

PROCESS FOR MAKING A REFERRAL TO SAFE AND SOUND

01332 362120

On calling Safe and Sound you will be asked for the following basic details:

Young person's (YP) Name
YP D.O.B
Whether YP is resident in the City or County
Your name
Your contact details: email and phone number
Your position / job title

If the YP is resident in the City

If the YP is resident in the County

You will be asked if you have CP Manager authorisation to make the referral.

You will be referred to Marva Kelly who will discuss the potential referral with you. She will send you the E Referral form as appropriate.

Marva.Kelly@derbyshire.gov.uk

Alternatively you can invite Safe and Sound to initial Strategy meeting

No

Yes

Is the young person identified as 'low risk'

(Including those from Roma and other Eastern European communities and new migrant families)

If your referral is for a child who has been identified as low risk, please request an E-Referral Form from Safe & Sound and send back by secure email only. No need to gain authorisation from CP Manager.

Ask to speak to Marc Stevens in the first instance.

Is the young person medium/high risk?

Please gain authorisation by following Derby City Council internal process. Once authorisation has been gained please call S&S again to re-start the process. **Alternatively you can invite Safe and Sound to an Initial Strategy meeting.**

Mandy MacDonald is the lead CP Manager for CSE, but any CP Manager can authorise

Mandy.MacDonald@derby.gcsx.gov.uk

Take referrer details by phone, send out an E-Referral form

E-Referral form returned by secure email

If requested to complete the E-Referral form by Marva Kelly, please return to her via secure email. She will pass on to Safe and Sound

Safe and Sound will review and allocate the case

Case Worker will make Initial Contact with YP within 15 working days of referral being received.