

HEMLINGTON HALL ACADEMY



Child Protection Policy

INTRODUCTION

The health, safety and well-being of all our children are of paramount importance to all the adults who work in our school. Our children have the right to protection, regardless of age, gender, race, culture or disability. They have a right to be safe in our school.

At Hemlington Hall Academy we respect our children. The atmosphere within our school is one that encourages all children to do their best. We provide opportunities that enable our children to take and make decisions for them.

The academy aims to create an ethos where children and parents feel valued, listened to and understood. Children are made aware that their happiness and safety are important. The academy is committed to ensuring that all staff and volunteers receive training on Child Protection, including the school's policy; the staff code of conduct; the identity of the Designated Persons; and a copy of Part One of "Keeping children safe in education" (2014). All staff and Governors receive bi-annual training from the Local Authority, and there is induction training for all newly appointed staff, Governors, students and volunteers.

Our teaching of personal, social and health education and citizenship, as part of the National Curriculum, helps to develop appropriate attitudes in our children and makes them aware of the impact of their decisions on others. We also teach them how to recognise different risks in different situations, and how to behave in response to them.

The Governors and the Academy comply fully with Safe Recruitment systems and procedures. All new members of staff and governors must have a DBS Check (Criminal Record Check). This is a condition of employment and the requirement is stated clearly in advertisements and at interview. All application forms and reference forms include questions about the suitability of the candidate to work with children. Child protection questions are part of the interview procedure.

The academy pays full regard to current DFE guidance "Working Together to Safeguard Children" 2013 and "Keeping Children Safe in Education" April 2014.

THE SAFEGUARDING TEAM:

This senior staffs are considered to have the appropriate status and authority to take responsibility for Child Protection matters:

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Designated Person: Mrs K.L.Edmenson, Head Teacher.
Other Designated Persons: Mrs S. Lockney, Mrs J. Knox, Mrs N. Padgett,
Mrs J. Purvis, Mrs J.Harrison
Family Liaison Officer: Mrs Jill Harrison
Internet Safety Co-ordinator: Mrs J. Knox
Safeguarding Governor: Mr Dave Elliott, Chair of Governors

LOCAL AUTHORITY CHILD PROTECTION CONTACT DETAILS

Child protection Lead Officer: Mary Griksaitis
Telephone: 01642 201822
First Contact: 01642 726004
Local Police: 01642 326326
The Tees Local Safeguarding Children Board (LSCB) <http://www.teescpp.org.uk/>

This information is displayed around school and on the website for staff and parents to access at all times. (see Appendix 6)

AIMS AND OBJECTIVES

This policy ensures that all staff in our school are clear about the actions necessary with regard to a child protection issue. Its aims are:

To inform staff so that they feel confident in balancing risk and protection and structure and gut reaction – ‘see’, ‘sense’ ‘hear’. They need to be able to verbalise and rationalise intuitions.

To raise awareness of all school staff of the importance of safeguarding and child protection, and in particular to make clear responsibilities for identifying and reporting actual or suspected abuse;

To ensure pupils and parents are aware that the school takes child protection seriously and will follow the appropriate procedures for identifying and reporting abuse and for dealing with allegations against staff;

To promote effective liaison with other agencies in order to work together for the protection and welfare of all pupils;

To support pupils’ development in ways which will foster security, confidence and independence;

To integrate a child protection curriculum within the existing PSHCE curriculum, allowing for continuity and progress through all the Key Stages. This will include such elements as Philosophy for children, BIG award and Safety

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To make appropriate links and reference to policies in related areas such as discipline and bullying.

GUIDING PRINCIPLES FOR INTERVENTION TO PROTECT CHILDREN

The governors will ensure that the principles identified below, many of which derive from the Children Act 1989, are followed by all staff.

