



Safeguarding (Child Protection) Policy and Procedures (2017)

Purpose: This policy applies to all Newport City Council employees including students and any volunteers practising within or on behalf of the local authority. The policy and the subsequent procedures cited are in accordance with The Social Services and Wellbeing (Wales) Act (2014); The Children Act 2004; The Children Act 1989; “Safeguarding Children: Working together under the Children Act 2004”; “All Wales Child Protection Procedures 2008”.

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Policy Statement

Newport City Council recognises that safeguarding children is everyone's business and everyone's responsibility, therefore, regardless of an employee's service area they should be fully aware of what actions they need to follow should they identify a concern for a child or family whom they may come into contact with during their working day.

The purpose of this policy and subsequent procedures is to provide a clear and consistent approach to recognising and responding to child protection concerns by all staff employed by Newport city Council.

For the purpose of this policy the term "employees" is also intended to include students on placement within the authority and any voluntary staff members in addition to paid council employees.

Relevant Legislation

The policy and the subsequent procedures cited are in accordance with The Social Services and Wellbeing (Wales) Act 2014; The Children Act 2004; The Children Act 1989; "Safeguarding Children: Working together under the Children Act 2004"; "All Wales Child Protection Procedures 2008".

Key Principles

Those of you not working in Children and Family Services may be asking 'why do I need to know about child protection?' The answer is that while Social Services and the Police have the lead responsibilities, safeguarding children is everyone's business and everyone's responsibility, especially for all of us in the council who come into contact with children and families during our working days. No matter which service we work for.

You will all have read or heard about the inquiry into the harrowing life and death of Victoria Climbié in London. One of the main failings was of individuals and services not talking to each other, not sharing information and no—one building up a true picture of what was happening in Victoria's life.

You are not specialists in this area and you are not expected to be trained to deal with child protection, or to investigate concerns yourselves, however, you do need to be aware of the following key aspects:

- Child abuse does happen and it does happen in Newport
- You have responsibility to be alert and aware of possible concerns about children's safety and protection
- In an **emergency** situation you should contact the Police directly
- You should know who to talk to in your workplace if you have concerns for a child

- You should contact the Child Care Duty and Assessment Team based in The Civic Centre and contactable via the Contact Centre on 01633 656656 for advice or to make a referral. If out of hours (8.30am- 5pm) you should contact the Emergency Out of Hours Service on 0800 328 4432
- You do not need a parent's consent to make a child protection referral to Children and Family Services

It is always tempting not to want to get involved or to be afraid of the consequences but remember that by doing nothing, a child may continue to be abused. Your information may be a very small part of a jigsaw but fitted together with information other colleagues and agencies have, it may help to give a full picture of a child and what is happening and that may offer the chance to protect the child and provide support and services that the family needs. Remember, if you have concerns for a child it is your duty to share those concerns but it is not your responsibility to investigate those concerns for yourself.

Newport City Council (and all other areas of Wales) has adopted the [All Wales Child Protection Procedures \(2008\)](#), this document details the agreed processes which should be followed in order to safeguard and protect children. Unless your position requires you to be fully aware of all of the procedures in their entirety (ie. Children and Family Services Practitioner) you do not need to know the high level of detail within the procedures, however, you must be aware of your duties and responsibilities to respond to concerns identified for a child and that there is a clear process which should be followed to report your concerns which is detailed within this document. As an employee you have a duty to be aware of the document, know where to access the document and who you require to speak to within your service area if you have concerns about a child. There should be a copy of the All Wales Child Protection Procedures (2008) in each main workplace across the council.

Each service area has a designated responsible officer for child protection. This nominated person can be contacted for advice and assistance, however, you should not delay in making a referral in order to speak to that person if you have a concern for a child. You can always contact the Children's Duty and Assessment Team for advice and support on 01633 656656 or the Emergency Duty Team (out of office hours 8.30-5pm) on 0800 328 4432.

