The Initial Referral Discussion (IRD) is a joint process that Social Work, Police, Health and Education staff must follow when they are responding to a Child Protection referral in order to agree a plan for the investigation.

The purpose of an Initial Referral Discussion is to ensure all relevant information is shared and analysed to ensure that any Child Protection Investigations are based on a reasoned, informed and considered plan. The sharing of this process should lead to a child-focused course of action being agreed between relevant parties.

Simply what do we know, what are the risks, what course of action are we taking.
Responding to Child Protection Concerns

Multi-Agency Guidance

Timeline

Concern identified

Receiving agency completes initial information gathering

Receiving agency refers to Social Work without delay

Social Worker completes initial checks & discusses with Line Manager

Is the child at risk of harm?

Yes

Social Worker contacts Police

No

Does the situation require an immediate response to protect the child? If so, contact Police or Social Work immediately.

Does the child have a wellbeing need?

No

No further action required

Feedback to referer, parents and partner agencies

GIRFEC Processes

Follow GIRFEC Processes

Yes

Police / Social Work discussion to agree if an IRD is to take place

Does the situation require an immediate response to protect the child? If so, contact Police or Social Work immediately.

Without delay

Within 1 hour

Initial information gathering

- Date, time and place of the disclosure for raising of concern
- Are you clear about the circumstances and parties involved?
- Current situation of the child i.e. Are safety measures in place?
- Consider whether a crime has or is likely to have been committed.
- Consider whether the child has been a witness to an offence.

Referring agency (Police / Social Work) chair and minute the meeting and complete, update and circulate IRD paperwork within 7 calendar days to attendees and contributors.

- Ensure safety measures are in place
- Clarify circumstances and details of parties involved
- Confirm a crime has or is likely to have been committed

Timeline

Within 1 hour

Receiving agency begins further research / checks

No

Yes

Police / Social Work discussion to agree if an IRD is to take place

Hold IRD and agree plan for investigation including JII and medical

Yes

Undertake investigation CP1 & CP2 to Social Work Manager

No

Social Work Manager to consider the need for a CPCC

Yes

CPCC to take place within 21 days of the decision to go to conference

No
## Initial Checks by Children's Social Work (CP1 form)
- Carefirst database with reference to adult as well as children's services
- Legal status history
- Child Protection Register – registration history. (plus registration history if the child has been on another local authority CPR)
- Looked After Child and placement history
- Child Protection and Looked After Child history for, siblings, step siblings and half siblings
- Child’s personal network
- Allocated Worker
- Professional network
- Agency checks – Police, Health and Education

## Research / Checks in preparation for IRD

### Police Scotland (for child, parents and significant others)
- PNC
- CHS
- VPD concern reports
- Criminal intelligence
- Crime file
- Legacy files i.e. Historical files pre VPD
- STORM

### Education
- Check PPR records for Child Protection and MAAPM history
- Risk factors
- Protective factors
- Communication issues/requirements – current communication methods used
- Disability
- Risky behaviours
- Family circumstances – risks and supports
- Health issues
- Circumstances of other significant family members, i.e. siblings
- Evidence in relation to the current enquiry which becomes relevant.
- Attendance
- Developmental stage

### Health
- **Check Child Health Record**
- Check GP records
- Discuss GP information with GP Practice – as per local agreement in place
- Contact Specialist CP team – notify paediatrician of time of IRD – identify if any information held by secondary care
- Consider any disabilities and how these impact on the child i.e. communication, developmental age and stage
- Consider Protective factors
- Consider Risk factors