- All children have a right to be kept safe and protected from abuse;
- Child abuse can occur in all cultures, religions and social classes;
- Staff must be sensitive to the families' cultural and social backgrounds;
- Children must have the opportunity to express their views and be heard;
- If there is a conflict of interests between the child and parent, the interests of the child must be paramount;
- The responsibility to initiate agreed procedures rests with the individual who identifies the concern;
- All staff must endeavour to work in partnership with those who hold parental responsibility for a child;
- Information in the context of a child protection enquiry must be treated as CONFIDENTIAL and only shared with those who need to know;
- All staff should have access to appropriate and regular training;
- School management must allow staff sufficient time to carry out their duties in relation to child protection and safeguarding.

PROCEDURES

There is a named person in our school who is the Child Protection Co-ordinator. This is the Head Teacher however she may delegate this responsibility to other trained Child Protection Designated Persons. This currently includes the Deputy Head Teacher, the SENCO and members of the Care Team. These are also nominated named persons.

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If any teacher suspects that a child in his/her class may be a victim of abuse, they immediately inform a named person about their concerns. Abuse can be of a sexual, emotional or physical nature. It can also be the result of neglect.

Any action that the named person takes when dealing with an issue of child protection must be in line with the procedures outlined in the LA Child Protection guidelines and the Tees Local Safeguarding Children Board (LSCB).

The school's named co-ordinators work closely with the Social Services department and the Tees Local Safeguarding Children Board (LSCB) when investigating any allegations of abuse. All parties involved handle such investigations in a sensitive manner, but the interest of the child is of paramount importance.

If staff members have concerns about a child they should raise these with the Academy's designated safeguarding lead or another named designated person using Appendix 1. This also includes situations of abuse which may involve staff members. These should be reported to the Lead Designated Person. The safeguarding lead will decide whether to make a referral to children's social care. The Head Teacher will receive and securely store any concerns raised in individual pupil / family files in the HT Office. The designated Officer (HT) will follow up all concerns raised with the appropriate agencies as quickly as possible. In the event of her absence, Sue Lockney or Jill Harrison will deputise in the first instance.

Where a child and family would benefit from co-ordinated support from more than one agency (for example education, health, housing, police) there should be an inter-agency assessment. These assessments should identify what help the child and family require to prevent needs escalating to a point where Intervention would be needed via a statutory assessment under the Children Act 1989. The early help assessment should be undertaken by a lead professional who could be a teacher, special educational needs co-ordinator General Practitioner (GP), family support worker, and/or health visitor.

If a child protection referral is made (See Multi-agency form Appendix 7), a case conference is held within eight working days of the decision. The case conference offers the opportunity to share information and formulate a plan of action. Staff are expected to attend and participate in all case conferences and meetings held under the Local Safeguarding Children Board (LSCB) guidelines. Appendix 4 must be completed in advance of a Case Conference.

If, at any point, there is a risk of immediate serious harm to a child a referral should be made to children's social care immediately. Anybody can make a referral. If the child's situation does not appear to be improving the staff member with concerns

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should press for re-consideration. Concerns should always lead to help for the child at some point.

We regard all information relating to individual child protection issues as confidential, and we treat this accordingly. We only pass information on to appropriate persons. We inform the child at all stages of who is involved, and what information we have given them.

We require all adults employed in school to have their application vetted through police records in order to ensure that there is no evidence of offences involving children or abuse.

There may be times when adults in our school, in the course of their duty, use physical intervention to restrain children in order to prevent them hurting themselves or others. The Head Teacher requires the adult involved in any such incident to report this to him/her immediately, and to record it in the interventions book/and/or on a team teach form.

All adults in the school receive regular training to raise their awareness of abuse and their knowledge of agreed local child protection procedures following guidance from the Local Safeguarding Children Board (LSCB). The designated safeguarding lead/s undergoes updated child protection training every two years.

HOW WE SAFEGUARD PUPILS THROUGH OUR CURRICULUM

The governors believe that the school curriculum is important in the protection of children. They will aim to ensure that curriculum development meets the following objectives (these are often met through the PSHCE and citizenship curriculum):

- Developing pupil self-esteem;
- Developing communication skills;
- Informing about all aspects of risk;
- Developing strategies for self-protection;
- Developing a sense of the boundaries between appropriate and inappropriate behaviour in adults;
- Developing non-abusive behaviour between pupils

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The school understands that the internet can make children vulnerable to abuse or give access to inappropriate material. The school provides instruction for parents

and pupils on safe use of the internet. The school uses filters to prevent children viewing unsuitable material but staff need to be vigilant. Children and parents sign an “Acceptable Use Policy” about use of computers and parents are encouraged to follow these same principles at home. Mobile phones should not be visible in the classroom.

