

## **Changes to the referral form for Children's Social Care – 1<sup>st</sup> October 2009**

From 1<sup>st</sup> October 2009, the referral form for London Borough of Bromley Children's Social Care is changing.

### How do I make a referral?

Referrals to Bromley Children's Social Care must be submitted on a Common Assessment Framework (CAF) Form attached to a Social Care Referral Form. This will replace the multi-agency referral form previously in use.

Please continue to use the Bromley Safeguarding Children Board (BSCB) Safeguarding continuum of need document which sets out when a referral should be considered and the range of children who may be in need of specialist assessment, support or intervention.

Where there are doubts about whether or not a referral should be made, contact the relevant Referral and Assessment Team.

### My referral is urgent, do I need to complete a CAF before referring?

Where an urgent child protection situation arises, you will not be expected to complete a CAF Form before making a referral. A referral should be made immediately to the relevant Referral and Assessment Team by telephone and then followed up with a completed CAF Form and Social Care Referral Form within 48 hours (although it is **not** expected that consent would have been sought from the family or that the CAF would have been logged with the CAF Team).

### Why is this being introduced?

In most cases, a CAF will have already been completed (with the consent of the child and/or the parent) before the need to make a referral, so practitioners will not have to repeat the information they have already recorded on the CAF. It will also provide Children's Social Care with good quality information and help staff to make safe decisions regarding further action needed in relation to the child and family and to respond accordingly.

### Contacts

Referral & Assessment Team (West), Penge  
Tel: 020 8461 7089 / 7058  
Fax: 020 8461 7018

Referral & Assessment Team (East), Orpington  
Tel: 020 8461 7379 / 7404  
Fax: 01689 897 475

Emergency Duty Team (at weekends and outside normal working hours)  
Tel: 020 8464 4848

### Useful information

The CAF Form and Social Care Referral Form can be downloaded from the Bromley Safeguarding Children Board (BSCB) website. [www.bromleysafeguarding.org](http://www.bromleysafeguarding.org)

Guidance on the CAF process and how to complete a CAF for managers, practitioners and Lead Professionals is available from [www.everychildmatters.gov.uk](http://www.everychildmatters.gov.uk)