



Kirklees Safeguarding Children Board

www.kirkleessafeguardingchildren.com

Issued November 2016

What to do if you have concerns about a child/young person in Kirklees

Are you a staff member or volunteer?

Follow the steps below...

If a child makes a disclosure to you or you see or hear something, or somebody tells you of a concern relating to a child/young person, you must inform your manager/designated lead professional immediately.

Full safeguarding children procedures can be found at www.kirkleessafeguardingchildren.com

Safeguarding children contact numbers for Kirklees

Multi-Agency Safeguarding Hub (MASH)
01484 456848
Email:
mash@kirklees.gcsx.gov.uk

Kirklees Emergency Duty Service (outside office hours)
Tel: 01484 414933

Disabled Children's Service
Tel: 01484 456847

Please insert the name and phone number of your agency's designated senior person for safeguarding or your line manager:

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Are you a manager or designated safeguarding lead professional

Follow the steps below...

*Concern for the welfare of a child or young person identified

Is the concern such that the child may be at immediate risk of harm or has been a victim of a criminal offence?

Yes

Initial referral by telephone to MASH. All referrals to be confirmed by email. For children with a disability please contact Disabled Children's Service

No

Consider discussing with parent/carer. Must assess - will this increase risk to child or impede a possible criminal investigation? Advice can be sought from MASH.

Yes

No

Professional discusses concerns with parent\carer and explains reasons for wishing to refer to MASH.

Parent does not agree to referral.

Parent agrees referral is appropriate.

Manager or designated safeguarding lead professional to seek advice from MASH

Referral made to MASH with written confirmation by email

Decision made to refer to MASH with written confirmation by email

Decision made not to refer at this stage. Continue to work with family and monitor. If concerns increase return to* at top of flow chart.