



North Wales Referral Form (Children and Families)

BRIEFING

REFERRAL PATHWAY

Referrals to services regarding concerns about a child or family typically fall into 3 categories:

- Early help services – early intervention and prevention services such as Team Around the Family/ Gyda'n Gilydd; Families First; Flying Start
- Care and support – referrals relating to needs of the child that require the support of Children and Family Services
- Child protection - Section 47 (S47) (Children Act 1989) referrals

All referrals relating to children and families who you feel would benefit/ require support across any of the categories above must be completed on the North Wales Children and Families Referral Form and sent to the local authority where the child currently resides.

Children's social care (Children and Family Service) will only consider those referrals which relate to children in need of care and support or Section 47 (children in need of protection) of the Children Act 1989. Decisions relating to these referrals will be made within one working day of receipt.

Early help services will consider all referrals that require early intervention and prevention support that falls below care and support from Children and Family Services.

PRINCIPLES

Information contained within the referral is shared in accordance with the Wales Accord of Sharing Personal Information (WASPI).

Safeguarding and child protection work should always be underpinned by principles of working in partnership with families.

Where appropriate, prior to making a child protection referral, practitioners should consult with their child protection leads and/or verbally with the local authority to ensure that making a referral is an appropriate action.

Once a referral has taken place, early help or social care staff have no mandate to compel parents to undertake assessments or accept services, although take up will promote positive outcomes and prevent the escalation of need.

Wherever possible the referral should be informed by a conversation with the child and/ or the parents (family) that explores what is important and what matters to them along with the outcomes they wish to achieve.

Adverse Childhood Experiences (ACEs) such as abuse, neglect and dysfunctional home environments have been shown to be associated with the development of a wide range of harmful behaviours including smoking, harmful alcohol use, drug use, risky sexual behaviour, violence and crime. They are also linked to diseases such as diabetes, mental illness, cancer and



cardiovascular disease, and ultimately to premature mortality. The identification of Adverse Childhood Experiences (ACE's) will help to identify factors that contribute to the child's development and the parents capacity to meet the needs of the child.

Consideration should be given to the strengths and resources of the child and family (such as support from wider family members; resources and activities available in the community, support that can be provided by the referrer and wider organisations).

The purpose of the referral is to establish what matters to the child and family and any identified needs in order that a further conversation/ assessment can identify with them how best to meet those needs and what is important (as opposed to making a request for a service).

CONSENT

Article 4 (11) of the General Data Protection Regulation (GDPR) (2016) defines consent as being "any freely given, specific, informed and unambiguous indication of the data subject's wishes by which he or she, by a statement or by a clear affirmative actions, signifies agreement to the processing of personal data relating to him or her"

Parents/ those with parental responsibility for a child/ young person (where they play an active part in the child/ young person's life) or the young person if aged 13 and above, must be informed that a referral to Children and Family Services/ Early Help Services is being made and their consent obtained for the referral to be made and the information to be processed by the local authority.

Where the person does not provide consent for the local authority to process information about them the local authority can still process the information obtained through the referral if it is deemed as a "public task" which is defined in the GDPR as follows: "the need to process personal data to carry out official functions or a task in the public interest and there is a legal basis for the processing under UK law". The duty to promote wellbeing and welfare as specified in the Social Services and Wellbeing Act (2014) and the Children Act (1989; 2004) is the UK law under which the local authority must carry out official functions

The circumstances where consent to make a referral is not required is where there is a specific risk of harm to a child and sharing the information with the parent or carer would place the child at further risk. Examples of this might be child sexual abuse, honour-based violence, fabricated or induced illness.

The referral form therefore requires that the person who is the subject of the referral is aware of how their data will be used and processed. The Privacy Notice Checklist below sets out the information that must be supplied when obtaining personal data from an individual.

- Organisations name and contact details (including the Data Protection Officer)
- Why and how we will be processing their information
- Our legal basis for processing
- If the information will be shared with any 3rd parties
- If the information will be transferred to a third country (outside the European Economic Area)
- Retention period or criteria used to determine the retention period
- The existence of each of the data subject's rights
- The right to lodge a complaint to with the Information Commissioners Office
- The right to withdraw consent at any time, where relevant
- Whether the provision of personal data is part of a statutory or contractual requirement or obligation and possible consequences of failing to provide the personal data

- The existence of automated decision making, including profiling and information about how decisions are made, the significance and the consequences.

COMPLETING THE FORM

The form should, wherever possible, be fully completed with the following information as this will enable prompt and appropriate decision making to ensure children and families are supported:

- basic information about child's name and date of birth
- family details including family household composition
- ethnicity and language choice of the child and parents
- identification of adults with parental responsibility and surnames if they are not the same as the parents
- details of any other significant adults
- GP details
- schools or early year settings attended
- name of key professionals, such as health visitors, GP and any health professionals
- nature of the concerns and risks to the child (this should include an indication of any adverse childhood experiences)
- information known or available about family history known or available
- information about each of the following:
 - **Child's development**
 - Developmental needs of the child (to include strengths and concerns) such as health, intellectual or cognitive development, emotional well-being and development, social development and whether these are age appropriate.
 - **Parenting capacity**
 - Current parenting being received by children (to include strengths and concerns) and the impact of the capacity of the parents and their ability to provide care for the child.
 - **Environmental factors**
 - Any matters relating to the child's current environment (to include strengths and concerns) such as anti-social behaviour, income, housing, activities surrounding the property, and so on.