

Victoria Primary and Nursery Class



Getting it Right for Every Child

Child & Adult Protection/Safeguarding/PREVENT Policy



Written: January 2026

Review: January 2027

Any concerns around Child Protection should be brought immediately to the attention of the Child Protection Co-ordinator. In Victoria Primary and Nursery Class, this is **Gillian Smith – Acting Head Teacher**. In the Head Teacher's absence, direct the concern to **Melissa Nicholls, Acting Principal Teacher and Michele Millward, Principal Teacher (Wed-Frid)**.

Victoria Primary School & Nursery – Child & Adult Protection Policy

All children have a right to be protected from abuse and neglect; therefore, child protection is the responsibility of everyone. The shared responsibilities of Learning and Leisure Services and other agency employees are to protect children from abuse and exploitation, to respond appropriately when abuse is identified and to ensure whenever possible that all children can exercise their right to be raised in a warm, stimulating and safe environment with the support of staff, their families and carers. It is the clear responsibility of all those involved in our school to adopt good practice throughout their work. **(For further information refer to the CP Team on Glow).**

Aim

The aim of this policy is to provide advice and guidelines for staff in relation to issues of child protection and the health and wellbeing of the children in our school. The main purposes of the policy are:

- to raise staff awareness of the categories of abuse and the indicators which could signify that abuse is taking place
- to identify the roles and responsibilities in the care and protection of our pupils
- to provide guidance and support to staff in carrying out their role and responsibilities in the protection of our pupils

Procedures

- All staff are issued with a copy of the Child Protection Action Guidance Leaflet and receive an annual Child Protection update in August Inservice days. A copy is also displayed on the staff noticeboard.
- In addition, new staff are also required to complete the 'Understanding Child Protection Self Learning Pack' and have this signed off by the Head Teacher
- The procedures outlined in this policy must be always followed meticulously and by all staff and should be implemented in conjunction with **NLC Child and Adult Protection Procedures and Guidance**. A copy of this guidance is available for all stakeholders in the Head Teachers office.

What is child abuse and neglect?

The Scottish Government's National Guidance for Child Protection in Scotland (2014) states that abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting, or be failing to act to prevent, significant harm to the child. This online document provides the following definitions of some of the ways in which children may experience abuse.

- Physical abuse – may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating.
- Emotional abuse – may involve conveying to a child that they are worthless, unloved or inadequate, they may be constantly criticised, ignored, humiliated. Some level of emotional abuse is present in all types of ill treatment of a child but can occur independently of other forms of abuse.
- Sexual abuse – involves forcing or enticing a child to take part in sexual activities which may involve physical contact, but which also applies to non-contact sexual activities such as

involving children in looking at, or in the production of, indecent images. It includes using sexual language to a child or encouraging them to behave in sexually inappropriate ways.

- Neglect – may involve a parent or carer failing to provide for a child's basic needs, failing to protect a child from physical harm or danger, not ensuring access to appropriate medical care or treatment. Neglect also incorporates 'non-organic failure to thrive' where a child has significantly failed to meet their normal development and growth milestones and there are no known genetic or medical reasons for this.

Indicators of Risk

The following circumstances are indicators that a child may be at increased risk of harm within their families:

- Domestic abuse
- Parental problematic alcohol and drug misuse
- Non-engaging families
- Children and young people experiencing or affected by mental health problems.
- Children and young people who display harmful or problematic sexual behaviour.
- Female Genital Mutilation (FGM)
- Honour based violence and forced marriage.
- Fabricated or induced illness (previously known as Munchausen by proxy)
- Sudden unexpected death in infants and children

Further detailed information on all the above circumstances can be found within Part 4 of the National Guidance for Child Protection in Scotland 2014 (page 113). This can be accessed online at <http://www.gov.scot/Resource/0045/00450733.pdf>

The above guidance also provides information about ways in which children and young people can come to harm outside of the home and in specific circumstances e.g.

- Child trafficking
- Child Sexual Exploitation (CSE)
- Online and mobile phone safety
- Further detailed information on these and other specific circumstances can also be found within Part 4 of the National Guidance (Page 139).