If you are the designated responsible officer for child protection in your service area then you should ensure that you are aware of the process of reporting concerns and your responsibility to support your staff should concerns for a child be raised.

Who is defined as a child?

In this policy a child is defined as any child/ young person who has not reached their 18th birthday. Even if the child has reached the age of 16 years, may be living independently, is in further education or a young offenders institution this does not change their status or entitlement to protection and support under the Social Services and Wellbeing (Wales) Act 2014 or the Children Act 1989.

What is abuse?

The following categories of abuse are taken from the definitions within the All Wales Child Protection Procedures (2008).

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or caregiver fabricates or induces illness in a child whom they are looking after.

Emotional Abuse

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger, for example by witnessing domestic abuse within the home or being bullied, or, the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or caregiver failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs. In addition, neglect may occur during pregnancy as a result of maternal substance misuse.

Roles and Responsibilities

If any employee has knowledge, concerns or suspicions that a child is suffering, has suffered, or is likely to be at risk of harm, it is his or her responsibility to ensure that

they share their concerns with their line manager/ designated child protection officer for their service in a timely manner.

If a child, parent, caregiver, relative or member of the public expresses concerns about a child's welfare to an employee that person must never be asked to make a self-referral to Social Services or the Police about their concerns. The employee must ensure that they receive the information from the person and make the referral to the Childcare Duty and Assessment Team.

The conduct expected of all employees is defined in the [Employee Code of Conduct](#).

What everyone needs to know:

- What sources of advice and expertise are available and who and how to contact for such advice;
- What information is recorded within this policy regarding safeguarding children and what procedure they need to follow in order to report concerns.

Designated Person for Safeguarding (Child Protection)

Each service area within Newport City Council has a designated person responsible for child protection. This may be the team manager or another person within your department, you should be notified who the designated person for child protection is at the point of induction and you should also be notified if the designated person changes.

If you are the designated person for child protection you should ensure that you are fully aware of the expectations of your role, you will be supported by receiving training in respect of child protection provided by the authority.

The role of the designated person is to:

- Receive and record information from staff, volunteers, children or parents/carers who have child protection concerns;
- Assess the information properly and carefully, clarifying or obtaining more information about the matter as appropriate;
- Consult with the Children's Duty and Assessment Team to discuss concerns and/ share information as soon as possible;
- Be responsible for submitting a timely referral to the Children's Duty Assessment Team/ Emergency Out of Hours Service and where necessary, the Police.

The Local Authority is also required to have a Designated Lead Officer for Safeguarding, in Newport City Council this is the Safeguarding Service Manager based within Children and Family Services. The Designated Lead Officer for Safeguarding can be contacted for advice and support where required.

Safeguarding Champions

Each service area has an identified Safeguarding Champion. The purpose of the

Safeguarding Champion is to be a key contact for advice and to keep “safeguarding” as an area of on-going focus within their service area, their function is NOT to respond to concerns of safeguarding. The Safeguarding Champion role is about supporting others but also understanding the limitations of the role and seeking further clarification/ support from the organisation’s designated safeguarding lead should they need advice, guidance or assistance themselves.

It is the role of the Safeguarding Champion:

- To act as a resource and a point of contact for colleagues who require support and guidance with safeguarding issues. **HOWEVER it is not the role of the Safeguarding Champion to be responsible for the submission of referrals on behalf of the service area.**
- To cascade/disseminate safeguarding information received to colleagues within their teams.
- To maintain safeguarding as a standing agenda item at team meetings.
- To support staff in identifying those in need of protection and assist in their understanding of the action they need to take.
- To maintain an awareness of the Council’s policy and procedures in relation to Safeguarding including the referral processes to be followed internally within the organisation.
- To encourage colleagues to recognise and be aware of trends and themes within their area and communicate these as appropriate to line manager and safeguarding leads.

