

Making a safeguarding Referral to Sefton Multi Agency Safeguarding Hub

Members of the public can make a telephone referral 0345 1400845

- o **All professionals must make referrals using the Multi Agency Referral Form (MARF). This would usually be done by your Designated Safeguarding Lead.**
- o **If the Safeguarding team are unavailable, please ring the number below.**
- **In an emergency outside office hours, by contacting the MASH Team on 0151 934 4481. After 5:30pm contact the Emergency Duty Team 0151 934 3555 or the Police on 999;**
- **If you are requested to make a referral and you cannot contact the school safeguarding team for support, then access to a MARF form is through this link [L:\Safeguarding\MASH Referral form](#)**
- Arrangements within our agency is that our designated team makes the referral.
- **However, if the designated lead or deputy leads are not available, the referral must still be made without delay.**
If the concern is regarding an adult who works with children and that they may or have caused harm, then Tracey Holyhead, LADO (Local Authority Designated Officer), can be contacted for advice also:
- To contact Sefton's Designated Officer for the Local Authority (LADO) tel: 0151 934 3783.

A referral or any urgent medical treatment must not be delayed by the unavailability of designated or named professionals.

The person making the referral should provide the following information if available - **note - absence of information must not delay a referral:**

- o Full name, any aliases, date of birth and gender of child/children;
- o Full family address and any known previous addresses;
- o Identity of those with Parental Responsibility;
- o Names, date of birth and information about all household members, including any other children in the family, and significant people who live outside the child's household;
- o Ethnicity, first language and religion of children and parents/carers;
- o Any need for an interpreter, signer or other communication aid;
- o Any special needs of the child/ren;
- o Is the child registered at a school or regularly attending a school? If so, identify the school;
- o Any significant/important recent or historical events/incidents in the child or family's life;
- o Has the child recently spent time abroad or recently arrived in the area?
- o Cause for concern including details of any allegations, their sources, timing and location;
- o The identity and current whereabouts of the suspected/alleged perpetrator;
- o The child's current location and emotional and physical condition;
- o Whether the child is currently safe or is in need of immediate protection because of any approaching deadlines (e.g. child about to be collected by alleged abuser);
- o The child's account and the parents' response to the concerns if known;
- o The referrer's relationship and knowledge of the child and parents/carers;
- o Known current or previous involvement of other agencies/professionals;
- o Information regarding parental knowledge of, and agreement to, the referral

Please ensure that you alert the Designated Lead at your earliest opportunity if you have been obliged to make a referral without their support