

# Making a 'Good' Safeguarding Children Referral

## Referral into MASH KEY MESSAGES



### A good quality referral will:

- Be completed as soon as possible after referral needs are recognised
- Use plain, simple language, with no acronyms or cliches
- Ensure current risks/worries are specific, detailed and not lost in previous concerns
- Be accurate and evidence based, including specific details and times
- Provide information on what has been tried and if any referrals have been made, including how successful they were
- Include details on the strengths of the family and any protective factors

**Forms at Multi-Agency Safeguarding Hub (MASH)** ([www.bracknell-forest.gov.uk](http://www.bracknell-forest.gov.uk))

**If unsure whether threshold is met for referral to MASH, please call the MASH no-name consultation line: 01344 352005  
MASH@bracknell-forest.gov.uk Please phone if you have a more urgent safeguarding concern requiring a faster response**

### EVIDENCE THE CHILD'S VOICE

**NB: it is important to evidence the child's voice, or how they present, if too young to speak, to find out the impact of the situation on them.**

Check basic details and contact numbers are correct and named



Please obtain informed consent from the parent or carer for the referral unless unsafe to do so



Ensure a brief history sets the referral concerns in context



Evidence strengths as well as risks/needs. It is important to detail protective factors



### Please remember:

A detailed, accurate report really helps us to make clear decisions on any support needed and speeds up the referral process.

Evidence facts e.g. attendance, any diagnosis with dates, and any medical needs, if possible.

It is important that the current household is detailed and contact numbers named, as well as significant others, including fathers or partners.

Record the parental view and response to the situation and the referral. Evidence the voice of the child or how the child presents.

Summarise relevant previous concerns, be specific and objective. State any previous support/diagnosis provided and by whom, with dates.

Be specific in recording needs, worries and behaviours. Tell us what support is in place. Explain the type of additional support needed.

**Remember: If a child or adult is in immediate danger, please call the police on 999**

Further info in [making a referral](#) and [multi-agency procedures](#) which includes how to resolve a professional disagreement if, after checking the [Children's Threshold Guidance](#), the referrer does not agree with the decision made by CSC.