



Norfolk Safeguarding Children Board

GUIDANCE FOR COMPLETING THE NSCB1

Referral to Children's Social Care

Nov 2015

The NSCB1 has been revised to reflect Norfolk's commitment to working within the Signs of Safety Framework. With this, the referral form has been structured to:

- Support partners to recognise the family's strengths as well as clearly articulate the concerns and what they want to happen next
- Focus on gaining the consent of the family so that we remember to work with the family to address the concerns
- Empower and enable all partners to work together to provide the right service at the right time for the right duration, including partners continued engagement in plans to safeguard and promote the child's welfare, regardless of Children's social care involvement

All referrals should be made with reference to the revised Norfolk Threshold Guide, published on the Norfolk website from 16 Nov 2015.

We encourage all people who are concerned about a child to seek support and guidance from their line managers and/or designated safeguarding leads, prior to making a referral. **However, if a child is at risk of immediate harm, do not delay to submit a referral to ensure that the child is protected at the earliest opportunity.**

With the revised Threshold Guide, there is a new emphasis on having conversations about our concerns to help us to:

- focus on the needs of the child
- manage any uncertainty
- support informed decision making
- improve the way we work together

We recognise that these conversations may be difficult. Learning from Serious Case Reviews, tells us that professional challenge is key to effective decision making, planning and ultimately achieving the best outcomes for the children we are worried about. We urge all partners to have the confidence to respectfully challenge each other and to use the Resolving Professional Disagreement policy where required.

<http://www.norfolkscb.org/about/policies-procedures/>

Completing a referral:

1. Ensure that the referrer's contact details are completed in full.
2. Get the parents'/carers' consent. If you do not have this you need to be really clear why you are referring without consent, i.e you believe the child to be at risk of significant harm which will be escalated if raised with the parents/carers prior to referral.
3. Provide as much detail as possible about the child/their siblings, the family and the people in their safeguarding network to establish potential risks and protective factors. Please include details about:
 - The child/family's nationality and languages spoken: is a translator required?
 - Information relating to values, culture, beliefs and spirituality
 - Any disability and/or caring arrangements
 - Any medical conditions
4. Identify any agencies you know are currently working with the child/family.
5. With the referral information, be as clear as possible about:
 - What you are worried about: from the child's perspective what impact are the concerns you are raising having on them?
 - What strengths/protective factors are in place: what works well for the child/family?
 - What you want to happen next: who is best placed to provide the right service to address the concerns raised and ensure the child's safety?
 - What outcomes you would like: what does safe look like for this child?
6. Make reference to the Threshold Guide. Use the prompt questions in the Guide to support you completing section 5 (above).
7. Clarify your role in the child/family's life and how/if you will continue to be involved in safeguarding plans. If any existing plan/assessment is in place (Family Support Plan, Graded Care Profile or previous social care assessment) please attach it to the referral.
8. Ensure that you complete the feedback details on the final page so the MASH can inform you of the outcome of your referral.

PLEASE NOTE: If you are submitting an NSCB1 on a case that is already open to Children's Services, the NSCB1 is not considered a referral into the MASH. The information will be passed to the social worker managing the case and it is their responsibility to advise the person concerned on next steps. In that case, please ensure that you have the social worker's contact details or contact the social care team in your locality area. Look out for contact details on the Local Safeguarding Children Group pages on the NSCB website from Jan 2016.