Further Nursery Guidance Please note: - Based on updated guidance (March 2025) - If a Child Protection concern is highlighted by us or others then we have a duty to notify the Care Inspectorate. Further guidance can be sought from the Care Inspectorate website: [Welcome to the Care Inspectorate](#)

In alignment with the Joint Education Scotland & Care Inspectorate Safeguarding Framework

Victoria Nursery follows the new joint safeguarding and child protection framework developed by Education Scotland and the Care Inspectorate. This framework strengthens national expectations for how early learning and childcare settings safeguard children, and it guides our ongoing self-evaluation, policy development and daily practice.

In line with this joint framework, we are committed to:

- Embedding a strong culture of safety, wellbeing and children's rights across our school and nursery
- Ensuring all staff understand and implement current national legislation, policy and guidance and engage in high-quality, evidence-informed professional learning
- Maintaining robust and consistent procedures for recognising, responding to, recording and reporting all wellbeing or child protection concerns
- Empowering staff, children and families so that everyone feels confident, informed and supported to share concerns or seek help when needed
- Working in positive partnership with children, families and multi-agency professionals to ensure children are safe, heard, protected and supported at the right time

This joint national framework is fully embedded within our safeguarding systems and underpins the way we promote children's rights, respond to concerns and continuously evaluate and improve our practice.

UK Government Counter Terrorism Awareness - Prevent Duty in Scottish Schools

Contest is the overarching UK Government Counter Terrorism Strategy. It contains four work streams known as the 4 P's i.e., **Pursue Prevent Protect Prepare**. PREVENT is the strategy published in 2011 as part of context. Key risk factors to be considered are ideologies. Is the child using language/engaged in activities to suggest they are at risk from being involved or drawn into any type of radicalisation.

In Scotland, the Prevent duty is part of the UK Government's broader counter-terrorism strategy, CONTEST, and aims to stop people from becoming terrorists or supporting terrorism. Below are the 4 Ps:

Prevent: to stop people becoming terrorists or supporting terrorism

Pursue: to stop terrorist attacks

Protect: to strengthen our protection against terrorist attack

Prepare: to mitigate the impact of a terrorist attack

Role and Responsibilities of Schools in North Lanarkshire Council under Prevent

Scottish schools have a statutory duty under Section 26 of the Counterterrorism and Security Act 2015 to have "due regard" to the need to prevent people from being drawn into terrorism. This duty is integrated into existing safeguarding responsibilities and is not intended to create new functions.

The Child Protection Coordinator is responsible for PREVENT in their establishment. For (**Victoria Primary School & Nursery**), the Child Protection Coordinator responsible for PREVENT is (**Gillian Smith - AHT**).

Schools must ensure staff understand the risks of radicalisation and are equipped to respond appropriately. All education staff are required to complete the mandatory PREVENT training every two years via the Learn NL portal.

Should a PREVENT Concern arise, referrals can be made to PreventReferrals@scotland.police.uk

The PREVENT referral form is available on the North Lanarkshire Child Protection Share Point or [National Prevent referral form](#)

When referring please also include the Child Protection Development Officer Lynn Kinstrie kinstrieL@northlan.gov.uk and Chief Officer (Legal & Democratic) Rachel Blair blairr@northlan.gov.uk

Further details can be found here:

[Counter Terrorism and Keeping Safe | North Lanarkshire Council](#)

[Protecting people susceptible to radicalisation](#)

[The Prevent duty: safeguarding learners vulnerable to radicalisation](#) - Guidance for those working in education settings with safeguarding responsibilities.

[Managing risk of radicalisation in your education setting](#) – Guidance to help education settings consider indicators of risk and decide what response is appropriate and proportionate.

Full PREVENT Guidance is available at [Prevent duty guidance: for Scotland \(accessible\) - GOV.UK](#)

Roles and Responsibilities

At Victoria Primary School & Nursery, Gillian Smith, Acting Head Teacher has overall responsibility for all child protection issues. These responsibilities include the following:

- Ensuring that the North Lanarkshire Child and Adult Protection Procedures and Guidance are brought to the attention of all staff on an annual basis, that staff have access to the guidance and are issued with the Child Protection Action Guidance Leaflet and that a copy of the leaflet is displayed on the staffroom wall.
- Ensuring that all staff know the name of the child protection co-ordinator in the establishment and who to speak to in his/her absence.
- Developing establishment policy and practice to meet national and local authority guidance.
- Ensuring child protection training for all staff
- Developing a school ethos and learning opportunities which promote the safety and wellbeing of all children.
- Completing and returning all Child Protection paperwork as outlined in local guidance.

