



North Wales Safeguarding
Children's Board

Practice Guide

Enquiries to the
Child Protection Register

1.0. **Introduction**

- 1.1. The child protection register is administered on behalf of the North Wales Regional Safeguarding Board by the six social services covering the area where the child is currently living.
- 1.2. The Regional Safeguarding Board is responsible for ensuring that systems and processes are in place for the effective management of the register and accessibility to information by partner agencies.
- 1.3. It is the responsibility of the custodian of the register to ensure:
 - That all details are entered onto the child protection register;
 - The register is kept up to date and its contents should be confidential other than to legitimate enquirers;
 - A child's name is only added to the register as a result of a decision at a child protection conference, except where it is a child on another local authority child protection register who temporarily moves into the area. In this case, the child will be registered immediately, and the registration reviewed at the first child protection conference in the new area.

2.0. **Enquiries to the child protection register**

- 2.1. Enquiries to the register should not be a substitute for appropriate discussion of concern with social services but as part of background information gathering.
- 2.2. There will be different enquiries to the register made, depending on why the information is being requested. For instance, CAFCASS may be required to undertake an enquiry to the register as part of their formal process in private proceedings. Alternatively, a health professional may be making an enquiry due to a child being presented at an A&E department and there are safeguarding concerns. The type of enquiry being made should be clearly specified and recorded.
- 2.3. Access to the child protection register is restricted to practitioners who have a safeguarding concern. Their identity will be checked.
- 2.4. It is essential that police and health professionals have access to the register both in and outside office hours.

3.0. **Making an enquiry**

- 3.1. The enquirer must be a practitioner from an agency represented on the North Wales Regional Safeguarding Board and identity will be checked to ensure the enquirer is legitimate.

- If a child's name is on the register, the enquirer will be given the name of the care and support protection plan Co-Ordinator.
- It is the responsibility of the enquirer to notify the care and support protection plan Co-Ordinator of the enquiry.
- A record is kept of the names of children about whom enquiries are made.
- If an enquiry is made about a child at the same address as a child on the register, the custodian should ensure that this information is passed on to the registered child's care and support protection plan Co-Ordinator.
- If an enquiry is made but the child's name is not on the register this should be recorded together with the advice given to the enquirer.

4.0. **Contact Details**

4.1. To make a child protection register enquiry to a Local Authority, please contact the Local Authority on the numbers below:

Local Authority	Daytime	Out of Hours
Anglesey	01248 752722	01248 353551
Gwynedd	01758 704455	0124 8353551
Conwy	0300 456111	01492 515777
Denbighshire	01824 712200	0345 0533 166
Flintshire	01352 701000	0345 0533 166
Wrexham	01978 292039	0345 0533 166