



LSCB 02

## **Safeguarding Children Policy for XXXXXXXXXXXX Faith Groups**

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Children's Safeguarding Co-ordinator

Contact Details:

Deputy Children's Safeguarding Co-ordinator

Contact Details:

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This policy and procedure was adopted on ..... and is to be reviewed on: (insert date one year from adoption of policy)

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## 1. Introduction

This policy is based on guidance approved by the Redbridge Local Safeguarding Children Board.

If anyone has any queries relating to this document or safeguarding in general please contact the Children's Safeguarding Co-ordinator.

Help and advice can be obtained from Redbridge Children's Services.

***To put in a description of their organisation.***

## 2. Child Protection Policy Statement

Everyone shares responsibility for safeguarding children.

The aims of this policy are:

- To develop effective working relationships with other agencies involved in safeguarding children including Redbridge Children Services.
- To acknowledge the need for good communication between all parties in relation to safeguarding children and young people.
- To ensure that all those 16+ working with children and young people have been checked as to their suitability.

The definition of a child for the purpose of this document is anyone under the age of 18.

This policy shows a commitment to protecting and safeguarding children against potential harm or actual harm. This organisation will not tolerate any form of child abuse.

Our Child Protection Procedures and Policy will be regularly reviewed and up-dated in line with guidance from the Local Safeguarding Children Board and advice from our *governing faith body*.

Parents/ carers will be made aware of this policy.

We will endeavour to safeguard children and young people by:

- Having a trained Children's Safeguarding Co-ordinator for the organisation. (Appropriate training should be provided through the Local Safeguarding Children Board or via a reputable organisation)
- Valuing them, listening to and respecting them;
- Checking the suitability of those working with children and young people.
- Sharing information about concerns with the relevant agencies
- Providing effective management for staff and volunteers through supervision, support and training;

The organisation will gain appropriate information from the parent / carers on the health and well being of their child and young person prior to accessing the service.

Anyone considered unsuitable for working with children and young people will be removed from working with children and young people and be reported to the Local Authority and the Independent Safeguarding Authority

### **3. What is 'safeguarding'?**

Safeguarding and promoting the welfare of children is defined as:



- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring children are growing up in a safe environment and receiving effective care.
- Enabling children to have optimum life chances and to enter adulthood successfully


Children and young people can only effectively be safeguarded if everyone works together to promote their welfare.

Child Protection refers to the activity that is undertaken to protect specific children who are suffering, or at risk of suffering significant harm.

## 4. Types of Abuse

It can be difficult to identify if a child is being abused however it is important to be aware of what the signs are and be alert for any changes in behaviour etc.

Type of Abuse	Examples	Signs
<p><b>Emotional</b> Emotional abuse causes <b>adverse effects</b> on the child's <b>emotional development</b>. Although it may occur alone some level of emotional abuse is involved in all types of ill treatment of a child.</p> 	<ul style="list-style-type: none"> <li>• Making children feel worthless, unloved, inadequate, or valued only when they meet the needs of another person</li> <li>• Having expectations that are unrealistic for the child's age</li> <li>• Limiting the child's opportunity to explore, learn and interact.</li> <li>• Seeing or hearing the mistreatment of another (for example, domestic violence)</li> <li>• Causing children frequently to feel frightened or in danger (for example, bullying)</li> <li>• Exploitation or corruption of child</li> </ul>	<ul style="list-style-type: none"> <li>• No attachment or strange attachment between parent and child</li> <li>• Clingy, <b>attention seeking</b> behaviour or</li> <li>• <b>Low self esteem</b> / self criticism</li> <li>• Excessively <b>withdrawn</b> behaviour or fearfulness</li> <li>• <b>Anxious</b> behaviour e.g. rocking, hair twisting, self harm</li> <li>• <b>Lack of</b> appropriate <b>boundaries</b> with strangers; eager to please/ aggressive.</li> <li>• Eating disorders</li> </ul>
<p><b>Neglect</b> is the continued <b>failure to meet</b> a child's <b>physical and/or psychological needs</b>. It is likely to <b>affect</b> the child's <b>health or development</b>.</p> 	<ul style="list-style-type: none"> <li>• Inadequate food, clothing, shelter</li> <li>• Leaving the child alone</li> <li>• Failing to protect a child from physical harm or danger</li> <li>• Not supervising properly</li> <li>• Having unsuitable people take care of the child (<b>for example, older children, adults under the influence of alcohol/ drugs or</b></li> </ul>	<ul style="list-style-type: none"> <li>• They are <b>left alone</b> often or for long periods</li> <li>• Look too <b>thin, overweight, undernourished</b></li> <li>• Always hungry, steal food, over eat.</li> <li>• <b>Clothes</b> are <b>not suitable</b> for the <b>weather</b> and are often <b>dirty/ stained</b></li> <li>• Multiple/ longer term instances of</li> </ul>

