

## PACES - RAISING SAFEGUARDING CONCERNS ABOUT A CHILD

- Someone raises concerns about a child or young person at your setting:
- Concerns passed on **verbally** to **Eva Sebeszta** (in person or by phone) straight away
- Concerns **then** written down & given/sent securely to **Eva Sebeszta** to keep as a record in the safeguarding file

### DSL/D should collect information by:

- Reviewing the child or young person's safeguarding file
- Contact involved practitioners to discuss

**These checks are important but should not delay the referral of a child or young person under 18 years old who is suffering or likely to suffer significant harm**

Is the child or young person **suffering or likely to suffer significant harm?**

**YES**

### Discuss with parents/carers?

- You do not need consent to refer to Children's Social Care but it is preferable
- You should usually inform parents/carers of your concerns & that you are making referral
- You do not need to discuss the referral with parents/carers if you think it will place a child, parent/carer or worker at further risk
- If you cannot contact parents/carers **DO NOT WAIT** to make a referral as this may increase the risk

- Talk immediately to the child's social worker if one is already involved
- If no allocated social worker, refer concerns immediately to **Sheffield Safeguarding Hub (SSH) Tel: 2734855**
- Within 24 hours, securely send a completed Multi-Agency Confirmation Form (**MACF**) to SSH

Not sure ...

Consult **Thresholds of Need Guidance (SSC)** at:  
[www.safeguardingsheffieldchildren.org/ssc](http://www.safeguardingsheffieldchildren.org/ssc)

and/or:

Seek advice from the **Multi-Agency Support Team, on 0114 2037485**

and/or:

Discuss with a social worker in the **Sheffield Safeguarding Hub on 0114 2734855**

**NO** but need support ...

- Discuss support needs with parents/carers
- Explain EHA (Early Help Assessment) process & seek agreement for parent/carer involvement

### Early Help Assessment:

- Family needs support from an agency other than school (level 3)
- Complete **EHA part 1** (single issue) / **FCAF** (multiple issues)
- Send securely to MAST and discuss at **TAF/EH Gateway Meeting** to co-ordinate support

If EHG Meeting identifies more complex needs or no positive outcome at level 3, case will 'step up' to level 4

### Early Help Assessment level 4:

- Family need multi-agency, intensive support
- Complete FCAF/MyPlan/EHCP with parents/carers & involved practitioners
- Send securely to MAST for consideration at the **Multi Agency Complex Case Panel (MACCP)**



Designated Safeguarding Lead (DSL):  
**EVA SEBESZTA**  
Deputy Safeguarding Lead:  
**SAMANTHA ROWLAND**

Safeguarding Governor:  
**DR CHARLOTTE KUKTAS**

ACTING Head teacher:  
**MRS RUTH LIU**

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