



Kirklees Safeguarding Children Board

www.kirkleessafeguardingchildren.com

Issued January 2010

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 you see or hear something, or somebody tells you of a concern relating to a child/young person, you should discuss the concern with your line manager or designated senior person for safeguarding.

Either you, your line manager or designated senior person for safeguarding should report the concern to the Duty and Assessment Service/Children with a Disability Service using the numbers below.

If you are unhappy with the response you receive or you believe that the child or young person remains at risk of harm please report your concerns again to the Duty and Assessment Service/Children with a Disability Service.

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

Are you a manager or designated senior person for safeguarding?

Follow the steps below...

Agency/professional has concern for the welfare of a child.

*Make written record of concern. Discuss concerns with line manager/senior practitioner/designated senior person for safeguarding. Advice can be sought from Child Protection and Review Unit (CPRU)/Duty and Assessment Service.

Referral to Duty and Assessment Service or police. Confirm telephone referrals in writing.

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

Yes

No

Referral to Duty and Assessment Service/Children with a Disability Service. Use referral form, or if referral made by telephone, confirm in writing.

Yes

Consider discussing with parent. Must assess - will this increase risk to child or impede a possible criminal investigation? Can take advice from CPRU/Duty and Assessment Service.

No

Professional discusses concerns with parent and explains reasons for wishing to refer to Duty and Assessment Service/Children with a Disability Service.

Parent does not agree to referral.

Parent agrees referral is appropriate.

Professional must consider if concerns are such that need to refer in order to ensure child is protected. May need to discuss with Duty and Assessment Service/Children with a Disability Service.

Discuss concerns with line manager/senior practitioner/designated senior person for safeguarding.

Referral to Duty and Assessment Service/Children with a Disability Service. Use referral form.

Decision made to refer to Duty and Assessment Service/Children with a Disability Service. Use referral form, or if referral made by telephone, confirm in writing.

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.

Safeguarding children contact numbers for Kirklees

Kirklees Duty and Assessment Service

Tel: 01924 326093 or 01924 483792

Kirklees Children with a Disability Service

Tel: 01924 326446

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

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