All Staff

It is everyone's responsibility to keep children safe therefore **all** school staff have an active role to play within this establishment. In terms of child protection, staff should be aware of the following grounds for concern, which can arise from a wide range of circumstances but will generally be covered by the following events:

Grounds for Concern:

- A child states that abuse has taken place or the child feels unsafe
- A third party or anonymous allegation is received
- A child's appearance, behaviour, play, drawing or statement cause suspicion of abuse
- A child reports an incident of abuse which occurred some time ago
- Staff witness abuse

Responding to Grounds for Concern:

- Any grounds for concern should be reported immediately to the head of establishment. On no account should staff tell a parent about what has happened at this stage.
- If there is direct evidence or suspicion of child abuse the matter must be reported immediately, staff should not wait to gather evidence nor agree to keep the information secret or discuss the matter with others.
- Staff must follow the guidance given by the head of establishment in relation to recording concerns, supporting the child, co-operating with subsequent actions to investigate the grounds for concern, and protecting the child or children concerned.
- All information recording must be relevant, accurate, signed and dated as it may become a legal document. Please ensure the child's name and date of birth are accurately recorded. The information should include a clear, succinct chronology of events, all relevant information and a summary of the employee response and any agreements reached.
- Staff should provide an accurate report for the child protection coordinator when requested.
- It is essential that there is no delay in initiating child protection procedures even where the Head Teacher is absent or not available. In such circumstances staff should speak to a Principal Teacher. Further support is available from Child Protection Development Officer, Michael Bradley, Civic Centre Motherwell.

Supporting the Child

During any disclosure of abuse by a child staff should respond in a sensitive and supportive manner. The following strategies should be adopted:

- Listen with care.
- Treat the allegation in a serious manner.
- Reassure the child that he or she is right to tell.
- Affirm the child's feelings as expressed by the child.
- Do not give a guarantee of confidentiality or secrecy.
- Do not ask leading questions.
- Ask open ended questions which seek to clarify information already given.
- Do not interrogate the child.
- Do not show disbelief.
- Do not be judgmental.
- Do not introduce personal or third-party experiences of abuse.
- Do not display strong emotions.

What happens next?

A medical emergency should be reported immediately to medical services and, if required, first aid should be administered before reporting the incident to the senior social worker.

Child abuse is a criminal offence. Urgent circumstances may require help from the police, for example to immediately avoid further abuse, to ensure the immediate pursuit of an alleged abuser or to avoid destruction of evidence.

The grounds for concern and action taken should be recorded, signed and dated (on the same day) a Notification of Concern (NOC). Two copies should be sent immediately as indicated on the form. The copy retained in the establishment should be stored in the confidential child file (located in the Head Teacher office). Grounds for concern to be recorded on SEEMIS/Wellbeing app.

Following a Notification of Concern, the police will investigate and may initiate an 'Initial Referral Discussion' (IRD). The purpose of the IRD is to ensure that key agencies/services are involved in the initial sharing and analysing of information to inform a collective decision about whether a

notification of child protection concern should proceed to a child protection investigation. This ensures collective responsibility and consistent involvement by police, social work, health, and education staff in sharing information and assessing risks and a single record of joint decision making.

Co-operating with Agencies involved in Child Protection Process

Following reporting and recording of concerns staff should co-operate fully with subsequent investigations and support plans as directed by the head of establishment and in consultation with the appropriate agency representatives. This may include attendance at case discussions, child protection conferences and reviews.

Dealing with child protection issues can have stressful consequences for employees. Education, Youth and Communities have a duty of care to all employees. Support can be accessed through the Staff Welfare Officer.

The next course of action can take 2 paths:

No Child Protection Concerns – One or more of the following may happen:

- No further action
- Social work offers help to support the child and their family
- A case discussion is held to identify support needs of the child and family
- A referral to other agencies for help or support.