<p><b>Disabled children</b> are at <b>greater risk</b> of experiencing neglect due to the level of care required.</p> <p>Children of parents where domestic violence is occurring, where parent(s) have learning difficulties, mental health issues, substance misuse problems or are socially isolated are at greater risk of neglect</p>	<p><b>strangers).</b></p> <ul style="list-style-type: none"> <li>• Not accessing medical care</li> <li>• Not meeting a child’s emotional needs</li> <li>• Not meeting a child’s developmental needs e.g. not sending the child to school</li> </ul>	<p>the above.</p>
<p><b>Physical</b> Physical abuse is the <b>deliberate physical injury</b> to a child, or the wilful or <b>neglectful failure to prevent physical injury</b> or suffering.</p> 	<ul style="list-style-type: none"> <li>• Hitting</li> <li>• Shaking</li> <li>• Throwing</li> <li>• Poisoning</li> <li>• Burning or scalding</li> <li>• Drowning</li> <li>• Suffocating</li> <li>• Confinement to a room or cot</li> <li>• Giving drugs to control behaviour</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Fearful</b> of others</li> <li>• Wear <b>inappropriate clothes to cover injuries</b></li> <li>• Cannot or does <b>not want to explain any injuries</b></li> <li>• Does <b>not want to</b> change to <b>participate</b> in games etc</li> <li>• <b>Injuries do not look</b> like they could be <b>caused by accident</b> e.g. bruising on a pre walking/ crawling baby, repeated bruising, marks with a clear shape (hand print/ cigarette burn).</li> <li>• Parent shows <b>no interest in injuries</b></li> <li>• They <b>change doctors</b> often</li> </ul>
<p><b>Sexual</b> Sexual abuse involves <b>exposing a child to sexual activities</b> or <b>forcing or enticing</b> them to <b>take part in sexual activities</b>, whether or not the child is aware of what is happening. It is committed by both men and women</p>	<ul style="list-style-type: none"> <li>• Sexual intercourse/ oral sex involving a child (under the age of 16yrs)</li> <li>• Inappropriate touching</li> <li>• Encouraging children to act in a sexually inappropriate way</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Preoccupation</b> with <b>sexual matters</b> and <b>detailed knowledge</b> of adult <b>sexual behaviour</b></li> <li>• <b>Sexual</b> age inappropriate <b>play</b></li> <li>• <b>Sexually provocative</b> with adults</li> <li>• <b>Unaccounted</b> sources of money,</li> </ul>

and 80% of offenders are known to the child or young person.



### **Grooming / predation**

Grooming is a crime. It involves building a **friendship** and **trust** with a child making them feel sexual

behaviour with an adult is acceptable. The groomer may well be known to the child or contact them by other means e.g. online chat rooms. A crime is committed even without a child being involved in a meeting with a 'groomer' (e.g. police officer has taken over the contact pretending to be the child)

- Exposing children to pornographic images or sexual activities
- Involving children in pornographic images/ material

things

- **Sleep disturbances**, phobia, nightmares
- **Inappropriate bed sharing arrangements** at home
- Genital **soresness** or **discomfort**
- Sexually transmitted infections (**STIs**)

In older children and young people:

- **Depression**
- **Drug** and **alcohol** use
- **Self harm** including **eating disorders** and **suicide attempts**
- **Pregnancy** in a child

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## Other forms of abuse

### E-Safety

Any kind of abuse that involves internet, mobile, digital or other technology should be treated the same as any other abuse. Everyone should take responsibility for ensuring that children are safe when using technology and it should not just be left to those responsible for IT.



