**A Guide to Referring a Young Person to The Local Authority**

**AS OF 30/8/2022.**

Any concerns you have regarding a young person then please call the Children’s Advice & Duty Service (CHAD) 01782 **235100. CHOOSE OPTION 2 FOR NEW REFERRAL**

**OPTION 1 FOR A CHILD WHO IS ALREADY OPEN TO SOCIAL CARE**

**NO WRITTEN REFERRAL IS NEEDED**

To make a comprehensive referral, the following information will be requested:

**BEFORE CHAD TAKE ANY INFO, THEY WILL CHECK WHO YOU ARE BY ASKING YOU TO SEND A VERIFICATION EMAIL. THIS IS TO MAKE SURE YOU ARE WHO YOU SAY YOU ARE.**

• All the details known to you/your agency about the child;

• The family composition including siblings, and where possible extended family members and anyone important in the child’s life;

• The nature of the concern and how immediate it is;

• Details of any work/support that you have provided to the child or family to date.

• Details of where the child is.

• Whether you have informed parents/carers of your concern. Please be aware that consent from the parent/carer will be required to make a referral unless this places the child at any further risk.

**A QUESTION YOU WILL BE ASKED IS WHAT OUTCOME YOU WANT FROM THE CALL YOU ARE MAKING**: e.g.: Referral to social care/ Supporting families (old early help)/advice/young carer’s/external led early help

**EARLY HELP SERVICE HAS A NEW NAME NOW AND IS CALLED SUPPORTING FAMILIES SERVICE.**

**MAKING A REFERAL REGARDING CHILD EXPLOITATION**

**This is for sexual and criminal.**

If you have any concerns regarding a young person being criminally or sexually exploited then please fill out a Risk Factor Matrix Form (RFM) and email it to [childexploitation@stoke.gov.uk](mailto:childexploitation@stoke.gov.uk)

Please complete an RFM for LOW, Medium or High risk.

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[Home - Staffordshire Safeguarding Children Board (staffsscb.org.uk)](https://www.staffsscb.org.uk/)

You can ring and discuss any concerns with the contacts below

**CONTACTS**

**Stoke-on- Trent CSE Coordinator**

Clare Goodwin – **07767180426** [clare.goodwin@stoke.gov.uk](mailto:clare.goodwin@stoke.gov.uk)

**Catch22 - Missing & CSE Team**

Claire Boon - [catch22cse@catch-22.org.uk](mailto:catch22cse@catch-22.org.uk) or call 07843467900

**Catch 22- CCE Team**

Gemma Mander – [catch22cce@catch-22.org.uk](mailto:catch22cce@catch-22.org.uk) or call 07540674912

Any changes made to forms or procedures I will send an updated version.