Ongoing Child Protection Concerns – One or more of the following may happen:

- A Child Protection Case Conference will be held.
- A Child Protection Order, Exclusion Order, Emergency Police Powers are placed
- Criminal Enquiries - report to Procurator Fiscal
- Referral to the Scottish Children's Reporter Administration (SCRA)
- White/Blue Care and Welfare Files

All information reported must be recorded and kept confidential. The recording must be relevant, accurate, signed and dated as it may become a legal document. The information should include a clear, succinct chronology of events, all relevant information and a summary of the employee response and any agreements reached.

It is important to note that we do not investigate or gather evidence and proof is not required. All information must be confidential, and staff should not discuss concerns with others, but report to the Head Teacher.

All children have the right to be cared for and protected from abuse and harm in a safe environment in which their rights are respected. By being aware of and following the procedures in this policy and by referring to local and national guidance we can remain vigilant in protecting our pupils and promoting their Health and Wellbeing.

Adult Protection

It is our duty to protect vulnerable adults as well as children. This could be children aged between 16 & 18, or vulnerable parents, carers or family members.

An adult is at risk of harm if they:

- Are unable to safeguard their wellbeing, rights, interests or their property.
- Are being harmed by other people.
- Have a disability, illness, or mental disorder, as they are more at risk of being harmed than others who are not so affected.

All three elements above must be met for an adult to be considered at risk. All concerns should be reported immediately to the Head Teacher and an AP1 Form is completed.

Conclusion

All children have the right to be cared for and protected from abuse and harm in a safe environment in which their rights are respected. By being aware of and following the procedures in this policy and by referring to local and national guidance we can remain vigilant in protecting our pupils and promoting their Health and Wellbeing.

Useful Resources

NLC Child and Adult Protection Procedures and Guidance

Action Guidance Leaflet

Understanding Child Protection Self Learning Pack

National Guidance for Child Protection in Scotland 2014 (online)

UNCRC Links

Article 2: All children have these rights, no matter who they are, where they live, what their parents do, what language they speak, what their religion is, whether they are a boy or girl, what their culture is, whether they have a disability, whether they are rich or poor. No child should be treated unfairly on any basis.

Article 3: All adults should do what is best for you. When adults make decisions, they should think about how their decisions will affect children.

Article 4: The government has a responsibility to make sure your rights are protected. They must help your family to protect your rights and create an environment where you can grow and reach your potential.

Article 9: You have the right to live with your parent(s), unless it is bad for you. You have the right to live with a family who cares for you.

Article 11: You have the right to be protected from kidnapping.

Article 19: You have the right to be protected from being hurt and mistreated, in body or mind.

Article 22: You have the right to special protection and help if you are a refugee (if you have been forced to leave your home and live in another country), as well as all the rights in this Convention.

Article 26: You have the right to help from the government if you are poor or in need.

Article 27: You have the right to food, clothing, a safe place to live and to have your basic needs met. You should not be disadvantaged so that you can't do many of the things other kids can do.

Article 32: You have the right to protection from work that harms you, and is bad for your health and education. If you work, you have the right to be safe and paid fairly.

Article 33: You have the right to protection from harmful drugs and from the drug trade.

Article 34: You have the right to be free from sexual abuse.

Article 35: No one is allowed to kidnap or sell you. Nurture Mindful Passion Successful

Article 36: You have the right to protection from any kind of exploitation (being taken advantage of).

Article 37: No one is allowed to punish you in a cruel or harmful way.

Article 39: You have the right to help if you've been hurt, neglected or badly treated.

Article: 40: You have the right to legal help and fair treatment in the justice system that respects your rights.

Health and Social Care Standards: My Support, My Life and SSSC Codes of Practice

1.1 – I am accepted and valued whatever my needs, ability, gender, age, faith, mental health status, race, background or sexual orientation.

1.2 – My human rights are protected and promoted.

1.3 – If my independence, control and choice are restricted, this complies with relevant legislation and is justified, kept to a minimum and carried out sensitively.

2.2 – I am empowered and trusted to make decisions that affect my care and support.

2.3 – I am supported to understand and uphold my rights.

3.1 – I experience people speaking and listening to me in a way that is courteous and respectful.

3.2 – I am listened to and taken seriously if I raise concerns.

3.3 – I am protected from abuse, harm, neglect, bullying and exploitation.

3.4 – I feel safe and am protected from avoidable harm.