### Forced Marriages

Forcing someone to marry without his or her consent. This should not be confused with arranged marriages between consenting adults.

### Under-age Marriages

In England, a young person cannot have a sexual relationship or legally get married until they are 16 years old.



### Female circumcision/ Female genital mutilation

This is against the law. Arranging for a child or young woman to go abroad with the intention of having her circumcised is also a crime.



### Ritualistic abuse

Some faiths believe that spirits and demons can possess people (including children) and that prayer can help. Any emotional or physical violence used as part of the above is unacceptable. This is abuse even if the intention was to help the child



### Physical chastisement

Even if common practice in some cultures/ countries any discipline that fits with the examples of child abuse mentioned is considered abuse and may well be unlawful in the UK.



## 5. Role of Children's Safeguarding Co-ordinator

The Children's Safeguarding Co-ordinator will:

- Act as an advocate for children and young people
- Keep up to date with child protection issues
- Act on any reports of concern from the community
- Report any issues of concern to the appropriate authority e.g. police, local authority
- Keep accurate records of any child protection related interviews and referrals made
- Have responsibility for this policy and ensure that those working with children and young people are aware of the policies and procedures in relation to safeguarding of children and young people.
- Make sure that in any code of conduct etc that failure by a member of staff or volunteer to report an allegation will be taken seriously and is a disciplinary matter

## 6. What to do if you think a child is being abused?

If the child:



Requires **immediate medical attention** call an ambulance (dial 999) or take the child to the nearest Accident and Emergency Department.



Is in **immediate danger** call the police (dial 999) as only the police can remove a child if immediate protection is needed.

If the above are not appropriate you must contact Children's Safeguarding Co-ordinator as soon as possible who will investigate and make a referral to Children's Services (**Referral form also has contact details for Havering and Waltham Forest**).

The Children's Safeguarding Co-ordinator may consult other staff and agencies as appropriate during the information gathering process and should be encouraged to seek advice at any time from the following: -

- Child Protection & Assessment Team Manager 020-8708-3885
- Local Authority Designated Officer (LADO) - Redbridge Children's Services  
Tel: 020-8708-5350 or 07903 211521

- Assistant Director Safeguarding Children (Designated Officer for Health) Tel: 020-8926-5094
- Nominated Detective Sergeant (Designated Officer for the Police) Tel: 020-8345-3693 (Referral Desk)

NOTE: In the event of a serious or urgent concern outside of office call the **Emergency Duty Social Work Team** on **020-8553-5825**.

When making a referral to the Child Protection & Assessment Team, try to have collected the information below (even if you do not have all the information you should still make a referral):

#### Personal details

- Your name, relation to the child and contact telephone number (request contact details from the person you speak to).
- Full name, address, date of birth of the child and their siblings.
- Names, dates of birth and relationships of other household members.
- Anyone you know to be involved with the child, school, GP etc.

#### Reason for making the referral

- The nature of the concern and foundation for the concern.
- Whether you think the child needs urgent action to make them safe.
- Whether the parent/ carer is aware of the referral and has given consent to the referral being made (in some cases discussions with parents may harm any investigation so if you are unsure about whether to inform a parent seek advice).

### 7. Allegations made against leaders, staff & volunteers

Organisations that work or come into contact with children and young people need to be aware of the possibility that allegations of abuse may be made against members of their staff or volunteers. As such all staff and/or volunteers should take care not to place themselves in a vulnerable position with a child and/or young person. It is always advisable for interviews or work with **individual** children or parents to be conducted in view of other adults.

All allegations should be brought to the notice of the Children's Safeguarding Co-ordinator immediately. In cases where the allegation is made against this person, the complainant should approach a more senior person (Add name or position of person).

#### Supporting the child/ young person

- Do not make assumptions about whether the allegation is true.
- Make sure that the child in question is safe and away from the person alleged to have abused a child.

