**GP report template**

**Information sharing with Children’s Social Care**

**This is not a referral form. Please see guidance at the end of the report template.**

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| **This report is for (please select)** | | | | | | | |
| **Social Care Assessment** |  | **Initial Child Protection Conference** |  | **Review Child Protection Conference** |  | **Other** |  |

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| **Report details** | |
| **Child’s usual GP** |  |
| **Report author** |  |
| **Practice Name** |  |
| **Practice email** |  |
| **Date of this report** |  |

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| **Which child / children / unborn is this report about (you can complete one form per child if easier)** | | | | |
| **Child’s name** | **Date of birth and age (or EDD)** | **Address** | **NHS Number** | **Date of practice registration** |
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| **Who else lives in the family home and who is in the family including parents, carers/guardians and other adults** | | | | | |
| **Name** | **Date of birth** | **Address** | **Relationship to Child** | **Legal Parental Responsibility? If known** | **Date of practice registration** |
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| **Any relevant history from medical records regarding the child and adults, and your professional opinion, including key patterns and themes within the family history**  Consider examples such as the child may have not been brought to appointments, urgent care attendance, alerts/flags, parental factors, bereavement, medication, presentation, disability, education health care plans and special educational needs. |
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| **Child’s views of what is happening, if applicable**  The child may have said something to you about what is happening. Please share any relevant observations or conversations you have had with the child/ren. |
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| **What is working well?**  Think of the family’s existing strengths and how things have worked well in the past to keep the child/ren safe from harm. If this is a review child protection conference, please comment on the success of the child protection plan so far. |
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| **What are you worried about?**  Think of specific vulnerabilities, part harm and complicating factors, whilst thinking about how this has affected the child/ren. Are there any gaps in your knowledge about the family which worry you? |
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| **Do you have a safeguarding concern?**  Brief details below. | **Yes** |  | **No** |  |
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| **Are child/ren’s immunisations up to date?**  Attach scheduled if possible or provide details below. | **Yes** |  | **No** |  |
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| **What needs to happen next for the child/ren to be safe?**  Think about practical steps or services that you feel should be part of any safety plan now and in the future. What would you need to see to be confident that the child is safe and the risks have been addressed.  For a child protection conference, please include your current view on whether you think the child/ren is at risk of significant harm and therefore requiring a child protection plan. |
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| **Are there any other key health partners involved with the child or family?** | | |
| **Professional (Name)** | **Designation/Job Title** | **Contact details, if known, and who they are working with e.g. which child or parent** |
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| **Child Protection Conferences only - Sharing this report**  **Parent, carer/guardian, child’s views of this report**  It is recommended that this written report is shared with everyone with legal Parental Responsibility (and when age-appropriate the child) two working days before an Initial Conference and five working days before a Review Conference, as best practice. This is seperate from consent, please see the guidance below. | |
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| **Date report was shared and with whom** |  |

**Professional guidance for completing this GP report template**

* This family have given your name as the registered GP, if this is not the case or not all the family are registered with your practice please let the requester know as soon as possible.
* This template is for GPs to provide information to Achieving for Children social care under a number of legal frameworks, including:

- Initial welfare checks for a social care assessment (section 17 the children act 1989 Child In Need). Must be sent to the allocated social worker who requested this information. This must be returned within a maximum of 20 working days. Parental consent is required and will be attached to the original request.

- Initial child protection conferences (section 47 the children act 1989 Child Protection). Must be sent to the conferencing service at [childprotectionconferences@achievingforchildren.org.uk](mailto:childprotectionconferences@achievingforchildren.org.uk). This must be returned within two working days of the conference date. Parental consent is not required.

- Review child protection conferences (section 47 the children act 1989 Child Protection). Must be sent to the conferencing service at [childprotectionconferences@achievingforchildren.org.uk](mailto:childprotectionconferences@achievingforchildren.org.uk). This must be returned within five working days of the conference date. Parental consent is not required.

* If you completed a report for an initial welfare check and you have no more information to add at the point of an initial child protection conference, you may use the same report. Please be aware conferences provide independent oversight, therefore your report must be submitted to: [childprotectionconferences@achievingforchildren.org.uk](mailto:childprotectionconferences@achievingforchildren.org.uk)
* **Consent:** GPs have a responsibility for raising concerns, sharing information and working together with statutory agencies to contribute to the ‘early help’, ‘child protection’ and ‘child in need’ processes. As a general rule in safeguarding children, consent is not required for Section 47 referrals when a child is considered at risk or is thought to have suffered significant harm. Nevertheless, consent should be sought unless to do so would increase harm to the child. Section 17 referrals are usually made with parents consent but consent is not required in cases where failure to share information could result in the situation deteriorating. However for early help, consent would be required unless failure to provide early help would result in risk or harm to the child (NSPCC / RCGP Toolkit 2019, section 3.1).
* When completing the form we really value your professional opinion and observations. Please do not use acronyms and please try and complete every section, even if it is to say ‘not applicable’. It is preferable to type and return your report electronically.
* **Information sharing:** Best practice is to share your report with those who have legal parental responsibility a minimum of two working days before an initial conference and five working days before a review conference. You would also be encouraged to share this when provided for a welfare check. If you are concerned about sharing this with a parent/guardian as you think it leaves the child or an adult at risk, please discuss with your safeguarding lead and /or medical indemnity organisation, and contact the conference chair whose name will be on the invitation. Otherwise for Kingston children telephone: 0208 547 6562, and for Richmond children telephone: 0208 891 7673. Please be mindful that you need to provide the family with a copy of your report in a written language they will understand, which may not be English. Do not delay sharing this report with Achieving for Children.
* Performance data will be shared with the Kingston and Richmond Safeguarding Children Partnership on these key professional responsibilities.
* Please note that the child protection conference will be audio recorded using a commercial recording service. The recording will be held securely on the child/ren’s Achieving for Children social care record and not reproduced for the attendees of this meeting. The audio recording of this conference may be subject to a confidential audit to ensure standards are being met and a summary of the conversation may be typed at the request of the Court or the Complaints Service.
* The written summary of the key information and the plan will be developed by the conference chair in the meeting and shared by email within two working days of the conference. This will also include the date for the next conference (if appropriate) and this notification acts as your invitation.
* **Should you require any further information about this child or family, please contact the allocated social worker or the Single Point of Access on 0208 547 5008.**