

# Northway Primary & Nursery School



## Escalation Guidance Policy 2018

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Schools and other agencies should work together to provide support to children and families along the continuum of need. This will require a school or other agency to act as lead professional when a case is being 'stepped down' from Children's Services or when the 'threshold' for a referral to Children's Services has not been met. Critically schools and other agencies will need to work together to provide Early Help and support children and families before concerns escalate to the point where a referral to Children's Services is required.

**Schools should follow their Local Safeguarding Children Board's escalation procedures/policy found on their website. Liverpool's summary escalation procedures:**

The additional School Improvement Liverpool guidance below sets out in detail the situations that may require escalation and the typical steps that can be taken to support colleagues thinking. It **must** be read alongside LSCB procedures/policy.

It is important to refer to the Levels of Need Continuum and Determinants of Need when assessing the child/children/family.

Please note:

**Child Protection sits at Level 4 of the LSCB levels of need**

**Child in Need sits at Level 4 of the LSCB levels of need**

**Complex Early Help sits at level 3 of the LSCB levels of need**

**Early Help sits at Level of the LSCB levels of need**

**Level 1 is universal services for all children**

It should be remembered that escalating concerns where there is disagreement is a responsibility of professionals to ensure children are kept safe. The absence of escalating well founded concerns could easily compound mistakes or poor judgements already made and lead to a child being unprotected. Colleagues should keep notes of the steps they have taken when escalating their concerns. **Escalation is not just about raising a concern, it is about actively seeking a resolution.**

Examples of when an escalation of concerns may be required:

1. Disagreement internally between school staff as to whether a referral to Children's Services is required
2. Disagreement about Children's Services' decision not to accept a child protection referral
3. Disagreement about Children's Services' decision not to accept a child in need referral
4. Concerns that a child subject to a child in need plan is now at risk of significant harm
5. Concerns about the progress of a child in need plan
6. Concerns about the progress of a child protection plan
7. Disagreement at a child protection case conference not to make the child subject to a child protection plan
8. Disagreement about the decision to discontinue a child in need plan
9. Disagreement about the decision to discontinue a child protection plan
10. Disagreement about the decision by Social Services to request that an early help assessment should be initiated

**1. Disagreement internally between school staff that a referral to Children's Services is required**

In situations where the Designated Safeguarding Lead does not believe a referral to Children's Services is required and this decision is questioned by a member of staff, then both colleagues should discuss the child's needs alongside the Local Safeguarding Children



## **5. Concerns about the progress of a child in need plan**

Always follow the Local Safeguarding Children Board's escalation policy

- a. Speak to the social worker to discuss your concerns
- b. Speak to the social worker's line manager
- c. Put your concerns in writing to the social worker and their line manager
- d. Consider requesting a child in need meeting is convened at the earliest opportunity to discuss your concerns with other professionals
- e. Speak to the Team Leader and then the Service Manager
- f. Seek advice from [phil.cooper@si.liverpool.gov.uk](mailto:phil.cooper@si.liverpool.gov.uk)
- g. If there is no agreement you will be supported to escalate your concerns further following the LSCB policy

## **6. Concerns about the progress of a child protection plan**

Always follow the Local Safeguarding Children Board's escalation policy

- a. Speak to the social worker to discuss your concerns
- b. Speak to the social worker's line manager
- c. Put your concerns in writing to the social worker and their manager
- d. Consider requesting a core meeting is convened at the earliest opportunity to discuss your concerns with other professionals
- e. Speak to a Social Worker Team Leader
- f. Contact the Independent Reviewing Officer to discuss your concerns
- g. If there is no agreement ask to speak to the Service Manager
- h. Seek advice from [phil.cooper@si.liverpool.gov.uk](mailto:phil.cooper@si.liverpool.gov.uk)
- i. If there is no agreement you will be supported to escalate your concerns further following the LSCB policy

## **7. Disagreement at a child protection case conference not to make the child subject to child protection plan**

Always follow the Local Safeguarding Children Board's escalation policy

- a. Raise your concerns during the case conference and ask for your concerns to be minuted
- b. Write to the Independent Conference Chair (Independent Reviewing Officer) putting your concerns in writing
- c. Speak to the Independent Reviewing Officer's Manager
- d. If there is no agreement ask to speak to a Social Worker Team Leader.
- e. If there is no agreement ask to speak to the Service Manager
- f. Seek advice from [phil.cooper@si.liverpool.gov.uk](mailto:phil.cooper@si.liverpool.gov.uk)
- g. If there is no agreement you will be supported to escalate your concerns further following the LSCB policy

## **8. Disagreement about the decision to discontinue a child in need plan**

**This decision should be made at a child in need meeting with professionals' views considered by the social worker**

**Stage 1**

**Attempt Resolution**

Initial attempts should be made between the workers to resolve the issues. If unresolved escalate to Line Manager to agree action. Record Outcome.