## Reporting the allegation

- The member of staff, a volunteer or a member of the community receiving the allegation will immediately inform the Children's Safeguarding Co-ordinator.
- The Children's Safeguarding Co-ordinator will immediately discuss the content of the allegation with the Local Authority Designated Officer (LADO).

## Dealing with the person who has had allegations made against them

- The organisation will follow the local authority safeguarding procedures for managing allegations.
- In some cases it may be appropriate for the organisation to decide to suspend a member of staff/volunteer whilst an allegation is investigated. This does not imply a finding of fault on the part of any person. The decision to suspend will be taken after consultation with the individual concerned and in accordance with the organisation's disciplinary policy.
- They should also be prevented from contacting people within the organisation other than the nominated support/contact person.
- The disciplinary investigation should continue as far as possible even if the alleged abuser leaves the organisation.
- If they are found to have committed any abuse advice or decisions made by Children's Services or the Police will be acted on. and that person will no longer be permitted to work with children and young people
- Review practices and put in place any additional measures identified which may prevent a similar thing happening again.

## Support

Careful thought should be given when deciding who would be best placed to support the person facing the allegation. The person nominated should be able to provide information on support, such as counselling or legal services.

## 8. Use of premises by other organisations













In the event that a room or rooms on the premises are used by other organisations, the letting agreement should ensure that the hiring organisations are aware of the need to safeguard children and have been provided with this document

## APPENDICES

### 1. What to do if a child talks to you about abuse?

In the event that a child makes an allegation or disclosure of abuse about an adult or another child or young person, or if you suspect or witness abuse or neglect, it is important that when speaking to the child you should:

	<b>Listen to them</b> and/or closely <b>observe</b> their presentation and behaviour.
	<b>Let them take their time</b> and know that you take what they are saying seriously.
	<b>Do not attempt to question or interview them</b> yourself; this will be done by social services or the police.
	Ensure that you <b>communicate in a way that is accessible</b> to that child taking into account their age, any disability etc.
	Let them know that you will <b>need to tell someone else</b> in order to help them.
	<b>Do not promise to keep</b> what they tell you <b>secret</b> .
	Make a <b>written record</b> of the incident or events.
	<b>Do not take any images</b> of the child's injuries etc. This can only be done by authorised people and with parental consent.
	<b>Explain what will happen next</b> and reassure them they did the right thing telling you.
	<b>Inform the Children's Safeguarding Co-ordinator</b> as soon as possible.



Sometimes you may just feel **concerned about a child** but don't know whether to share your concerns or not. In this situation you should **always raise your concerns with the Children's Safeguarding Co-ordinator** who will help you to decide what to do.



We recognise that staff and/or volunteers working in an organisation who have become involved with a child who has suffered harm, or appears to be likely to suffer harm, may find the situation stressful and upsetting.

We will **support** such **staff** by providing an opportunity to talk through their anxieties with an appropriate person to seek further support.

All those working with children will be provided with information on this issue from the **Children's Safeguarding Co-ordinator** and be informed of relevant **training**.








## 2. What should the Children's Safeguarding Co-ordinator do when working with statutory agencies?

If Children's Services intend taking the matter further the Children's Safeguarding Co-ordinator will need to:







- Provide any support (as deemed appropriate by social services and police) to the child and young people during and after any investigations.
- Attend any subsequent child protection review conferences as advised by statutory agencies.
- Work closely with all professionals involved to ensure the child's safety.
- Attend any meetings required to provide their information e.g. child protection conferences. It is therefore important that you keep records of your concerns.
- Attend any subsequent child protection review conferences.
- Inform staff about child protection cases on a "need to know" basis and as advised by statutory agencies.

