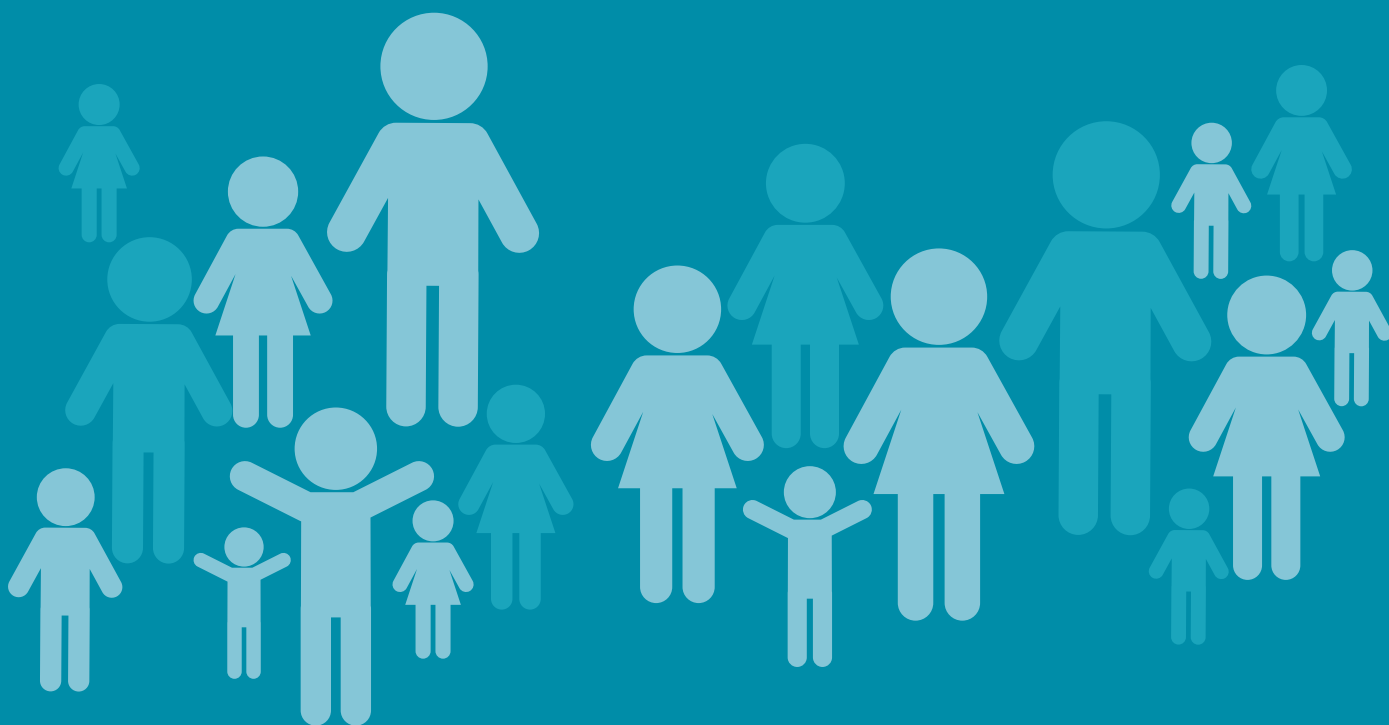


Directorate for Children and Young People Services

Guidance for professionals

CONTACTING

MASH (Multi-Agency Safeguarding Hub)



Guidance for Partners / Professionals

If you have any worries or concerns in relation to a child or young person who you think may be at immediate risk you should telephone MASH on **01484 456848**. You will be asked to follow this up in writing within 48 hours by completing the Multi-Agency Referral Form (MARF). If you do not consider that the child is at immediate risk then your concerns should be put in writing by completing the MARF and sent to MASH@kirklees.gcsx.gov.uk. The MARF should be completed as full as possible with the information you know about the child and family.

Consent should always be sought from the person with Parental Responsibility for the child before making contact with MASH, unless to do so would place the child at immediate risk. Consent should include agreement to information being shared and gathered. If you have made the parent/carer aware of your concerns and your plan to contact MASH, but consent is not given to information sharing, your contact will still be accepted and MASH will attempt to seek consent or consider if consent needs to be dispensed with.

Any worries or concerns will be discussed with a social worker. The content of the telephone call or written information will be recorded on the child's electronic social care file as a **contact**. There may be additional information that can be provided by you in written form – eg Early Help Assessment, Chronology – and this can be discussed with the social worker.

Following consideration of the information provided, and any other information available to the social worker from social care records, a recommendation will be made as to whether further enquiries need to be undertaken in order to assess what the best course of action is. At this stage the information will be progressed to a referral.

