hours, and send via the [AnyComms](#) system

The Hub **must** acknowledge receipt of the MACF within 72 hours and feedback on the outcome.

If you have not heard the outcome from the Hub within 72 hours, always follow it up.

Referral checklist:

- Have all of the child's education & safeguarding information with you
- Call from a place where you will not be interrupted or overheard inappropriately

Describe the incident or the concern and provide information about:

The child/young person:

- Name, address, date of birth
- Presentation, hygiene, home environment
- Academic ability and achievement
- Attendance, punctuality, how long on roll
- Behaviour, response to rules & boundaries
- Relationships, bullying, discrimination
- Child/young person's view about their home life
- Health issues, learning difficulties/needs

The family:

- Who has parental responsibility for the pupil?
- Who do they live with?
- If anyone involved has any special needs
- Who accompanies the pupil to school events?
- Other significant friends or relatives
- Parenting concerns such as domestic abuse, mental health, substance misuse
- Care, safety, guidance, protection, emotional support
- Family history, functioning
- Environmental issues, housing, finance, unemployment, social & community integration

Previous support:

- What support are you currently offering?
- Have you tried other support and did it work?
- Other services involved with the child/family
- Previous education settings attended
- Previous/current assessments

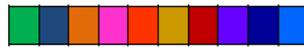
The processes in Sheffield for referring a child and family for all levels of support are described fully in the **Thresholds of Need Guidance** at:

www.safeguardingsheffieldchildren.org/sscb

Contact details for Sheffield Children's Social Care are here: [Safeguarding Sheffield children website](#).

If necessary, anyone can refer a child to the Sheffield Safeguarding Hub, tel. 2734855

For the full Sheffield Children Safeguarding Partnership (SCSP) guidance, go to: [Making a Referral following the Identification of Child Safety and Welfare Concerns](#)



Safeguarding concerns - flow chart for education settings