THE DESIGNATED PERSON/S

- Is responsible for ensuring that all cases of suspected or actual problems associated with child protection are investigated and dealt with
- Will ensure that he/she is aware of the latest national and local guidance and requirements and will keep the Governors, staff and volunteers informed as appropriate.
- Will ensure that appropriate training for all staff, academic and non-academic, and volunteers is organised annually.
- Will liaise with the governing body’s Nominated Governor for Safeguarding Pupils.
- Will co-ordinate action in the school, refer and liaise with Social Services and other agencies over suspected or actual cases of child abuse. Any serious concerns will be reported to the police in the child’s home area if it is not possible to contact Social Services.
- The Designated Person must know:
 - How to identify the signs and symptoms of all types of abuse and when to make a referral.
 - The local L.A. Child Protection procedures and his/her role within them.
 - The role and responsibilities of investigating agencies and how to liaise with them
 - The requirements of record keeping: Please see attached APPENDICES.
 - The conduct of a child protection conference.

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THE ROLE OF GOVERNORS

- The governing body will appoint a Named Governor to liaise with the school' designated person on safeguarding pupils issues.
- The governors will ensure designated persons are trained and receive further updating in interagency working procedures at least every two years. This includes the Head Teacher.
- The governing body will receive and consider termly a report from the Head on safeguarding pupils in the school.
- The governing body will determine any changes to the school's policies and as appropriate.
- The governing body is responsible for reviewing and amending the policy annually and at other times if necessary.
- The governing body requires and ensures that any deficiencies or weaknesses identified in the School Child Protection arrangements are remedied without delay.

Author: Mrs K.Edmenson

Authorisation: Governor Raising Achievement Committee

Date: 21st May 2015

Review Date: 21st May 2016

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APPENDIX 1

Hemlington Hall Academy

FORM SG1: Confidential Record of Safeguarding Concern

Name of child/young person:	Date of birth:
Date and time this concern first noted	
Nature of concern – please be factual and concise	
Signature of person reporting the concern : Print name:	Date: Time form completed:

Name of Designated Person receiving this report (please print):	
Action taken, including names/roles of people consulted, and rationale for action:	
Signature of designated person:	Date:

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	Time form completed:
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Date	Follow up actions/messages	Signature of designated person

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APPENDIX 2

Hemlington Hall Academy

Form SG2: Confidential Record of Safeguarding Meeting / Discussion

Name of Child(ren) / Family:	Date(s) of birth:
Date and time of Meeting / Discussion	Venue:
Professionals involved / Role with child / family	
Information Shared / Notes	
Signature of staff :	Print name:

Name of Designated Person
receiving meeting information (please print):

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Signature of designated person:	Date: Time form completed:
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Date	Follow up actions/messages	Signature of designated person

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APPENDIX 3

Individual Pupil Report for Core Group / Network Meetings

Teachers to complete and return to Mrs Harrison or Mrs Edmenson

REPORT FOR *CORE GROUP / *NETWORK MEETING / *OTHER:		
NAME OF CHILD:		ADDRESS:
DATE OF BIRTH:	DATE OF ENTRY:	YEAR GROUP:
ATTENDANCE For the period from: _____ to _____		
Attendance: / %		
Authorised Absence: / %		Unauthorised Absence: / %
PHYSICAL (Appearance, health etc)		
ACHIEVEMENT, LEARNING & PROGRESS:		
SOCIAL / EMOTIONAL / BEHAVIOUR:		

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REPORTED INCIDENTS:

ANY ADDITIONAL PROFESSIONAL CONCERNS / COMMENTS:
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REPORT COMPILED BY: POSITION:	DATE:
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APPENDIX 4: (4 pages)

MIDDLESBROUGH COUNCIL

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INITIAL/REVIEW CHILD PROTECTION CONFERENCE

IN RESPECT OF

NAME (type name) D.O.B.

