

**FLOW CHART 2**

**CHILD PROTECTION REFERRAL FLOW CHART**

Member of staff suspects a child is being, or has been neglected / abused, or is at risk of being neglected / abused

- Discuss with Child Protection Health Hub – 0131 312 0499 or Child Protection Advisor
- Inform Line Manager
- If there are concerns about the immediate safety of a child / member of staff call Police

**No child protection concerns**

Inform Named Person for appropriate follow-up

**Child care concerns**

Discuss with Named Person and/or Child Protection Advisor – agree actions as appropriate

**Child protection concerns**

**IMMEDIATE referral to one of the following 3 core agencies – to initiate an Interagency Referral Discussion (IRD)**

1. Record ALL observations, interventions, decisions, actions AND communications – sign / time / date record
2. G.P.s seeing a child should:
  - a) Assess immediate medical/health needs
  - b) Document history (verbatim), clinical findings and family details

**KEY CONTACTS:**

Contact Child Protection Hub Team (RHSCYP)  
Office Hours: (Mon-Fri 9-5pm) 0131 3120499

**CHILD PROTECTION ADVISORS (OFFICE HOURS):**  
[Contact Numbers](#)

**Out of Hours: 0131 536 1000 or Hospital Switchboard**  
(Ask for Consultant Paediatrician on-call for Child Protection  
**N.B.** Consultant to Consultant referral)

**IRD**

Police      Social Work  
  
Child Protection Health Hub Team/ Child Protection Advisor

IRD decides appropriate course of action & feeds back to referrer

**NAMED PERSON**

Birth – starting school: Health Visitor/ FNP  
Primary / High School: Head Teacher

**\* Staff must ensure that vital time is not wasted if they suspect a child is at risk of neglect / abuse. For further information, staff should consult the Inter-agency Child Protection Procedures Edinburgh and the Lothians (2023).**