4.1 – My care and support meet my needs and is right for me.

4.2 – I receive care and support from people who have the right knowledge, skills and competence to keep me safe. (supported by SSSC Codes requiring workers to protect rights, maintain trust, promote wellbeing and prevent harm)

5.17 – My carers are confident and competent in managing risk and protecting me from harm. (added by 2022 addendum)

Appendix 1 – Notification of Concern

Victoria Primary School and Nursery Class

Notification of Child Protection Concern			
Agency details (the agency completing Notification of Child Protection Concern)	Name:		
	Address:	Agency and Designation:	
		Tel No:	
		Email:	
		Fax:	
In relation to this Notification of Child Protection Concern please detail:			
Date of initial verbal discussion:			
Details of person with whom discussion took place: (police/social work employee)			
Details of the advice given at this time:			
Has the parent(s)/carer(s) been advised that concerns have been shared?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Child to whom concerns relate			
Name: (inc Forename and Surname)	Home Address:	Current Address:	DOB:
			Unique Identifier:
			CHI:
			SEEMIS:
			SWIS:
Name of establishment attended:	Contact Person:	Person's Contact Details:	
Is child/young person care experienced?			
Is the Child's name on the Child Protection Register?			
Please advise of any additional or communication needs e.g. English as an additional language, hearing impairment or learning disability			
Family Details			
Parent 1	Name:	Address:	Unique Identifier:
			DOB:
			Telephone No:
Parent 2	Name:	Address:	Unique Identifier:
			DOB:
			Telephone No:
Other Carer 1	Name:	Address:	Unique Identifier:
			DOB:
			Telephone No:
Other Carer 2	Name:	Address:	Unique Identifier:
			DOB:
			Telephone No:
Siblings & Other Household Members			
	1	2	3
Name:			
Address:			
DOB:			
Unique Identifier:			
Name of Establishment			
	4	5	6
Name:			
Address:			
DOB:			
Unique Identifier:			
Name of Establishment			

Family Antecedents

Please include:

- Relationships between the listed adult(s) and child(ren)
- Current living arrangements
- Current child access to adult(s)

Summary Of Current Child Protection Concerns including identified risk and need

Nature of Concerns

Child/Young Persons's Views

Parent/Carer's Views

Please tick which category is relevant to your Notification of Child Protection Concern:

Please tick as many as are relevant

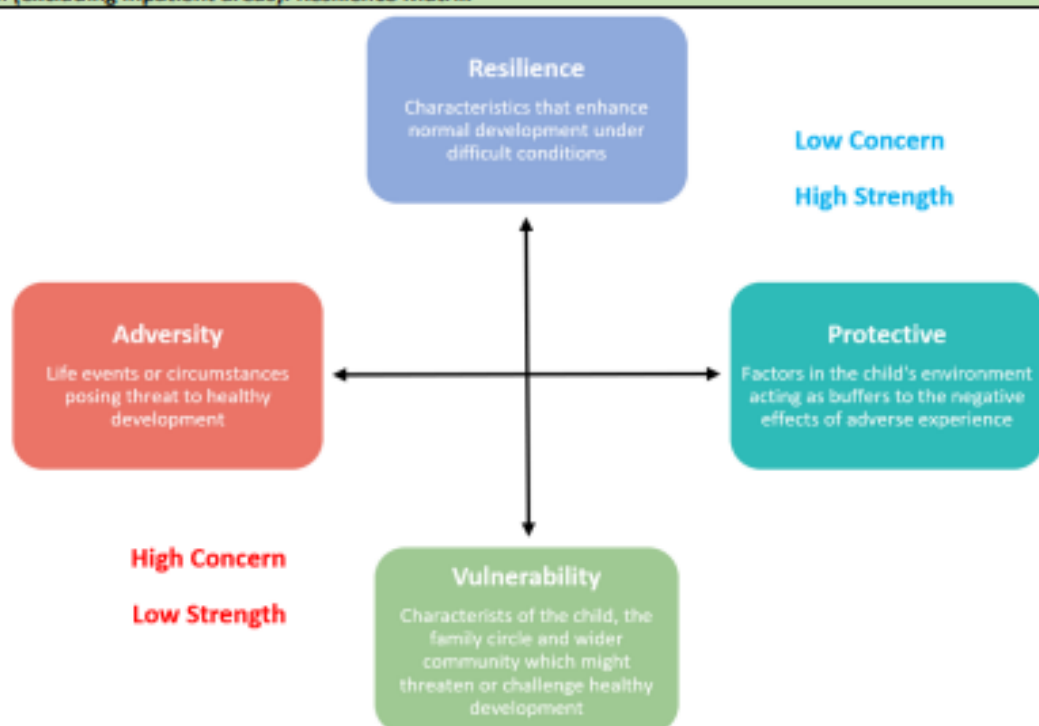
Physical Harm	<input type="checkbox"/>	Familial Harm	<input type="checkbox"/>	Extra Familial Harm	<input type="checkbox"/>
Sexual Harm	<input type="checkbox"/>	Domestic Abuse	<input type="checkbox"/>	Child Sexual Exploitation (CSE)	<input type="checkbox"/>
Emotional Harm	<input type="checkbox"/>	Mental Health Issues	<input type="checkbox"/>	Child Criminal Exploitation (CCE)	<input type="checkbox"/>
Neglect	<input type="checkbox"/>	Forced Marriage	<input type="checkbox"/>	Peer-on-Peer Harm	<input type="checkbox"/>
Self-Harm / Suicidal	<input type="checkbox"/>	Honour Based Abuse (ABA)	<input type="checkbox"/>	Missing Episodes	<input type="checkbox"/>
	<input type="checkbox"/>	Female Genital Mutilation (FGM)	<input type="checkbox"/>	School Absence	<input type="checkbox"/>
	<input type="checkbox"/>	Servitude	<input type="checkbox"/>	Alcohol Abuse	<input type="checkbox"/>
	<input type="checkbox"/>	Human Trafficking	<input type="checkbox"/>	Drug Abuse	<input type="checkbox"/>

Is the child affected by any adult support & protection issues?

What are the family, you or your agency currently doing to support the child?

Are you aware of actions from any other agency being taken to support child/family currently or in the past?

Are you aware of any previous Notifications of Child Protection Concern? If so, please provide details of any outcome that you are aware of

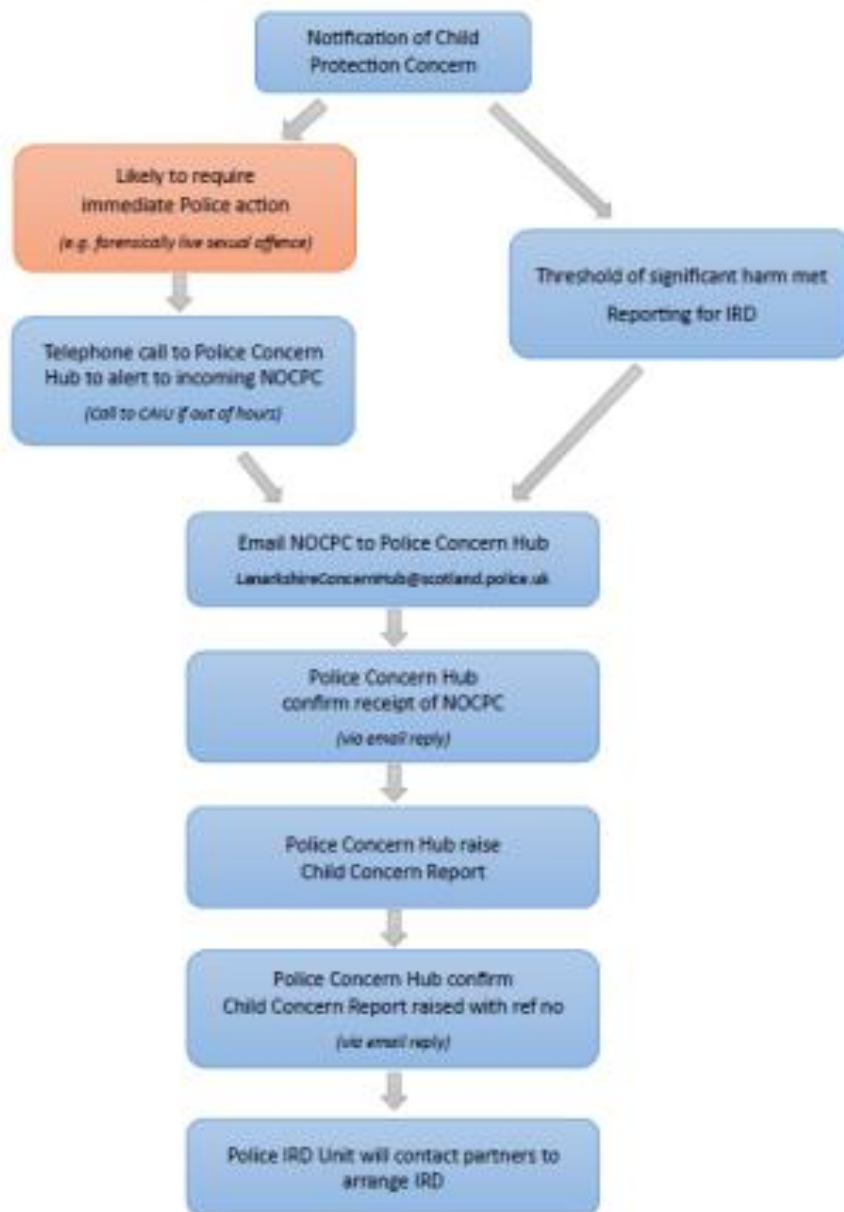
Health (excluding inpatient areas): Resilience Matrix

