**THIS IS A WORD VERSION OF THE NEW FIRST RESPONSE WEBFORM.**

**The online version can be accessed at:**

[Make a referral (bristol.gov.uk)](https://www.bristol.gov.uk/residents/social-care-and-health/children-and-families/concerns-about-a-child/first-response-for-professionals-working-with-children/make-a-referral-to-first-response)

**Report a concern about a child or young person**

This form is for professional use only. Anyone else should call First Response on 0117 903 6444.

To complete your referral make sure you have:

* the name, date of birth and address for each child you're including in the referral
* the name and contact details for each parent or carer and any other professionals involved
* information about what support has been offered to the family.

With this information to hand your referral should take about 30 minutes to complete in total.

**Which service do you wish to request?**

[] Social care (safeguarding response)

[] Families in Focus or Children’s Centre (early help response)

[] Another Service

**Parental consent**

Do you have consent to make this referral from the parents or carers?

[] Yes

[] No

Sometimes we’ll need to share this information with other agencies who might be able to help. We'll usually need to get additional information about the children and family from other agencies to help us to make the right decisions about the support that's needed.

These agencies include:

* schools
* health professionals
* the Police
* Early Years settings
* Child and adolescent mental health services (CAMHS)

If the parents or carers haven’t agreed to this then we won't be able to progress this referral for further support.

**It's important that this question is answered accurately as information sharing must happen legally and with consent.**

Have the parents or carers agreed that we can share information this information with other

agencies?

[] Yes

[] No

**Your details**

Your full name:

Job title or relationship to the child and young person:

Organisation:

Phone number:

Email address:

Address:

Postcode:

**Children in the family**

How many children are there in the family?

Will an interpreter be needed for any of the children?

Details for children:   
Name:

Date of Birth:

Address:

School or Nursery:

Gender:

Ethnicity:

Religion:

First Language:

**(must be completed for each child).**

**Parents and Carers**

How many parents, carers, or other adults are involved?

Will an interpreter be needed for any of the adults involved?

Name:

Date of Birth:

Address:

Phone number:

Relationship to the child:

Do they live with the child?

Ethnicity:

Religion:

First Language:

**(must be completed for each parent / carer)**

**Other professionals involved**

Are any other professionals involved?

[] Yes

[] No

Are they working with just one child, or more?

**Reasons for the referral**

**Why are you making this referral?**

Be explicit about your worries for each child in the family. What are your concerns? How long have you been worried? What worries you most?

**Worries**

**What are the views of the other professionals working with the children about your concerns?**

Tell us who you've spoken with, what they said and what support they are providing.

**What are the views of the children on this situation and the referral?**

Clearly detail conversations that you have had with the children to seek their views and wishes. Provide detail about the child's view of their home and family situation. Include their views on support that they may want or need and any other relevant information from the child.

**What are the parents' or carers' views on this situation and the referral?**

Do the parents or carers agree with your concerns or do they have a different view? Do they agree that they need support?

**What is the impact on the children of the worrying issues you've identified?**

For example, difficulty making friends, sadness, anger, neglect. Include your own professional views on this and if age appropriate, the child's own comments.

**What's going well for the parents or carers?**

Is there support from the wider family, or social support? Are the parents employed? Are they working with other agencies or getting help from elsewhere?

**What's going well for the children?**

Such as school attendance, friendships and relationships with adults, academic and extra curricula activities, hobbies, ambitions and if age appropriate, the child's own comments.

**Supporting the family**

**What services or support are in place or have already been offered to the family?**

**What services or support have been successful or unsuccessful?**

Explain why things have been a success or not.

**Are there any risks to staff when working with this family?**

Such as aggression or violence from a family member or they have a dangerous animal.

**Is there anything else we need to know to help us to make the right decisions for the children involved?**

Try imagining you are reading this referral with no prior knowledge of the family.

**What support do you think would address the worries you've raised?**

For example, targeted youth, parenting support, family support work, social work or other specialist work.

**Have the family told you that they will accept Families in Focus or Children's Centre support?**

[] Yes

[] No