



Referring to Children's Social Care

Children's Social Care fulfils the statutory responsibility of the Local Authority to:

- Assess 'Children in Need' who have complex unmet needs requiring support
- Investigate and assess children and young people at risk of or who have suffered significant harm

The **Prevention & Assessment Teams (PATs)** provide a combined MAST and Children's Social Care response in the 3 areas of Sheffield, providing a streamlined process to prevent unnecessary interventions and reduce duplication.

If you require support for child with complex unmet needs, i.e. a 'Child in Need', you must:

- Complete a Family Common Assessment (FCAF) with the child or young person and their family
- Obtain consent to share this information with services they may require
- Send the FCAF to the relevant MAST Manager to discuss at the weekly Multi-Agency Allocation Meeting (MAAM)

Each MAAM is attended by managers from Children's Social Care and MAST and will discuss services available to offer support

If you need to refer a child that is 'at risk of significant harm':

- Ring the Social Care Area Office for child or young person's home address (see below)
- Give the social worker the information described in the next column

They will:

- Decide if further assessment is required
- Collect & share information from all involved agencies
- Contact the referrer within 24 hours to inform them of action to be taken

Regularly updated contact details 'MAST, Social Care & other resources, V10, Sept 16' is available from:

- [Safeguarding Sheffield Children](#) website
- [Schools and education settings](#)
- [Education Toolkit](#)

Making a referral:

- Ensure you have all of the pupil/student's education & safeguarding information with you
- Call from a place where you will not be interrupted or overheard inappropriately

You will need to describe the incident or your concern and provide information about:

The child/young person:

- Name, address, date of birth
- Presentation, hygiene, home environment
- Academic ability and achievement
- Attendance, punctuality, how long on roll
- Behaviour, response to rules & boundaries
- Relationships, bullying, discrimination
- Child/young person's view about their home life
- Health issues, learning difficulties/needs

The family:

- Who has parental responsibility for the pupil
- Who do they live with?
- If anyone involved has any special needs
- Who accompanies the pupil to school events
- Other significant friends or relatives
- Parenting concerns such as domestic abuse, mental health, substance misuse
- Mothers, fathers, carers care, safety, guidance, protection & emotional support
- Family history, functioning
- Environmental issues, housing, finance, unemployment, social & community integration

Early Intervention:

- What support are you currently offering?
- Have you tried other support and did it work?
- Other services involved with the child/family
- Previous education settings attended
- Previous/current FCAF and/or other assessment

You will be asked to follow up your phone call in writing within 24 hours.

Children's Social Care must respond to your referral in writing within 72 hours, saying what they have done.