Resilience

Protective		
Vulnerability		
Adversity		
Is the Named Person aware of the Notification of Child Protection Concern?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the Lead Professional aware of Notification of Child Protection Concern (where applicable)?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Named Person Details	Name	
	Address	
	Agency & Designation	
	Tel No	
	Email	
Named Person Details	Name	
	Address	
	Agency & Designation	
	Tel No	
	Email	
Information Required for Onward Submission to Police Concern Hub (To be completed by person submitting NOCPC to Police)		
Details of Person Sharing with Police	Name	
	Address	
	Agency and Designation	
	Tel No	
	Email	
Immediate Police Action Required		
Child / young person injured?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Child / young person victim to penetrative sexual offence within last 7 days?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Other		
Action Taken		
Child spoken with? <i>If yes, include when, where & by whom</i>		
Child made disclosure?		
Opinion on capacity for JII?		
Child/young person willing to engage with police?		
Home visit carried out? <i>If so, include when, by whom, persons present, observations re living conditions</i>		
Interim Safeguarding		
Where is the child(ren)/young person(s)?		
Who is caring for child / young person?		
If there is a suspect, does suspect have access to any other children?		
What safeguarding is in place?		
Interagency Referral Discussion		
IRD requested		<input type="checkbox"/> Yes <input type="checkbox"/> No
IRD availability		
Date Form Completed		

OFFICIAL: POLICE AND PARTNERS

Reporting of Notification of Child Protection Concern to Police



*** Please Note ***

Appendix 2 Victoria Primary School & Nursery Reporting an Adult Protection Incident

Adult Protection Referral Form & Actions (AP1)	
ALL AGENCIES	
<p>All agencies use the AP1 with the exception of the Police who will use their own Referral Form at Appendix 8</p> <ul style="list-style-type: none"> ▪ <i>You must immediately report suspected or actual harm to your line manager and you have a legal duty to report any concerns to the Council Social Work Services if it is known or believed that a person is an adult at risk and that protective action is needed.</i> ▪ <i>All sections of Part A of the Referral Form require to be completed within <u>1 Normal Working Day</u> from the time of adult at risk consent or decision that there is sufficient evidence to prove a lack of capacity to consent.</i> <p>NB: - If you do not have all the information required in Part A please do not delay and send the Referral information you have. Social Work Services will follow up on your referral and add any additional relevant and required information.</p> <p style="text-align: center;">Part A</p>	
1. ADULT AT RISK DETAILS:	
Name:	
Date of Birth:	
Social Work number:	Agency reference number:
Address:	
Post Code	Tel number
Gender:	Ethnic Origin: Religion:
Any known communication difficulties: YES/NO	
If YES, please provide details including aids to communication that the adult may use	
Living situation, e.g. lives alone, with spouse etc., type of accommodation, any known supports, caregivers there details. Etc.	
2. REFERRAL DETAILS	
Name of referrer:	
Address:	

Telephone number:	Email Address:
Relationship to the adult being referred:	
Is it suspected that a crime has been committed and have the police been informed? (date & time and any actions taken)	

Who else have you informed of this referral to Social Work Services? (date & time and any actions taken)

--

DETAILS OF THE SITUATION LEADING TO REFERRAL? (to include details of any specific incidents – dates, times, injuries, witnesses, evidence such as bruising)

--

Do you believe the adult at risk is capable of understanding what has happened to them?