TO BE HELD AT PARK HOUSE

ON

Report completed by: KAREN EDMENSON (HEAD TEACHER)

Sharing the report

The Report was shared with

Obviously due to their age, the report has not been shared with the children.

Chronology of significant events

Date	Child	Event	Outcome
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2. CHILD'S DEVELOPMENTAL NEEDS

Please complete a 'Child's Developmental Needs' Section for each child under headings:

Health

Education

Emotional & Behavioural Development

Identity, Family & Social Relationship

Social Presentation

Self Care Skills

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FAMILY AND ENVIRONMENTAL FACTORS, Please complete Family and Environmental Factors for each child under the following headings:

Family History and Functioning

Family's Social Integration and Community Resources

Employment and Income

Housing

4. PARENTING CAPACITY

Please complete Parenting capacity under the following headings: Basic Care

Stability, Guidance and Boundaries/Ensuring Safety

Emotional Warmth/Stimulation

5. IEWS OF CHILD(REN)

6.. IEWS OF PARENT(S)

7. ONCERNS/RISK FACTORS

8. STRENGTHS/POSITIVES

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9. PROFESSIONAL ASSESSMENT AND ANALYSIS

(What are the factors which have an impact on both the child's developmental needs and the parental capacity and what is the relationship between them? Identify clearly what are the child's needs and what types of service provision would best address these needs to ensure a positive outcome for the child(ren))

10. EDUCATION SERVICES CURRENTLY PROVIDED

Desired outcomes as a result of the above actions/services

Additional actions/services which Education could provide

Projected outcomes, how will following be achieved for this child

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic wellbeing

Signature of author of report

Date:

Karen Edmenson (Head Teacher)
Jill Harrison (Family Liaison Officer)
Signature of Parent(s)

Date:

K.Edmenson
Reviewed July 2014

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APPENDIX 5 (3 Pages)

TEACHER'S INFORMATION FOR CASE CONFERENCE.

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CHILD'S NAME:

D.O.B:

TO BE HELD AT PARK HOUSE

ON

Report TO BE RETURNED TO: KAREN EDMENSON (HEAD TEACHER) OR MRS HARRISON (FAMILY LIAISON OFFICER)

Chronology of significant events

Date	Child	<i>Event</i>	Outcome

CHILD'S DEVELOPMENTAL NEEDS

Please complete a 'Child's Developmental Needs' Section for each child under headings:

Health

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Education

Emotional & Behavioural Development

Identity, Family & Social Relationship

Social Presentation

Self Care Skills

FAMILY AND ENVIRONMENTAL FACTORS

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Please complete Family and Environmental Factors for each child under the following headings:

Family History and Functioning

Family's Social Integration and Community Resources

Employment and Income

Housing

PARENTING CAPACITY

Please complete Parenting capacity under the following headings:

Basic Care

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Stability, Guidance and Boundaries/Ensuring Safety
Emotional Warmth/Stimulation

VIEWS OF CHILD(REN)

CONCERNS/RISK FACTORS

STRENGTHS/POSITIVES

PROFESSIONAL ASSESSMENT AND ANALYSIS

(What are the factors which have an impact on both the child's developmental needs and the parental capacity and what is the relationship between them? Identify clearly what are the child's needs and what types of service provision would best address these needs to ensure a positive outcome for the child(ren))

EDUCATION SERVICES CURRENTLY PROVIDED

Desired outcomes as a result of the above actions/services

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Additional actions/services which Education could provide

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APPENDIX 6

Safeguarding Children

Hemlington Hall Academy is committed to ensuring the well-being of every child and keeping them safe from emotional, mental and physical harm. Policies and Procedures for Safeguarding Children and Child Protection can be accessed using www.teescpp.org.uk or on our website.

If you have any concerns or worries about any child, please speak confidentially to the Designated Person in School.