Further MASH screening will take place which will involve contacting other services who may hold information about the child and family. This information will be used to make an informed decision as to who is the best person to respond to the needs and concerns identified. The Continuum of Need and Response will be considered to support the decision making.

Outcome letters will be sent by MASH to the referrer within 5 working days following a contact or referral to MASH. These letters will advise on the outcome of the contact/referral.

Consultations can be sought without naming the child if this is appropriate to do so. However, if the nature of the information being discussed is concerning the details of the child will be asked for.

Contact with the Emergency Duty Service should be made outside of office hours if there is an immediate concern about a child and this should always be via telephone on 01484 414933.

Information required/to be considered when contacting MASH

1) Personal details:

- Name, DoB, ethnicity and address of the child
- Name, DoB, ethnicity and address of siblings and parents
- Contact telephone numbers for parents
- Details of any other professionals involved

2) Consent?

- Have you informed parents that you are speaking with children's services?
- What was their response?
- This should have taken place before your consultation, unless you believe that this would increase the concerns.

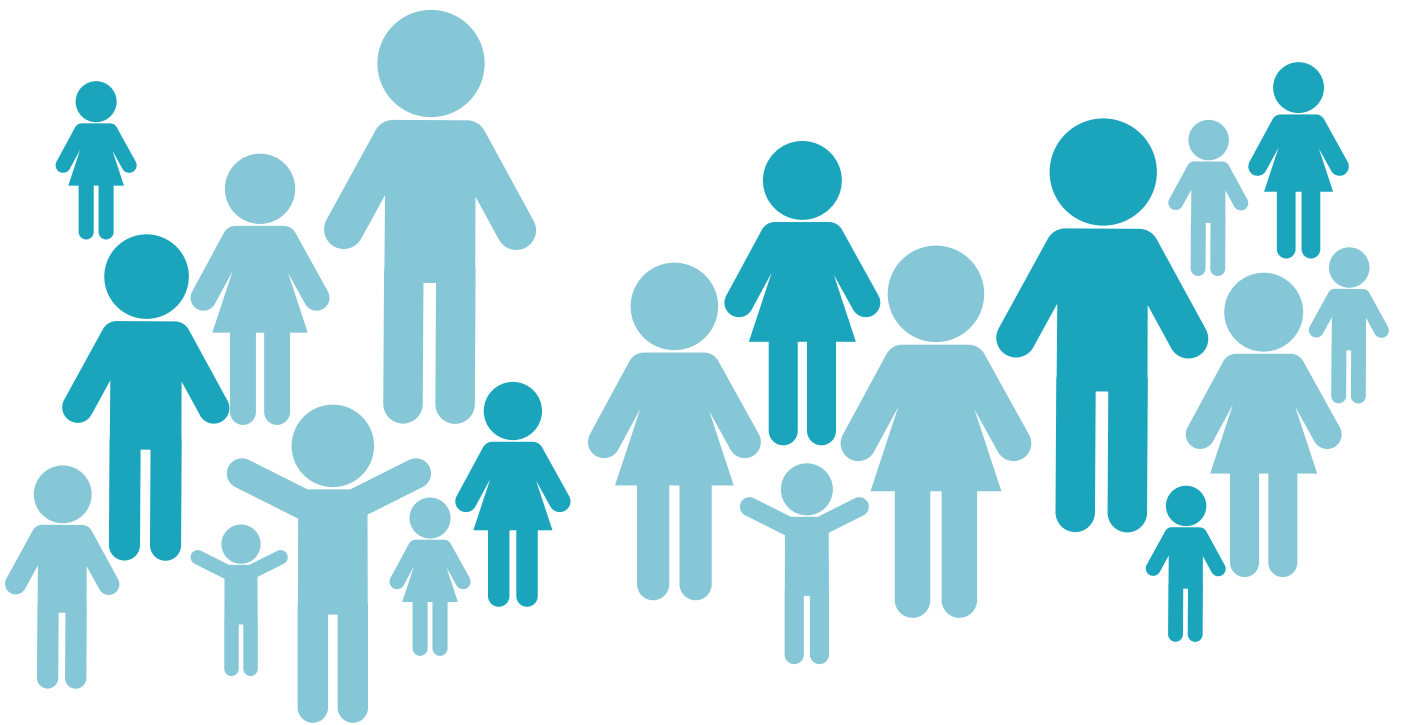
3) Specific details of the issues you wish to discuss:

- What, when, how often, has it happened before, have you seen it?
- Difference today from previous occasions that has prompted your call?
- Have you taken any action? What has worked?
- What are the parents and/or child's views

4) Details of your relationship with the child/family:

- How well do you know this child/family?
- When was the last time you had direct contact with them?

5) What outcome would you like to see for this child?



www.kirklees.gov.uk

Tel: 01484 221000