Recognising and responding to child abuse and neglect

Child abusers may be parents; family members; professionals working with the child/ family; other adults known to the child/ family; or a stranger (remember that it is rare for a child to be abused by a “stranger” or completely unknown person to the child). The child may also be the victim of abuse perpetrated by another child or young person.

The Social Services and Wellbeing (Wales) Act 2014 recognises that children can be in need for care and support for a number of reasons and that the child/ young person and their family may be in need of support services. This legislation in combination with the Children Act (1989) also recognises that children and young people can also be in need of **protection** by statutory agencies and places a statutory duty on those agencies to make enquiries, or cause enquiries to be made where they have reasonable cause to suspect that a child who lives, or is found in their area is suffering, or is likely to suffer significant harm (section 47 (1) (b)). Unless you are an employee of Children’s Social Services where it is part of your job description/ role to be involved in a child protection enquiry it is not the role of any other council employee to attempt to investigate concerns in respect of abuse yourself, however, it is your responsibility to ensure that the concerns in respect of the alleged/ reported/ suspected abuse are shared with the appropriate statutory agencies in a timely and appropriate manner and that in emergency situations that you contact Social Services and/ or the Police immediately.

Any child or young person regardless of their age; culture; gender; ethnicity may experience abuse and therefore employees should be open and aware of this

concept, particularly in respect of children with disabilities. Research suggests that children with disabilities have increased levels of vulnerabilities and are therefore at a higher risk of abuse or neglect for a number of reasons (eg. a lack of communication skills therefore making it more difficult for the child to disclose that abuse is occurring).

When working with or coming into contact with any children and young people it is essential for employees to be alert and aware of potential risk indicators in respect of child abuse and neglect and to be clear about the processes they must follow in order to safeguard and protect children and young people.

Remember that abuse isn't always as a direct result of a singular incident of severe injury or serious event occurring, and that more frequently "significant harm" from abuse and neglect (as previously defined) tends to occur as a result of longstanding complications of events/ episodes which effect, change or damage a child's physical and psychological development.

Suspicious or concerns regarding the potential or suspected abuse of a child or young person may arise from a number of circumstances, the following triggers may be considered however, it is imperative that this list is not read as exhaustive and any concerns should be explored with the designated person for safeguarding and where ever relevant, the Children's Duty and Assessment Team:

- Injuries to a child
- Direct disclosures to you from the child, or an adult, that abuse is occurring (currently or in the past)
- A change in the child's physical appearance or demeanour
- Observed behaviours of an adult towards the child (eg. Low warmth and high criticism towards the child; unrealistic expectations of the child; physical/ verbal aggression towards the child)
- Displays sexualised behaviour which is not appropriate to the child's age/ development
- Remarks made to you by the child or by a child's friend or other person

Responding to a disclosure that a child or young person is being abused

If someone tells you that they or another child or young is being abused:

- Stay Calm- show that you have heard what they have said and that you take their allegation seriously
- Support the child to talk but do not prompt or ask leading questions, don't interrupt the child and do not ask them to repeat their story to other people
- Do not promise to keep a secret- you have a responsibility to report any concerns but explain that only the people who need to know will be told
- Explain what actions you must take in an age appropriate manner and in a way that the child will understand
- Write down what you have been told trying to use the exact words that were used wherever possible, also note the time and date and if any other persons were present

- Do NOT confront the alleged abuser
- Report your concerns as soon as possible (certainly within 24 hours) to your line manager or designated person for child protection within your service, the designated person will be responsible for completing a referral to the Children's Duty and Assessment Team
- If you are told information that places the child or young person at **immediate risk of harm** you should seek immediate advice and contact the Children's Duty and Assessment Team/ Emergency Out of Hours Team and where necessary, the Police.

Procedural responses where abuse is identified or suspected

You should discuss your concerns with the manager/ designated person as soon as possible and certainly within a 24 hour period.

NB. If there are immediate safeguarding concerns that place the child/ young person at immediate risk of harm then this must be reported immediately to Social Services and the Police.

