

## Making a formal referral to Social Services for safeguarding children concerns

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 Publication date: August 2023. Version 4  
 Review date: August 2025

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Staff must make a referral to Children's Social Care if there are signs that a child under the age of 18 years or an unborn baby: i) is suffering or has suffered **significant harm**; or ii) is likely to suffer significant harm.

In Brighton and Hove all referrals will go through Front Door For Families (FDFF). FDFF is made up of representatives from social care, police, health and education. They will triage the referral and respond appropriately. East Sussex have a single point of advice or SPOA, and West Sussex use an Integrated Front Door model. You need to be clear within which local authority your child lives before referring.

### Process

1. Discuss the referral with a senior member of staff ideally the consultant.
2. Parents should be informed and give consent unless it is thought that this may result in harm to child.
3. Help about whether to refer or not can be sought from social services or the safeguarding children team (ext. 62363). This explains more.:

<https://www.bhscp.org.uk/safeguarding-partnership-documents/thresholds/>

**You do NOT need to be certain to refer.**

4. **Before you telephone, think about what information you need to share.** Best practice is to complete the safeguarding children referral form on PANDA first so that you are clear on all information. Important facts to include:
  - Family members and relationships
  - Whether the parents are aware of the referral, and if not, why not (e.g. FII or increased risk to child).
  - Clear identification of the risks to the child
  - Description of any injuries, body map if appropriate.
  - Actions already taken and professionals / organisations already involved with contact details (if available).
  - **Record the name** of the social worker to whom the information is being shared.
  - Known risks for professionals e.g. aggressive dog
5. **Contact the social services department based on the address of the child** - you can look up the postcode on [www.gov.uk/find-local-council](http://www.gov.uk/find-local-council) to see which council area the child lives in (and therefore which social services department).

See next page for contact details

# BSUH Paediatric Clinical Practice Guideline

## Contact Details in hours (9am - 5pm Mon - Fri):

	Email	Telephone number
Brighton and Hove	<a href="mailto:Frontdoorforfamilies@brighton-hove.gov.uk">Frontdoorforfamilies@brighton-hove.gov.uk</a>	01273 290400
East Sussex	<a href="mailto:0-19.SPOA@eastsussex.gov.uk">0-19.SPOA@eastsussex.gov.uk</a>	01323 747373
West Sussex	<a href="mailto:WSCChildrenServices@westsussex.gov.uk">WSCChildrenServices@westsussex.gov.uk</a>	01403 229900

## Contact Details out of hours (5pm – 9am, weekends and bank holidays):

NB. be aware you need to ask to speak to Duty Social Worker - otherwise you speak to a call handler - they need to contact police for significant injury

	Telephone number
East Sussex / Brighton and Hove	01273 335905/6
West Sussex	03302226664

- POLICE / Child Protection Team** can be contacted via 101/999
- All referrals are done via PANDA and we have agreed with the separate local authorities that this same can be used despite the area. The form can be found in panda under referrals title safeguarding childrens referral.