### 3. Safer recruitment

It is important that as far as possible only those considered suitable to work with children and young people are doing so. In order to do this the following steps will be taken:

	<p>All staff who will be working directly with children and young people should complete an <b>application form</b> which asks for details of any previous employment and for the names of two referees.</p>
	<p>All those who will be working regularly with children and young people should have a new enhanced <b>Criminal Records Bureau (CRB) disclosure</b> before they start. Anyone who refuses should not be working with children <a href="http://www.crb.homeoffice.gov.uk">www.crb.homeoffice.gov.uk</a></p>
	<p>All those who will be working directly with children and young people should be asked about previous experience of working in an environment with children and perceptions of acceptable behaviour.</p>
	<p>Nobody should start work before <b>references</b> have been received. Referees should be reminded that references should not misrepresent the candidate or omit to say things that might be relevant to their employment.</p>
	<p>All appointments to work with children should be subject to an agreed <b>probationary period</b>.</p>
	<p>Those working with children and young people should be clear about their responsibilities and wherever possible, work to an agreed <b>job description</b>.</p>
	<p><b>Independent Safeguarding Authority</b>, registration system is currently under review. Please check their website regularly for further information and update this section as appropriate. <a href="http://www.isa-gov.org.uk">www.isa-gov.org.uk</a> .</p>

#### 4. Good practice

	<p>The name of the Children’s safeguarding Co-ordinator and a copy of this policy will be displayed and made known to key people (including parents and carers) so they are aware of who to talk to if they have concerns.</p>
	<p>We want to create an environment where children and young people know any form of abuse is wrong. This organisation does not allow or condone bullying, and all staff and volunteers are encouraged to challenge any bullying. The conduct by anyone working with a child that might amount to bullying will be treated as if it were an allegation of abuse perpetrated by that person.</p>
	<p>All discriminatory related incidents must be reported to the Children’s Safeguarding Co-ordinator who is responsible for keeping a record. Where an adult’s behaviour towards a child/ young person is discriminatory it can amount to a child protection concern, particularly if the conduct is repeated and/or serious and appropriate actions will be taken.</p>
	<p>All those supervising children and young people should consider the health and safety policy of the organisation.</p>
	<p>Where possible there should be at least two adults present with a group of children – it is vital that the ratio of adult to child is adequate to ensure safety.</p>
	<p>Parents should be advised that unless supervised by an appropriate person (checks have been made concerning their suitability to work with children) young children should be accompanied.</p> <p>Regular attendees should be alert to strangers frequently waiting outside a venue with no apparent purpose. Children should not be collected by people other than their parents unless notification has been received.</p>

## **5. Quick contacts**

London Borough of Redbridge

Child Protection & Assessment: 020 8708 3885

Local Authority Designated Officer (LADO) 020 8708 5350

Emergency Duty Team: 020 8553 5825

Police contact (Redbridge): 020 8345 3693

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## 6. Multi Agency Referral Form



Fax to: 020 8227 3951  
 Post: Assessment Team  
 127 Ripple Rd Barking  
 Essex, IG11 7PB  
 Ph: 020 8227 3852

Fax to: 01708 433375  
 Post: Duty & Referral Team  
 16 Marks Rd Romford Essex  
 Ph: 01708 433222

Fax to: 020 8708 5352  
 Post: Rebridge Direct  
 497-499 Ley St Ilford  
 Essex IG2 7QX  
 Ph: 020 8554 5000  
 Email:  
 CPAT.Referrals@redbridge.gov.uk

# MULTI - AGENCY REFERRAL FORM

This form to be used by all agencies referring a child/children to social services for assessment as a child in need, including in need of protection.

**All urgent referrals should be initiated by phone/fax and followed up in writing within 24 hours, by completion of as much of this form as possible (Please PRINT clearly)**

### A. CHILD/YOUNG PERSON

<b>Child/Young Person's ethnicity:</b>						
The categories below are defined by the Department of Health. In addition to helping us to consider the particular needs of the child/young person being referred, this information, when will allow better planning of the services.						
Caribbean <input type="checkbox"/>	Indian <input type="checkbox"/>	White British <input type="checkbox"/>	White and Black Caribbean <input type="checkbox"/>	Chinese <input type="checkbox"/>		
African <input type="checkbox"/>	Pakistani <input type="checkbox"/>	White Irish <input type="checkbox"/>	White and Black African <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>		
Any other Black background <input type="checkbox"/>	Any other White background <input type="checkbox"/>	Any other Asian background <input type="checkbox"/>	Any other Mixed background <input type="checkbox"/>	Not given <input type="checkbox"/>		
Any Other (please specify) <input type="checkbox"/>						
Religion:						
Family Name		Forenames				
D.O.B	M <input type="checkbox"/>	Unborn	Expected			
	F <input type="checkbox"/>	M/F	D.O.B			
Child's First Language			Is an Interpreter or Signer Required?	Y / N		
Responsible Local Authority		Child/Young Person known to be in care of another Local Authority				
Address						
Postcode		Tel.				
Current address if different from above						
Postcode		Tel.				