Following discussion, the manager/ designated person is responsible for determining and referring the concerns to the Children's Duty and Assessment Team, outside of office hours and/ or in an emergency situation the referral should be made to the Emergency Out of Hours Service and the Police.

(Child Care Duty and Assessment Team based in The Civic Centre and contactable via the Contact Centre on 01633 656656 - between 8.30am- 5pm) If out of hours you should contact the Emergency Out of Hours Service on 0800 328 4432).

In respect of consent to making referrals, it is best practice to seek to establish consent from the child/ young person and their parent wherever possible, **HOWEVER**, the exception to this is where seeking consent would place that child/ young person or others at increased risk of significant harm or if seeking consent might lead to the interference with any criminal investigation or undermine the prevention, detection or prosecution of a crime.

YOU SHOULD ALWAYS SEEK ADVICE FROM THE CHILDREN'S DUTY AND ASSESSMENT TEAM WHERE YOU ARE IN DOUBT, ESPECIALLY WHERE YOUR DOUBT RELATES TO A CONCERN REGARDING POSSIBLE SIGNIFICANT HARM TO A CHILD OR OTHERS.

(For further guidance please refer to https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/190604/DFES-04320-2006-ChildAbuse.pdf)

The Duty Social Worker receiving the call will require as much of the following information as possible:

1. The nature of the concerns
2. How and why those concerns have arisen

3. The full name; address; age of the child (D.O.B where known)
4. The names and relationships of those known with parental responsibility
5. The names; addresses; ages (D.O.B where known) of any other children within the family
6. Information on any adults known to be living in the home
7. Information relating to any other professionals known to be involved in the family
8. Any information you have regarding the child's developmental needs and their parent's/ carer's ability to respond to and meet these needs in the wider environment and family context
9. Any information which may affect the safety of staff.

The designated person will also be required to submit their concerns in writing on a [Multi- Agency Referral Form](#) (see appendix 1 also).

Once you have submitted a referral to the Children's Duty and Assessment Team you should receive acknowledgement that the referral has been received and you should be given information about the outcome of the referral including the safeguarding arrangements for the child and appropriateness of the referral, in a way that is consistent with respecting the confidentiality of the child and family.

It is the responsibility of the duty social worker/duty social work team manager to inform you as the referrer of the action being taken within a maximum of 10 working days (All Wales Child Protection Procedures, 2008).

Responding to allegations of abuse against a staff member or other professional

Where concerns are identified in respect of any member of staff, whether a Newport City Council employee or a staff member/ volunteer from another agency/ organisation, that those concerns are acknowledged and responded to appropriately.

Where concerns are identified in respect of any staff member it is essential that suspicions/ allegations regarding the staff member are investigated in strict confidence thus enabling information to be shared freely and fully, considering both the protection of the rights of the suspected person whilst the investigation is undertaken but also to ensure the safety of the child and any other child/ young person that the suspected person comes into contact with. It is also necessary to consider what action should be taken in respect of any contact the suspected person has with any other child, including their own children and family.

You should report your concerns to your line manager/ designated person for child protection without delay. If your concerns/ suspicions of abuse are held in respect of the designated person for child protection in your area you should contact your Senior Manager with your concerns.

If you are the designated person for child protection you should refer to the following guidance [“Responding to concerns or allegations of abuse made against adults who work with children and young people \(2013\)”](#).

All employees should also familiarise themselves with the authority’s [Whistleblowing Policy](#).

If you have worries or feel that the concerns in respect of the alleged suspected person have not been managed or investigated appropriately then you can also refer your concerns to the [South East Wales Safeguarding Children’s Board](#).

