 

**Integrated**

**Report/Referral Form Guidance**

Authorisation[[1]](#endnote-1) to be gained on all referrals unless:

* The concern is of a **Safeguarding child or adult** nature, which could place the child or adult at further risk if Authorisation was gained.
* The referral is in relation to concerns surrounding the conduct of a member of staff working with, or volunteering with children or vulnerable adults. In these situations where possible advice should be taken from the agency safeguarding lead prior to submitting any referral.

If it is not possible for the individual to sign the referral form, then it is expected that the **entirety** of the referral has been verbally shared and not summarised to the individual prior to submitting. The referral form has been designed to be completed with children, carers, families and adults, thus ensuring the response is timely and relevant. In the event key information is missing from the referral it will be returned to the referring person to be updated.

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| **Section 1** | Full details of the individual referring required. Referrals should not be made via a third party i.e. the person witnessing an incident or holding the concern needs to complete this referral. |
| **Section 2** | Details of individuals being referred. To be completed in as much detail as possible. If the individual is in hospital please state the hospital, ward, date admitted/ discharge date. In respect of any known disability please include if the individual is on a pathway i.e. Neurodevelopmental etc. or not yet diagnosed. Any known learning difficulties can also be included here. |
| **Section 3** | Please include details of relevant family members. PR (Parental Responsibility); Emergency Contact, such as, Lasting Power of Attorney etc. |
| **Section 4** | Any relevant service or agencies to be included such as school, health, voluntary sector etc. |
| **Section 5** | **5(a)** Reason for referring should include all relevant information as to why a referral is needed, such as: support needs; what has been offered in the past (if known); describe any alleged abuse (When, where this has happened etc.); any current safeguards in place.  **5(b)** Where possible this needs to be completed in the words of the individual requiring support/ safeguarding. Where there is an agency outcome please record this as an agency outcome. This section is key to the Local Authority being able to identify the right support services and level of response.  **5(c)** Tell us about the individual or family’s relevant strengths and capabilities and how these may address the need and/or reduce harm.  **5(d)** All identified needs and/or risk(s) to be recorded, including harm outside of the family home (Contextual Risk – Place, Person, Premises etc.) and any unmet needs.  **5(e)** Barriers – This section can include barriers in respect of practical, physical and any resistance for support from the individual.  **5(f)** Please list any dangers that could impact staff. |
| **Section 6** | To be completed where there are concerns of either an adult at risk, or where there are concerns regarding the conduct of a professional working with children and/or vulnerable adults. If there are children or vulnerable adults in the home of the individual of concern then details should be recorded if known (add these details to the reason for referral in Section 5).  All known roles to be listed such as: voluntary work, tutoring, secondary employment, local counsellor etc. Please complete Section 6 for every professional or individual of concern/ risk that is known. |
| **Section 7** | To be completed if the incident has been witnessed. If an allegation of abuse has been disclosed to a professional the professional’s details need to be recorded in as much detail as possible as these may need to be shared with other agencies such as the Police. |

If you require further guidance in relation to the referral please make contact with the respective Local Authority details of which can be found at the end of the Integrated Referral/Report Form.

1. Authorisation should be read as meaning consent. [↑](#endnote-ref-1)