

Making a referral

All referrals to the statutory Authorities or Police should be made within two working days by the lead safeguarding responder. The referral should be made to the local child safeguarding referral point in the local children and young people's social care service. The contact details can be found on the local authority website and there will be a specific telephone number if the referral is urgent. If referral by telephone is possible and carried out it is advisable to clarify what the next steps will be. The website will provide guidance on how to make the referral, the MS Society policy states that the referral should be made on the telephone in the first instance and followed up in writing.

In cases where it is required that an online safeguarding referral form is completed it is advisable to try to retain a copy.

If your team or branch is regularly involved in working with children, you should request and follow your local social services Child protection procedures.

When a referral is made as much of the following information that is available should be provided:

- Personal details of the child person
 - name
 - date of birth
 - address
 - gender
 - ethnicity
 - faith
- As much of the same information as above for anyone else that lives in the same property including their relationship to the child
- Details of any professionals involved with the child e.g. GP, School.
- Details of anything else that might help identify the child if only limited information from above is available.
- The details of what has occurred:
 - what
 - where
 - when
 - who
 - how it came to light
- Details of the alleged abuser
 - name
 - address
 - current whereabouts
 - relationship to alleged victim
- Nature of abuse and impact
- Details of any witnesses

Child protection guidance: making a referral

- Whether immediate action is needed to protect the child
- Whether other people maybe at risk
- Details of any action taken already

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