



# Child Concerns Flow Chart

## Step 1: what is the nature of your concern?

### Low Level Need

Need is low and nursery/Local Authority Services are able to take action

### Emerging Needs

Concerns for a child's wellbeing, child's needs are not clear, not known or not met. A range of Early Help Services may need to be involved.

### Complex or Serious Needs

A child or young person has needs that without intervention would seriously impact their health or development or put them at risk

### Child Protection Concern

A child or young person is at current risk of significant harm because of abuse or neglect

## Step 2: what action should you take?

Discuss with your Nursery manager as to how your concerns can be addressed

Consider with the family what help may be needed

Develop a plan to address and review

Discuss with your Manager

Talk with the family and seek consent for and Early Help Assessment and other agency involvement

Follow SEND and behaviour policies  
Develop an action plan/Team around a Family (TAF) and review progress

Discuss your concerns with your DSL immediately

Complete the Initial Report Form

Talk with family and make a record

Make a referral by contacting the Local Social Care Department

Provide a copy of EHA/CAF plans or relevant assessments

Discuss concerns with DSL without delay

Complete Initial Referral Form

Talk with family and make a record

Make immediate referral to local Social Care Department

Provide a copy of any EHA/CAF plans or relevant assessments

## Step 3: Follow up if you need to make a request for support or a referral following your Local Authority threshold

Follow SEND/Behaviour Procedures

Consider using pre-assessment checklist for EHA/CAF

Establish if other agencies are to be involved

Use EHA/CAF process relevant to your LA to request Early Help Services Directly

Seek advice from the Early Help Advisor or Local Authority Inclusion Officer

**Social Care Department:**

Tel:

Tel: (out of hours)

**Social Care Department:**

Tel:

Tel: (out of hours)

**At all stages follow up referrals in writing within 48 hours, ensure the outcome of the referral is followed up. The Childcare Area Manager must be kept up to date. Any member of the SMT can be contacted in the absence of the Childcare Area Manager.**