

Updated Internal Request Process

27/10/2020

When making an internal request for a child/ family to be opened to Lancashire Children's Social Care, please ensure you have considered the following before submitting a referral to CYPReferrals@lancashire.gov.uk

- Is this information from a third party/ member of the public – if so please urge this person to make contact with CSC themselves to avoid dilution of information. Also consider that as a professional: unless there are concerns that meet level 4 of the CON, the case is unlikely to be accepted by MASH without consent from a person with parental responsibility.
- Include all relevant information relating to the family demographics and reason for the referral.
- Be clear about what you are asking for – either **MASH screening to consider threshold**, or **C&F assessment to be opened and allocated to district**. Please note: if the request is for a C&F to be opened, screening within MASH will be minimal as threshold has already been determined.
- If the referring team will not be the assessor; please ensure you have prior agreement with the assessing team that the case is accepted for allocation. Again this is to be recorded on the internal request with names of the managers.
- Make attempts to obtain consent from the person with parental responsibility unless this compromises the welfare of the child/ young person you are referring to. If you intend to obtain this on the initial visit – please clearly record this in the internal request.