**B. CHILD/YOUNG PERSON'S PRINCIPAL CARERS**

FULL NAME	DOB	RELATIONSHIP TO CHILD	ETHNICITY	PARENTAL RESPONSIBILITY
				Y / N
				Y / N
				Y / N
First Language of Carers:			Is an interpreter or signer required: Y / N	

**C. OTHER HOUSEHOLD MEMBERS (\*NOTE: If a entire Family is being referred, in the first instance the Referral will be logged on the youngest sibling)**

FULL NAME	DOB	RELATIONSHIP TO CHILD/YOUNG PERSON	ETHNICITY	TICK IF ALSO REFERRED

**D. OTHER SIGNIFICANT PEOPLE IN THE CHILD/YOUNG PERSONS LIFE, INCLUDING OTHER FAMILY MEMBERS.**

FULL NAME	RELATIONSHIP TO CHILD/YOUNG PERSON	ADDRESS	TEL. NO.

REFERRALS WILL BE SHARED WITH THE FAMILY AND SHOULD NOT BE MADE WITHOUT THEIR KNOWLEDGE/AGREEMENT UNLESS THIS WOULD JEOPARDISE THE CHILD/YOUNG PERSONS SAFETY.		
	Yes/No	If No, State Reason.
The child/young person knows about the referral.		
The parent carer knows about the referral.		

**REASON FOR REFERRAL/REQUEST FOR SERVICES**

If an allegation of possible physical abuse, please give specific details of any injury including dates and explanation given.

**E. INFORMATION ON STATUTORY STATUS**

	Y/N	Please give details of name of child/young persons, dates, category. (if known)
Has or is any child in family subject to a child protection plan?		
Any child or other family member is/has been looked after by a local authority?		
Any child in the family had/has a statement of educational needs (SEN)?		
Any child in the family is/has been on the disability register?		

**F. KEY AGENCIES INVOLVED**

Insert name of professional if involved.	Tel.	Insert name of professional if involved.	Tel.
H.V		G.P	
Nursery		EWO	
School		Police	
YOT		Midwife	
Community Mental Health		Community Paediatrician	
School Nurse		Other	

**H. INFORMATION SUPPORTING THIS REFERRAL**

The purpose of this section is to assist the inter-agency assessment. Where you have no information about a particular area please write N/K. Record strengths as well as areas of need or risk so that resources can be directed appropriately.

Child/Young person's development needs and identified risk factors:

Consider health, emotional and behavioural development, education, identity, family and social relationships, social presentation and self care.

**Risk Indicators:**

Drug and/or alcohol misuse       Mental Health Issues       Domestic Violence

Other.....

Parents/Carers capacities to respond to child/young person.

Consider basic care, ensuring safety, emotional warmth, stimulation, provision of guidance and boundaries, and stability.

Issues affecting parent/carers capacity to respond appropriately to child/young person's needs.

Family and environmental factors which impact on the child.

Consider family history and functioning, the wider family, housing, employment, income, the family's social integration and the availability of community resources to provide support.

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Risks/Hazards – Please record any issues which may present a risk to others i.e. violence, aggressive dogs etc

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<b>Name of worker completing this referral. (Please Print)</b>			
<b>Position/Title</b>			
<b>Agency</b>			
<b>Address</b>			
<b>Telephone Number</b>	<b>FAX:</b>		
<b>E-mail</b>			
Signature		Date	
Signature of manager <i>*if applicable</i>		Date	

<b>Name of social worker taking referral</b>			
<b>Team</b>		<b>Date</b>	