

GUIDANCE: **Child Protection Referral** form

From January 2013, the new **Child Protection** referral form has been introduced in Hertfordshire.

Titles are self explanatory:-

- The Child Protection Referral form is for safeguarding concerns only use this form when you are concerned about a child or young person's safety.

Child Protection (CP) Referral form

The **CP Referral form** is only for reporting concerns about child safety. This was previously done through the same single service request (SSR) form, which is not appropriate.

The procedure for **emailing** the CP form is the same as it has been for the SSR. The email addresses have changed - either can be used as both are received at the Customer Services Centre. These are:

protectedreferrals.cs@hertscg.gcsx.gov.uk – For GCSX users only

Or

protectedreferrals.cs@hertfordshire.gov.uk – please password protect when sending.

The **RED CP** form can be filled in online

<http://www.hertsdirect.org/services/advben/resprof/integrated/ippractice/compl etecaf2/>

and emailed directly, or saved, printed and sent by post as usual.

If there are concerns that a child is at risk of immediate significant harm, **the first action is to call 999**. If you are unsure then telephone the Customer Service Centre to discuss.

0300 123 4043

**Customer Service Centre
PO Box 153
Stevenage, SG1 2GH
Hertfordshire**