**Practitioner has a concern about a child**

* Inform Designated Safeguarding Lead or Deputy
* Complete logging a concern form

**Continued support**

|  |  |
| --- | --- |
| **Supported by Children`s Services**   * If Children’s Services are involved with the family, then you will be invited to attend either a child in need meeting or initial child protection meeting. A member of the management team must complete a report and attend or if you cannot then you must send a report. | **Early Help supported through CAF**   * If children’s services are not going to be involved but they think the case sits with Early Help work alongside Early help. Decide who is going to be the lead practitioner and arrange meetings |

Notify your Early Years Quality Manager (EYQM)

**Child safety**

* Follow advice given and act upon advice given by Children’s Services
* Complete all Monkey Puzzle documents and add to child’s confidential safeguarding file
* Discuss concerns with the parents/carers, unless if you feel the child will be at risk of significant harm or if advised not to communicate with parents by Children’s services

**Designated Safeguarding Lead (DSL) responsible for:**

|  |  |
| --- | --- |
| **Immediate risk of harm**     * Considering whether children are at immediate risk of harm meaning an immediate referral to Children`s Services must be made, or in the case of an emergency contact 999 e.g. unsafe to go home. * Local Authority Children’s Services contact number 0300 123 4043 * Complete children`s services referral form | **Family needs additional support from services but no immediate risk of harm**     * Referring to other agencies as appropriate e.g., Health visitor, Early Help Notification Form or Request for Support Form without undue delay. * **Hertfordshire Local Authority Early Help 01438 737575** |