--

Have you obtained the adult at risk consent to make this referral? If not please give the reason for referring without consent.

--

What action, other than this referral, have you taken to ensure the adult at risk is now safe?
--

--

GENERAL PRACTITIONER:

Name:

Telephone No:

Address:

OTHER HEALTH PROFESSIONALS KNOWN TO BE INVOLVED:

Name/s:

Contact No/s:

Details of person's physical and mental health as known to Health Professional:

Confidentiality is important but for the purposes of allowing Councils to undertake the required inquiries and investigations information to protect an adult at risk of harm relevant information should be shared. Please refer to your agencies procedures under Adult Protection Law.

ADULT AT RISK LEGAL STATUS AT TIME OF REFERRAL e.g. MHCTA, AWI, CHILD CARE LEGISLATION**DETAILS OF THE ALLEGED ABUSER – WHERE KNOWN**

Name

Relationship to person

Address

DETAIL OF ANY PREVIOUS CONCERN/INCIDENT(to include dates, times, actions taken and outcomes)

Referrer Signature

Print Name

Date

SECTION B**ACTION TO BE TAKEN BY SOCIAL WORK SERVICES ON RECEIPT OF REFERRAL**

Within **5 days** of receiving a written referral on Form AP1 the following actions **MUST** be completed by Social Work Services as the lead agency.

Letter of acknowledgement to be sent immediately to referrer /organisation.

Form AP1 received (date):

Form AP1, letter of acknowledgment sent (date):

Referrer/Organisation to be advised in writing of the initial outcome of their referral

Advised (date):

Referrer/Organisation to be invited to any subsequent adult protection meetings held by Social Work Services

Case Conference must be arranged within 10 days of receipt of referral to Social Work.

Invitation to Adult Protection Case Conference YES/NO (date sent):

Date of Case Conference:

Enquire & Complete any missing information not provided in **Part A**

Completed: (date)

Reasons for non-completion:

ACTION – NO HARMFUL CONDUCT/CONCERNS

i.e. – Refer on to an appropriate agency/review existing care plan/ consider other adult legislation/ action taken and give reasons:

ACTION – YES HARMFUL CONDUCT /CONCERNS

i.e. – Immediate Adult Protection Order sought/Investigate Further / Case Conference arranged and give reasons:

Note Primary Category of Referral	Note Primary Category of Referrer
Category is :-	Category is:
Codes	Codes
A. Physical Injury	1. Social Work Statutory Employees in Council
B. Sexual Abuse	2. Employees at Council Residential Establishment
C. Physical Neglect	3. Employees at Council Day Care Establishment
D. Financial or Material Abuse	4. Home Carer (Council)
E. Emotional /Psychological Abuse	5. Housing in the Council
F. Neglect and acts of Omission by others charged with adult at risks care	6. Police
G. Self-Neglect	7. GP/ Member of Primary Care Team
	8. Hospital Medical Employees/ Registrar/ Consultant/ /Nurse
	9. Clinical Psychologist/Psychiatrist
	10. Community Mental Health Team/Nurses/Doctors/ MHO
	11. Substance Misuse Team
	12. Parent/Carer/ Guardian
	13. Neighbour/Friend
	14. Education, Youth and Communities Service (Council)
	15. Other (Please Specify)
All information from AP1 Form to be transferred to Councils Assessment & Care Management IT Screens or held in Council Case Files. Information gained from Police Referral Form also to be recorded.	Date Completed:
ALL QUESTIONS COMPLETED AND ACTION DECISION RECORDED ON INITIAL REFERRAL	
Manager's Signature	
Print Name	
Date	

Please refer to: Gen 109-18 Adult Protection Reporting Procedure