

Barnsley Children's Social Care Record of Contact

(This form replaces the previous Request for Service Form)

Before sending in this form, have a conversation with your line manager and/or safeguarding lead. Contact our Integrated Front Door Screening Team for a consultation if required.

Contact us immediately if you believe that a child may be at risk of harm, abuse or neglect on (01226) 772423 (weekdays before 5pm) or our Emergency Duty Team on 08449841800 if you're calling after 5pm, at weekends or bank holidays.

You must send this form securely. There are instructions at the end of the form about how to do this.

Date completing this form:	
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Your name:		Your agency:	
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Role and connection to the child/family who is the subject to this request	
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Tel. no:		Secure/ email address for correspondence:	
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If non-professional - does the referrer wish to remain anonymous? Yes No

Section 1: Child/young person's details

Surname:		Also known as:	
Forename(s):		DOB or EDD:	
Home address:			
		Postcode:	
Current address (if different):			
		Postcode:	
Telephone number:		Gender:	
Language		GP:	
Ethnicity:		Religion:	
Child's health status	Complex health need?	YES/NO	Disability? YES/NO
If yes, give details:			
Does the child require assistance with communication (including need for an interpreter or signer)?			
If yes, give details			

Immigration status if relevant	
Any alternative identifying references i.e. UPN/NHS number	

Other family/household members:

Surname	Forename	Address (if different)	Tel. no:	Relationship to child:	DOB	Tick P.R	Tick if main carer	Tick if child also referred

Use the tab key when you get to the final box to add additional lines as necessary

Section 2: Details of agencies linked to the child and family and useful background information

Details of Agency	Name	Secure email address for contact	Telephone	Team around Child member
Health Visitor				
Midwife				
GP				
Education/Early Years				
Substance misuse				
Specialist Services(child)				
Specialist Services (adult)				
EH Lead Practitioner				
Other				

Use the tab key when you get to the final box to add additional lines as necessary

Section 3: Provide further and specific detail about any areas of concern and any evidence you have to support this. Being specific about your concerns will save time later.

Section 4: Have you initiated or completed an early help assessment and plan?

YES:	NO:
If yes, please attach the relevant documents with this form	
EH number:	If no, state reasons why not undertaken:
Name of Lead Practitioner:	
Contact details:	

Section 5: Parental consent

Has parental consent to this Contact been obtained? This should always be done but should **NOT** delay you contacting us if you believe a child is at risk of abuse, harm or neglect.

Name of parent carer with parental responsibility	Consent to contact with social care Y/N?	By consenting are they aware that information will be shared and stored? Y/N	If no consent is the parent aware of the referral? Y/N

Details of parent(s) and child's view regarding consent and information shared in this referral.

What happens next?

- You should email this Record of Contact to the Integrated Front Door Screening Team by **secure email**.
- You will be contacted to discuss your request within 24 hours by the Duty Social Worker and any further action agreed.
- If you do not receive a response within 24 hours contact the Duty Manager for clarification.
- If you have consulted with Social Care you should action the advice that has been offered. If you have been asked to complete this form, please do so within the agreed timescale.

Contact Numbers:
Telephone Assessment (Screening) (01226) 772423

Internal use only email addresses
CYPFassessment&JIT@barnsley.gov.uk

External secure email addresses

Secure email

CYPFAssessment&jit@barnsley.gcsx.gov.uk

Disabledchildrensteam@barnsley.gcsx.gov.uk

EarlyHelp@barnsley.gcsx.gov.uk

Out of office hours. In the event of needing to refer a safeguarding matter to Children's Social Care Services outside of office hours contact the Emergency Duty Team (EDT) on: 08449841800. They operate from 5pm to 8.30am Monday to Friday and cover Saturdays, Sundays and public holidays.