

Reporting of Child Protection Concerns – Initial Referral Discussions

Multi agency guidance

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.

There may be circumstances when the Police require to capture evidence of a crime from a child/young person and there are no child protection concerns, therefore an IRD would not be necessary. In such circumstances, Police Scotland may request a JII is conducted in order to progress their investigation. However, prior to progressing to JII, Social Work are required to check their records to ensure there is no other information which may change this initial assessment. If the child/young person is known to Social Work and the circumstances of the enquiry add sufficient concerns that it may meet the threshold for an IRD, they may request that an IRD is held prior to JII.

Responding to Child Protection Concerns

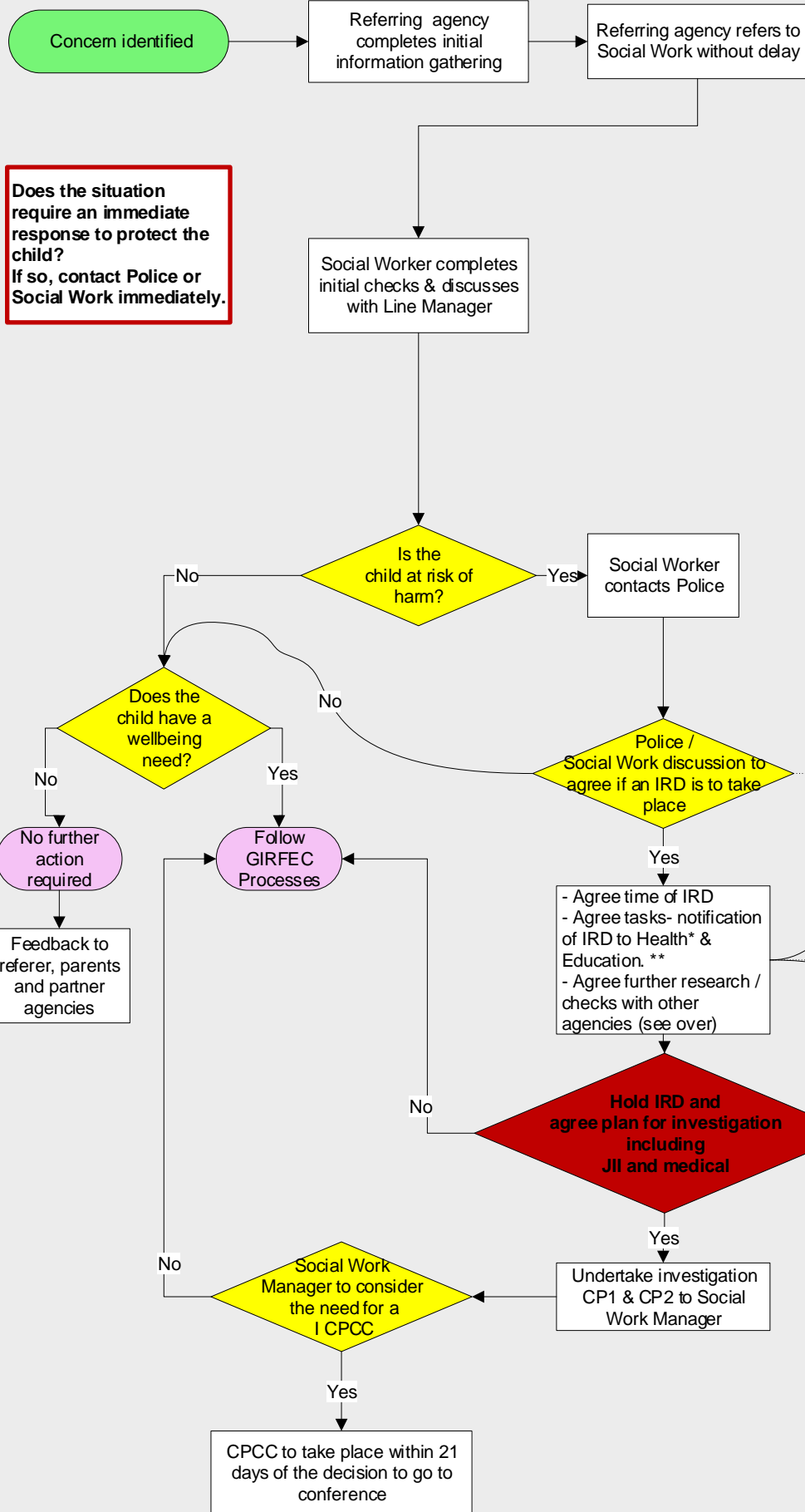
Multi-Agency Guidance

Preparation

Timeline

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.

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

*Health SPOC
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** During school holidays, the police IRD desk, or Social Worker will contact E&CS on 01467 537111

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

Multi-Agency Guidance

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 – Health, Education and Police

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 (Initial checks)

If progressing to an IRD

- Check GP records
- Discuss GP information with GP Practice – as per local agreement in place
- Consider any disabilities and how these impact on the child i.e. communication, developmental age and stage
- Consider Protective factors / Risk factors
- Check TrakCare