

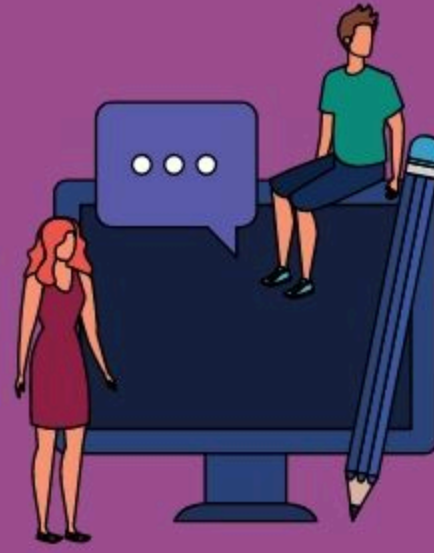
# Top 8 tips when making a safeguarding referral

1.



Ensure that you obtain consent for the referral from parent/carer, family or service user they are able to & when safe to do so

2.



Where appropriate; complete the referral with the parent/carer, family or service user to ensure that all information is accurate and up-to-date

3.



Clearly outline what the concerns are, what support is required & for who - include any work that has already been done

4.



Include details of any strengths, protective factors or what is working well

5.



Do not leave any part of the referral form blank - if unable to complete sections record 'Unknown' or 'N/A' - this demonstrates that you have at least read the question

6.



Include details of any of agencies or professionals involved

7.



Ensure that you include your contact details, your hours of work (particularly if part-time) & contact details of your line manager

8.



Having submitted the referral; ensure that you receive acknowledgement that the referral has been received & include this in the case file