Other Newport City Council Policies and Procedures linked to safeguarding children

[Recruitment and Selection Policy](#)

[DBS Disclosure and Barring Service Checks \(formerly CRB\) Policy and Guidance](#)

[Use and Management of Volunteers Policy](#)

[Disciplinary Policy](#)

[Scheme of Delegation to Officers Policy](#)

Appendix 1- Multi Agency Referral Form



Newport Children & Family Services ICS - Referral and Information Record

The Referral and Information Record gathers together the essential information about a child or young person. There is an expectation that within one working day of a referral being received there will be a decision about what response is required (paragraph 3.8, Framework for the Assessment of Children in Need and their Families, 2001).

SSD Case Number:		Date referral received:	
Is the Parent/Carer aware of the referral?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Is this a re-referral?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, does the reason for the re-referral indicate that the response to the original referral did not appropriately address the client's needs:			Yes <input type="checkbox"/> No <input type="checkbox"/>
Has consent been obtained to make this referral?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, is consent:	Written <input type="checkbox"/> Verbal <input type="checkbox"/>
In No, give reason:			

CHILD/YOUNG PERSON'S DETAILS

Surname:	Forenames:	Child/Young Person's first language or preferred means of communication:	
Alias:	DOB or expected date of delivery:		
Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> Unborn <input type="checkbox"/>	Is an interpreter/signer required?		Yes <input type="checkbox"/> No <input type="checkbox"/>
Address:	Social Services Team:		
Postcode:	Tel:	Responsible Authority:	
Current address if different from above:			
Postcode:	Tel:		

CHILD/YOUNG PERSON'S ETHNICITY

Black or Black British		Asian or Asian British		White		Mixed		Other Ethnic Groups	
Caribbean	<input type="checkbox"/>	Indian	<input type="checkbox"/>	White British	<input type="checkbox"/>	White & Black Caribbean	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
African	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	White Irish	<input type="checkbox"/>	White & Black African	<input type="checkbox"/>	Any other ethnic group	<input type="checkbox"/>
Any other Black Background	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>	Any White Background	<input type="checkbox"/>	White & Asian	<input type="checkbox"/>	Not given	<input type="checkbox"/>
		Any other Asian Background	<input type="checkbox"/>	White Welsh	<input type="checkbox"/>	Any other Mixed Background	<input type="checkbox"/>	If other, please specify:	
Further details regarding Child/Young Person's ethnicity:						Child/Young Person's Religion:			
Child/Young Person's Nationality (if not British):						Home Office Registration Number:			
Immigration Status:						Asylum Seeking <input type="checkbox"/>	Refugee Status <input type="checkbox"/>	Exceptional leave to remain <input type="checkbox"/>	

CHILD/YOUNG PERSONS MAIN CARERS

Name	Relationship to Child/Young Person	First Language	Ethnicity	Parental Responsibility
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
Parents/Carers First Language:			Is an interpreter/signer required? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Other main Carers: Yes <input type="checkbox"/> No <input type="checkbox"/>			Please specify name:	
Are any of the main Carers disabled? Yes <input type="checkbox"/> No <input type="checkbox"/>			Please specify Carer:	
Name of disabled Carers Local Authority and LASS Number:			If Yes, please specify name of disabled Carers, main Carer:	

PARENT'S DETAILS IF NOT MAIN CARERS

Mother's name:	SSD Case Number (if appropriate):	DOB:
Address:	Postcode:	Tel:
Mother's first language:	Mother's ethnicity:	
Father's name:	SSD Case Number (if appropriate):	DOB:
Address:	Postcode:	Tel:
Father's first language:	Father's ethnicity:	Does Father have parental responsibility? Yes <input type="checkbox"/> No <input type="checkbox"/>
Is either Parent disabled?	Mother <input type="checkbox"/> Father <input type="checkbox"/> None <input type="checkbox"/>	Is an interpreter/signer required? Mother <input type="checkbox"/> Father <input type="checkbox"/> None <input type="checkbox"/>

