

Heads Up Leicester children and young adults protection & safeguarding flow chart



Practitioner has concerns about a child's welfare.

If you have a concern about a **child's immediate safety** and emergency action maybe needed to safeguard a child, call the emergency social care team: 0116 4541004 (City) 0116 3050005 (County) Or the police 0116 222222

Record concerns in writing as soon as possible, clearly, concisely and accurately. Key information covers, what, when, how and who. Try to ascertain as much as possible from the child or parent but don't ask leading questions or attempt to investigate.

Group worker discusses their concerns with their line manager and or other senior colleagues as they think appropriate e.g.- co-worker, coordinator. During or straight after the group, or in the morning depending on severity of concerns.

Still have concerns

No longer have concerns

In general, seek to discuss your concerns with the parent/child, as appropriate to their age and understanding, and with parents seek their agreement to making a referral to children's social care unless you consider such a discussion would place the child at an increased risk of significant harm.

No further child protection action, although may need to act to ensure services are provided see <http://www.dcsf.gov.uk/> for agencies providing further support to families.

Practitioner refers to Local Authority Children's social care, following up in writing within 48 hours. Using the Leicester, Leicestershire and Rutland Multi agency referral form (MARF)

Children's social care should acknowledge your written referral within one working day of receiving it, if not follow up in 3 days

[Leicestershire and Rutland Safeguarding Partnerships Business Office - LLR Multi-Agency Referral Form](#)

For further information on up-to date procedures and practice guidance: www.lcitylscb.org/ Website for LEICS Local safeguarding Children Board.