The Designated Person with overall responsibility for Child Protection is Mrs Karen Edmenson (Head Teacher)

In the event that Mrs Edmenson is not in school, the following staff have received Designated Person Training (Sept 2014):

Mrs S. Lockney	Mrs Purvis
Mrs J. Knox	Mrs Padgett
Mrs C.McManus	Mrs J.Harrison

The Designated Governor for Safeguarding is Mrs Braithwaite.

If you have a Child Protection Concern and you are unable to speak to a Designated Person, please telephone:

FIRST CONTACT on 726004

For advice, L.A. Officer for CP Mary Griksaitis on 201822

In the event that a child is not collected from school, please telephone Education Welfare Officers on 201840 or 201898

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PLEASE ENSURE MRS EDMENSON IS INFORMED OF ANY INCIDENT /
REPORT. Tel: 07415799166.

Author: K.Edmenson
Review Date: July 2014

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APPENDIX 7: Multi Agency Referral Form (5 pages)

Tees Multi-agency SAFER Referral Form to Children's Social Care

*SAFER i.e. Situation, Assessment, Family, Expected Response, Recording.
(Based on DH Guidelines 2012)*

Use where children are in need or may be suffering, or are likely to suffer, from significant harm

Where a child is considered to be suffering, or likely to suffer from significant harm, please make an urgent telephone call to Children's Social Care, complete this form and send it within 24 hours to Children's Social Care. For less urgent situations please complete this form before contacting Children's Social Care.

Whilst you may not be able to answer all the questions on this form it is important you provide as much information as you can so that Children's Social Care is able to make the right decisions and provide the right services for the child.

Contact Details

Children's Social Care	Office hour	Out of hours	Fax	Email
Hartlepool	01429 52387 2	08702 40299 4	01429 52390 7	fcsh@hartlepool.gcsx.gov.uk
Middlesbrough	01642 72600 4	08702 40299 4	01642 20199 4	firstcontact@middlesbrough.gcsx.gov.uk
Redcar & Cleveland	01642 77150 0	08702 40299 4	01642 44411 2	cat@redcar-cleveland.gcsx.gov.uk
Stockton-on-Tees	01642 52776 4	08702 40299 4	01642 52775 6	first.contact@stockton.gcsx.gov.uk

Section One: SITUATION

SAFER

1. About You

Job Title / Personal ID	
Organisation: incl. Department	

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Address	
Email & telephone	

Common Assessment Framework (CAF) <i>Absence of a CAF must never delay a referral where a child is considered at risk</i>				
Prior to making this referral have you completed a CAF?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Date CAF completed				
Date CAF sent to CAF Co-ordinator				
Please attach a copy of the latest assessment and go to Section 4				
If a CAF has not been completed, please outline why and complete all the following sections:				

2. About the child	
Name of child/Unborn Baby	
Date of birth (Estimated Delivery Date)	
Address If unborn baby Mother's address	
Does the child have a disability	Yes <input type="checkbox"/> No <input type="checkbox"/>
State diagnosis if known & any SEN statement if known	

3. Child's ethnicity / religion / language					
<i>White</i>		<i>Black or Black British</i>		<i>Asian or Asian British</i>	
<input type="checkbox"/>	White British	<input type="checkbox"/>	African	<input type="checkbox"/>	Bangladeshi
<input type="checkbox"/>	White Irish	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>	Indian
<input type="checkbox"/>	Gypsy/Roma	<input type="checkbox"/>	Any other Black background - please state	<input type="checkbox"/>	Pakistani
<input type="checkbox"/>	Traveller of Irish heritage			<input type="checkbox"/>	Any other Asian background - please state
<input type="checkbox"/>	Any other White background – please state				

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<i>Mixed/dual background</i>		<i>Chinese and other</i>		Please state:	
<input type="checkbox"/>	White and Asian	<input type="checkbox"/>	Chinese	Religion:	
<input type="checkbox"/>	White and Black African	<input type="checkbox"/>	Any other ethnic group - Please state	First language:	
<input type="checkbox"/>	White and Black Caribbean	<input type="checkbox"/>	Not given	Is an interpreter needed?	
<input type="checkbox"/>	Any other mixed background – please state				

