



Learning tool for staff/team meetings

Ten 'Top Tips' to make an effective referral to the LBC Rapid Intervention And Assessment Team (RIAT) for children and young people up to 18 years.

What is abuse?

Every child has the right to be kept safe from all forms of abuse that injure them either physically or emotionally.

Neglect is a form of [Significant Harm](#) which involves the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

Emotional abuse is a form of [Significant Harm](#) which involves the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

Sexual abuse is a form of [Significant Harm](#) which involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the Internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Physical Abuse is a form of [Significant Harm](#) which may involve including hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent fabricates the symptoms of, or deliberately induces illness in a child.

Useful numbers

- LBC Rapid Intervention and Assessment Team (RIAT) Duty Desk - 01582 547653 (Monday to Friday 9am to 5pm)
- Emergency Duty Team (out of hours) – 0300 3008123
- Bedfordshire Police Specialist Public Protection enquiries – 01234 – 846960 (0700hrs to 1700hrs weekdays 0800 to 1600hrs weekends)

- **In an emergency – 999**

1. Why today? Please state clearly what the risks to the child or young person are. (What is different today? State today's concern; not just historical ones).
2. If it is Child Protection e.g. child with injury, **YOU MUST:**
 - ❖ Inform (by telephone) the RIAT Duty Desk immediately (EDT if out of hours);
 - ❖ Ask minimal questions only of the child or young person involved;
 - ❖ Submit a **written** CP referral within 1 hour and include all chronology information where available. Where the RIAT has ended their working day, the written referral must be available to RIAT by 10am on the next working day.
3. In most situations, your concerns should be discussed with the child (as appropriate to their age and understanding), and with their parents, and their agreement sought to a referral being made. **However, agreement should not be sought if doing so would place the child at risk of Significant Harm.**
4. Information on the referral document you submit must be clear:
 - ❖ Objective
 - ❖ No opinions
 - ❖ No assumptions
5. Referral must include the full name of child including date of birth and be the correct spelling
6. Referral must include (where possible) the full names (and contact details where available) of significant others, for example:
 - ❖ Parents/Guardians/person with parental responsibility.
 - ❖ GP, School Nurse, Health Visitor, etc
 - ❖ Educational setting/provision

Please include as much information as possible

7. If your referral does not involve a CP concern – have you considered submitting an Early Help Assessment (EHA)?
http://www.luton.gov.uk/Health_and_social_care/children_and_family_services/earlyhelp/Pages/EHA.aspx
8. Please consider what have you done to address the issue?
9. Please keep a secure record of your safeguarding concerns
10. If in doubt – phone for advice - **01582 547653**
http://bedfordscb.proceduresonline.com/chapters/p_recog_respond.htm#identcons

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Please don't forget to access the LSCB Interagency Safeguarding Procedures for advice and guidance on how and when to make a referral by following the link above or by going to the Luton Safeguarding Children Board website at:

<http://lutonlscb.org.uk/>