**Escalate to Line Manager**

Line manager discusses concerns or matters unresolved with their counterpart in the other agency. (Line Managers should consider professionals meeting if necessary). Record Outcome.

If unresolved record and Escalate to Stage 2



**Stage 2**

**Escalation to Organisation Safeguarding Representative**

Organisation safeguarding representative should provide advice and guidance, for line manager escalation, or discuss directly concerns unresolved with their counterpart in the other agency.

Agree Action / Record Outcome

\*Organisation safeguarding representative collates detail of cases escalated to them for referral to LSCB for monitoring

If unresolved at stage 2 record and Escalate to Stage 3



**Stage 3**

**Escalation to LSCB Safeguarding Representative**

Meeting is convened between LSCB agency representatives.

\*Appendix 2 Report to LSCB: Multi-Agency Resolution Levels 3 and 4 is completed and submitted to LSCB Team

If unresolved at stage 3 record and Escalate to Stage 3



**Stage 4**

**Escalation to LSCB Chair**



## Liverpool Schools' Safeguarding Flow Chart 2018

If a member of staff or volunteer has concerns about a **child's welfare** they should discuss it **without delay** with the school's Designated Safeguarding Lead or Deputy Safeguarding Lead or Senior Leader. The **Local Safeguarding Children Board's Levels of Needs Guidance** should be drawn upon when considering the child's needs. (You may want to contact the Early Help Hubs to discuss concerns at levels 2 and 3, that sit just below level requiring a referral requesting a statutory assessment and intervention by Children's Services (Level 4: Child in Need and Child Protection). If the member of staff or volunteer does not agree with the decision by the Designated Safeguarding Lead not to make a referral to Children's Services then they should press for re-consideration and if required make the referral themselves. **Anyone can make a referral, if required, but the Designated Safeguarding Lead maintain oversight.**

If you have **(Level 4) Child Protection concerns and a child requires immediate protection and urgent action**, or you have reasonable cause to **suspect that the child is suffering, or likely to suffer, significant harm then you should telephone Children's Services** (and if required the **police**) **without delay**. You should then follow up your concerns in writing within 24 hours using the Multi-Agency Referral Form. (You do **not** need the consent of the parent/carer to make a child protection **referral** although a discussion with Children's Services will determine if they can be informed)  
**Liverpool 0151 233 3700**  
**Knowlsey 0151 443 2600**  
**Wirral 0151 606 2008**  
**Sefton 0345 140 0845**  
**OH 0151 934 3555**  
**St Helens 01744 676600**  
**OH 0345 050 0148**  
**Wigan 01942 828300**

**Level 4: Child in Need**  
 You should try to seek the consent of the parent/carer before completing a Multi-Agency Referral Form when a **referral** to Children's Services to request a **Child in Need Assessment**

*'Within **one working day** of a referral being received, a local authority social worker should make a decision about the type of response that is required and acknowledge receipt to the referrer.'* WT 2015

If the referrer does not agree with the decision made by Children's Services then they should press for re-consideration and follow the Local Safeguarding Children Board's **Escalation Procedures**.

If a referral to Children's Services is not required then an **Early Help Assessment (Levels 2 and 3)** should be initiated when the child has unmet needs that are likely to require a coordinated multi-agency approach. **Guidance is available from the Early Help Hubs.**

*'If the parents and/or the child do not consent to an early help assessment, then the lead professional should make a judgement as to whether, without help, the needs of the child will escalate. If so, a referral into local authority children's social care may be necessary.'* WT 2015

**You should make a referral if your concerns escalate.**

Early Help Assessments (Level 2 and 3), Child in Need (Level 4) or Child Protection Plans (Level 4) should draw upon the views and wishes of the child. They should be focussed on achieving positive outcomes for the child in a timely way. The child's needs should be kept under review and actions should be taken promptly in response to any additional concerns/needs. **This overview should be read alongside part 1 and annexe A of Keeping Children Safe in Education and the DFE guidance 'what to do if you are worried a child is being abused' and Local Safeguarding Children Board's procedures.**