4. Services involved with the child/parent/carer

Service	Details (e.g. name, address)	Telephone
<input type="checkbox"/> GP		
<input type="checkbox"/> Early years		
<input type="checkbox"/> School		
<input type="checkbox"/> Others (specify)		

5. Details of parents/carers

Parent/carers Name:					
Relationship to child		Holds parental responsibility?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>
Address:					
Postcode		Telephone:			
Parent/carers Name:					
Relationship to child		Holds parental responsibility?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>
Address:					

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Postcode	Telephone:
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6. Current family and home situation (who else lives with the child or plays a significant role in their life e.g. siblings or grandparents)

Name	Date of birth	Relationship to child	Living with child?	If a child are they included in the referral?

7. Consent

Parent/Carer Consent

Prior to seeking parent/carer consent consider whether the child is mature enough to give consent i.e. is the child Gillick competent or meets Fraser guidelines. The referral may not meet the criteria for child protection services but require signposting to other support services, which will need parental consent. Therefore, *where possible*, ensure this consent is obtained.

I consent / do not consent to the information being *Add Name/Service here* shared by:
 regarding the child / young person named on the referral form
 with Hartlepool | Middlesbrough | Redcar & Cleveland | Stockton-on-Tees

Parent/guardian signature	Name	Date
---------------------------	------	------

I have explained the nature of the information likely to be disclosed

Professional's signature	Name	Date
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Young Person Consent

As a young person who is able to understand the nature of the information to be released

I consent / do not consent to the information being *Add Name/Service here* shared by:

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with Hartlepool	<input type="checkbox"/>	Middlesbrough	<input type="checkbox"/>	Redcar & Cleveland	<input type="checkbox"/>	Stockton-on- Tees	<input type="checkbox"/>
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Young Persons signature		Name		Date	
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I have explained the nature of the information likely to be disclosed

Professional's signature		Name		Date	
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Parent(s) / Carer(s) and Child's views re the referral

Please state response to the referral.

In the unusual event of not being made aware of the referral please state why

Section Two: A S S E S S M E N T
SAFER

I am concerned for the child's safety/wellbeing because...
(Provide specific facts – what you have seen, heard and/or been told and when you last saw the child and parents)

My assessment of the child is as follows...
(To include basic care/clothing/food/safety/home conditions/child's health and development including missed appointments, any disabilities/parenting – emotional warmth, stimulation)

Section Three: F A M I L Y Factors
SAFER

Specific family factors making this child at risk of significant harm are as follows:
(Please include any information with regard to the incidence of substance misuse, domestic abuse, parental mental health, learning difficulties or any other factors that may impact on parenting)

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The strengths in the family situation are:

Any known risks to staff visiting the family?

Yes

No

If yes please state the risks:

Current Actions Taken:

Section Four: EXPECTED Response
SAFER

Where you are able please state what services you think will make things better / safer for the child

Where you intend to provide services for the child, please give details:

Ask the person taking the referral if they require you to do anything and record the response:

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About the Duty Officer taking the referral	
Name:	
Job Title:	

Section Five: Referral & RECORDING SAFER
All referrals to the Duty Team must be followed up in writing using the Safer Referral Form. Urgent child protection referrals must be made via a telephone call and followed up in writing within 24 hours. For less urgent situations it will be expected that the information is recorded in writing prior to any contact with the Duty Team. At any stage, however, the Duty Team can be contacted for advice and guidance with regard to how to progress a referral.
Once a referral is accepted by the Duty Team the person making the referral will receive a feedback letter detailing the action taken.
<i>Please keep a copy of the referral in your record</i>

Your Name (Referrer)		Date	
Your Signature			

Confidentiality Notice -This information is confidential or privileged and is intended for the exclusive use of the individual(s) or entity (ies) names on this transmission sheet and not to be disclosed to third parties. If you are not the intended recipient, be aware any disclosure, copying, distribution or use of the contents of this information is prohibited. If you have received this transmission in error please notify us by telephone immediately. The copyright contents of this transmission and any attachments are the property of the referring organisation and any unauthorised reproduction or disclosure is contrary to the provisions of the Copyright Designs and Patents Act 1988.