

EA Safeguarding Pathway

Member of staff completes the Note of Concern on what has been shared or observed and must **ACT IMMEDIATELY**.

Source of concern is notified that the Service will follow up appropriately on the issues raised.

Staff member discusses concerns with the Designated Person*/Line Manager and provides the Note of Concern

The Designated Person/Line Manager should consult with relevant staff before deciding upon action to be taken, always taking care to avoid undue delay. It is recommended that advice is also sought from a CPSS Designated Officer for Child Protection

Child Protection referral is required

Designated Person/EA staff member seeks the consent of the parent/carer and/or the child (if they are competent to give this) unless this would place the child at risk of significant harm then telephones the Children's Services Gateway Team and/or the PSNI if a child is at immediate risk. He/she submits a completed UNOCINI referral form within 24 hours.

Where appropriate the Designated Person line manager, or EA staff member clarifies/discusses concern with child/parent/carers

Child Protection referral is not required

Service may consider other options including monitoring the situation within an agreed timescale; signposting or referring the child/parent/carers to appropriate support services such as the Children's Services Gateway Team or local Family Support Hub with parental consent, and child/young person's consent (where appropriate).

Where appropriate the source of the concern will be informed as to the action taken. The Designated Person or line manager will maintain a written record of all decisions and actions taken and ensure that this record is appropriately and securely stored.