If the child is suffering from a serious injury, medical attention must be sought immediately from Accident and Emergency (A&E).

If concern is of a child suffering or likely to suffer significant harm, go straight to referral.

If there are concerns that a child may be a potential victim of modern slavery or human trafficking then a referral should be made to the [National Referral Mechanism](http://www.nationalcrimeagency.gov.uk/about-us/what-we-do/specialist-capabilities/uk-human-trafficking-centre/national-referral-mechanism), as soon as possible**.**

**Where a referrer is dissatisfied with the outcome of the referral, consideration to further action identified in**[**Resolution of Professional Disagreements Procedure**](https://sussexchildprotection.procedures.org.uk/skzq/complaints-and-professional-disagreements/resolution-of-professional-disagreements)**should be considered.**

Feedback should be provided to family and referrers about the outcome of this stage of the referral.

Referrals should be made to the Children's Services office where the child is living or is found. In urgent situations outside office hours, the referral should be made to the relevant Emergency Duty Service/Out of Hours Team (see [Local Contact Details](https://sussexchildprotection.procedures.org.uk/yqkth/appendices/local-contact-details#s333)).

If the child is known to have an allocated social worker, referrals should be made to them or in their absence the manager or a duty officer in the relevant social work team.

All referrals must be followed up in writing **within 24 hours**.

**Professional has concerns about a child’s welfare**

Professional discusses with manager and/or agency’s designated/ named safeguarding/ child protection advisor, including consideration of seeking parental consent. *A decision by any professional not to seek parental consent before making a referral to Children's Services must be recorded* and the reasons given

Where there are concerns identified about any adults at risk of harm or [abuse](https://sussexchildprotection.procedures.org.uk/page/glossary?term=Abuse&g=3EzN#gl51), a referral should be made to Adult Social Care under the [Safeguarding Adult Procedures](http://sussexsafeguardingadults.procedures.org.uk/)

A Child and Family Assessment

No further action, provision of information and advice or signposting to another agency

Referral for services under the [Early Help](https://sussexchildprotection.procedures.org.uk/page/glossary?term=Early+help&g=xcjN#gl5) Plan procedures

A Strategy

Discussion

Emergency action to protect a child - see [Immediate Protective Action](https://sussexchildprotection.procedures.org.uk/zkpt/response-to-child-protection-referrals/action-on-receipt-of-referrals#s56)

Outcome - *A manager must sign and approve the outcomes of the referral and ensure a chronology has been commenced and / or updated.*

LA social worker/manager acknowledge receipt of referral and decide next course of action **within one working day**

*If there is no acknowledgement by Children's Services of the referral within a****further 24 hours****, the professional should contact Children’s Services*

Screening Process takes place – see [Action on receipt of a referral](https://sussexchildprotection.procedures.org.uk/zkyppt/response-to-child-protection-referrals/action-on-receipt-of-referrals)