Referral Reason:		Priority Level:			
Reason for referral/request for services:					
Referred by:					Date:
Address:					Tel:
Agency/relation to Child/Young Person:				Does the referrer wish to remain anonymous? Yes <input type="checkbox"/> No <input type="checkbox"/>	
CHILD/YOUNG PERSON AND FAMILY NETWORKS					
Significant family members who are not members of the Child/Young Person's household					
Name	DOB	Relationship	Address	Postcode	Tel
Other Social Services cases associated with the Child/Young Person					
Name:			SSD Case No:		
Name:			SSD Case No:		
KEY AGENCIES					
Agency	Name	Address including postcode	Telephone	Parental Consent	Date of Consent
General Practitioner				<input type="checkbox"/>	
Health Visitor				<input type="checkbox"/>	
Nursery or School				<input type="checkbox"/>	
Other Agencies (please specify)				<input type="checkbox"/>	

OTHER HOUSEHOLD MEMBERS (including non-family members):

Surname	Forename	DOB	If known to SS – DRAIG case number	Relationship to Child/Young Person	Tick if also referred to SS at same time as Child/Young Person
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

FURTHER DETAILS ABOUT THE CHILD/YOUNG PERSON AND FAMILY

Disabled – The Child/Young Person referred is disabled: Yes <input type="checkbox"/> No <input type="checkbox"/>		The Child/Young Person referred is on a disability register: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Child Protection – The Child/Young Person referred is on the Child Protection Register of another Local Authority: Yes <input type="checkbox"/> No <input type="checkbox"/>			
The Child/Young Person referred has been registered previously by any Local Authority: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Name of Local Authority:		Category:	
Date of Registration:		Date of De-Registration:	
Looked After – Is the Child/Young Person referred Looked After by another Local Authority? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Child/Young Person referred has been Looked After previously by any Local Authority: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Name of Local Authority:		Start Date:	End Date:
Relevant information:			
Other Child(ren)/Young Person(s) in the family is/has been on a Child Protection Register: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Name:	Date of Registration:	Date of De-Registration:	
Name:	Date of Registration:	Date of De-Registration:	
Name:	Date of Registration:	Date of De-Registration:	
Other Child(ren)/Young Person(s) in the family(s) is/has been Looked After by a Local Authority:			
Name:	Start Date:	End Date:	
Name:	Start Date:	End Date:	
Name:	Start Date:	End Date:	
Person Completing Form:		Signature:	Date:
Further Action – For Social Services Use Only Practice note: ensure this referral is collated with previous referrals or files			
No further action <input type="checkbox"/> Provision of information and advice <input type="checkbox"/> Referral to other agencies <input type="checkbox"/>			
Initial Assessment <input type="checkbox"/> (please specify other): (to be completed within 7 working days)			
Referrer informed of action taken: Yes <input type="checkbox"/> No <input type="checkbox"/> If no, date this be done:			
Parent's informed of action taken: Yes <input type="checkbox"/> No <input type="checkbox"/> If no, date this be done:			
Child/Young Person informed of action taken: Yes <input type="checkbox"/> No <input type="checkbox"/> If no, date this be done:			
Other action(s) (please specify):			
Name of Social Worker:		Signature:	Date:
Name of Team Manager:		Signature:	Date:

Feedback Form

Name of Policy: **Safeguarding CP Policy & Procedures**

Please insert identifying details from 'Document History' from the front cover

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We value your suggestions and comments for consideration for the next **Review**. We would really like your feedback on this document and would welcome your views on what should be added, taken away, or changed. We would also like to be advised of:

- Related evidence based practice or training issues
- Any areas of practice which would benefit service user care by being added to the document, or any other aspects of practice which should be included here
- Any factual errors or inaccuracies in the document
- Other related issues which would help inform the Policy.

Please use the space below and overleaf for your comments.

It would be helpful if you could date your comments.

Please feel free to add or withhold your own identifying details as you see fit.

Please return your views to lynsey.thomas@newport.gov.uk or mike.sloan@newport.gov.uk