

# Request for Service / Referral Flowchart

## The request for service or referral pathways flowchart

### Children Leads

**Start here**

If you have a concern about a child or young person talk to your line manager and/or contact the designated child protection lead. Your local contact is [ ] telephone [ ]  
They will work with you to determine if there is:

A risk of **SIGNIFICANT IMPAIRMENT** to health and development of the child (Section 17).

Has a common assessment been undertaken?

Yes

No

Is there a multi-agency plan and lead professional in place?

Yes

No

Convene a CAF meeting to establish a multi-agency plan and identify a lead professional.

Implement the multi-agency plan. Regularly review progress.

Is sufficient progress being made?

Yes

No

Continue with the common assessment process.

Is there parental consent for a common assessment of need?

Yes

No

Initiate a common assessment of need.

Is there risk of significant harm?

Yes

No

Continue to provide family support services and liaise with other agencies.

Is sufficient progress being made?

Yes

No

Continue to provide family support services and liaise with other agencies.

Is there a risk of significant harm?

Yes

No

Escalate through agreed local integrated processes teams and panels.

**Key**

Multi-agency action or response required – your agency will be required to participate.

Action taken by social care to progress your referral.

Part of Section 47 procedures.

A risk of **SIGNIFICANT HARM** to the child or young person (Section 47).

**Immediately you must:**

1. Complete a common request for service/referral form;
2. Call the contact centre on 0113 222 4403 (or 0113 240 9536 outside normal business hours) to make the referral;
3. Keep a copy of the form for your records; and
4. Email/or post a copy of the form to the screening team at the contact centre within 48 hours.

Has the criteria for social care involvement been met?

Yes

No

A decision will be made by the duty manager within 24 hours on the next step to be taken.

Decision not to undertake an initial assessment.

You will receive feedback from Social Care on the next course of action.

immediate cause for concern but further assessment required.

Children and Young People's Social Care lead an initial assessment.

Does initial assessment indicate need for a Section 47 enquiry?

No

Yes

Section 47 enquiry progressed.

Is the child at continuing risk of harm?

No

Yes

Multi-agency core assessment undertaken within 35 days. This will inform the child protection plan or other support plans as appropriate.

Initial child protection conference convened and takes place within 15 days of the last strategy meeting/discussion.

Is the judgement to proceed?

Plan is reviewed; continue with child protection plan or amend approach to multi-agency support plan as recommended by child protection conference.

Child requires a child protection plan and core group is established.