Safeguarding and Promoting Children's Welfare Procedural Flowchart

Concern(s) exist about a child's welfare

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Discuss your concern with the Designated Safeguarding Lead immediately.

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Designated Staff for child protection to consider whether the concern is one of sexual or physical harm?

No ↓

Complete a Report of Concern as soon as possible.

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Is there a legitimate purpose for sharing information in line with the Multi Agency Threshold Document?

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Can you share?

No → **DO NOT SHARE** – Record the information sharing decision and reasons on the appropriate school document and place on child's file.

Yes ↓

Yes ↓

This may be a significant harm situation. The Designated Member of Staff for Child Protection must take the following actions:

1. **Discuss concerns with parents/carers and seek consent for referral (*Unless to do so would put a child at further risk of harm)*;**
2. **Refer to the MASH immediately by;**
3. **Completing the Multi Agency Referral Form (MARF)**
4. **If immediate risk of harm call the contact centre and follow up with a MARF**

   (This form **must** be sent to the MASH service)

SHARING INFORMATION WHEN THERE ARE NO SIGNIFICANT HARM CONCERNS:

- Record the concern on a Report of Concern form, distinguishing fact from opinion. Using the Multi Agency Threshold Document consider if your concern meets the threshold (safeguarding concerns) for the offer of an early help assessment or the threshold for risk of significant harm (child protection).
- Early Help MASH – concerns that you believe are safeguarding concerns. Complete **Early Help Assessment** and submit via e-caf (if trained), via post to Early Help Team, PO Box 16021, Oldbury, B69 9EW or via e-mail to ecaf_queries@sandwell.gcsx.gov.uk you must have explicit consent to share information at this level
- Child Protection MASH – concerns that you believe are child protection concerns. Contact your designated lead for child protection; consult with Early Help Social Worker for advice and guidance or call SPOC on 0121 569 3100. Send completed **MARF** (multi-agency referral form) via secure e-mail to access_team@sandwell.gcsx.gov.uk or if an emergency that cannot wait an hour – call Sandwell's Contact Centre on 0121 569 3100.
- **Record** the information sharing decision, your reasons, and open a confidential Safeguarding file for the child (if one does not already exist). Also note any agreed action, who is to complete this and by when.