**IMMEDIATE CONCERNS ABOUT A CHILD OR YOUNG PERSON - REPORTING GUIDANCE – OXFORDSHIRE COUNTY COUNCIL**

As you have a Contract with Oxfordshire County Council, we need to ensure you know how to report any safeguarding concerns that may arise in a timely manner. Please read this information and sign the declaration at the bottom. Please keep this document for easy reference whilst working for Oxfordshire County Council.

This information is taken from the Oxfordshire Safeguarding Children Board’s website. Further information can be found at <http://www.oscb.org.uk/professionals/>

**When to Suspect Child Maltreatment**

In 2009, the National Institute for Health and Clinical Excellence (NICE) published a quick reference guide ‘When to Suspect Child Maltreatment’.

This guidance is available at <http://www.nice.org.uk/nicemedia/live/12183/44914/44914.pdf>

**Immediate Concerns about a Child**

The Multi-Agency Safeguarding Hub (MASH) is the front door to Children’s Social Care for all child protection and immediate safeguarding concerns. If there is an immediate safeguarding concern, for example:  
  
\* Allegations/concerns that the child has been sexually/physically abused   
\* Concerns that the child is suffering from severe neglect or other severe health risks   
\* Concern that a child is living in or will be returned to a situation that may place him/her at immediate risk   
\* The child is frightened to return home   
\* The child has been abandoned or parent is absent

You should call the MASH immediately **Tel: 0345 050 7666** (This number will take you through to Customer Services who will ask a series of questions and triage into MASH where safeguarding concerns are raised). Or you can email a report to MASH using the secure email address on:   
[**mash-childrens@oxfordshire.gcsx.gov.uk**](mailto:mash-childrens@oxfordshire.gcsx.gov.uk)

A No Names Consultation should **not** be used for the above scenarios.

**To talk about an on-going concern**

If you want to speak to someone about an already open case contact the relevant Children’s Social Care Team. If the child has an allocated social worker you can write their contact details here for reference:

Social Worker Name:

Tel:

Email:

Please note that the Adoption & Permanence Support Team and the Attach Team are not safeguarding children’s teams. If you have a safeguarding concern about a child you are working with you will need to refer these directly to MASH and then inform the relevant team as needed.

Adoption & Permanence Support: 01865 897981 [adoptionsupport@oxfordshire.gov.uk](mailto:adoptionsupport@oxfordshire.gov.uk)

Attach Team: 01865 897088 [attach.team@oxfordshire.gov.uk](mailto:attach.team@oxfordshire.gov.uk)

**Child Sexual Exploitation**

If a child or young person has made a disclosure regarding sexual exploitation or if you think a child may be at risk of being sexually exploited, please contact **the Kingfisher Team on 01865 309196.**. Out of hours calls to this number will be diverted to the Thames Valley Police Referral Centre.

**LADOs and School Safeguarding Team**

To report an allegation against a person in a position of trust, please contact the LADO and Schools safeguarding team

Schools Safeguarding Team: **01865 810603**

[**LADO.safeguardingchildren@oxfordshire.gov.uk**](mailto:LADO.safeguardingchildren@oxfordshire.gov.uk)

**If you are unsure whether to make a referral**

If the child has an allocated social worker, and you can get hold of them easily, they will be able to advise you. If not, then you can contact the Locality and Community Support Service (LCSS) and request a **‘no names’ consultation** (meaning you don’t give the child’s name). You can then discuss the situation with them and they will advise you on what to do next. If a referral needs to be made they will advise you of this.

* **LCSS Central : 0345 241 2705**
* **LCSS North (incl. Banbury, Witney, Bicester, Carterton and Woodstock): 0345 241 2703**
* **LCSS South (incl. Abingdon, Faringdon, Wantage, Thame, Didcot and Henley):   
  0345 241 2608**

If you have a concern and it is out of usual office hours then you can call the   
**Emergency Duty Team on 0800 833 408**

Further Information:

**Working Together to Safeguard Children 2015**

This is the key statutory guidance for anyone working with children in England. It sets out how organisations and individuals should work together and how practitioners should conduct the assessment of children. This latest guidance updates the previous version published in 2013. It can be found at

<http://www.oscb.org.uk/wp-content/uploads/Working_Together_to_Safeguard_Children-march-2015.pdf>

**Written Agreement to Oxfordshire Safeguarding Procedures**

I agree by signing this form that I have read and understood the Oxfordshire procedures in regards to child protection and how to report any concerns that I have regarding any children or families that I will be working with.

I know how to access the contact details that I would need to make a referral to the appropriate departments and I understand that any child protection concerns should be referred without delay.

**Signed:**

**Name Printed:**

**Date:**