

Do's & Don'ts - reporting a children's safeguarding concern to Nottinghamshire's Multi Agency Safeguarding Hub

DO:

- Consult with your safeguarding lead to take advice if you are unsure
- Consult the [Pathway to Provision](#) to help you decide whether your referral needs to go to the MASH or Early Help services
- Consult with other professionals involved with the family, who may be able to allay concerns or add information to inform your assessment
- Complete an [Early Help Assessment](#) to help you, and the family, be clear about your concerns
- Take advice from the Early Help Unit, (01623 433 500) who may be able to signpost you to other services, with parental consent and/or consent from the young person if they are Gillick competent
- Consider taking the child's situation to the local [Complex Case Resolution Meeting](#), with parental consent, where the case is more complex or there is a lack of progress and there is already a completed Early Help Assessment and a Team Around the Child in place
- Inform the parent/person with parental responsibility that you have concerns
- Obtain parental consent to making a MASH referral, unless you think a child is suffering or likely to suffer significant harm, in which case parental consent can be over-ridden
- Use the [secure on-line form](#) to make your referral
- Have as much essential information as possible, on all members of the household to hand if you are making a telephone referral, e.g. date of birth, ethnicity, religion, language spoken, which school the child attends
- Confirm your referral in writing within 24 hours when making a safeguarding referral, as required by the [Nottinghamshire Safeguarding Children Board](#) procedures.

DON'T:

- Contact the MASH to ask about a child who has an allocated Social Worker. Contact the social work team's office;
 - Ashfield 01623 433698
 - Bassetlaw 01777 716192
 - Broxtowe 01159 175920
 - Gedling 01158 546353
 - Mansfield 01623 433698
 - Newark & Sherwood 01623 520212 / 3
 - Rushcliffe 01159 175800
- Contact the MASH about Looked After Children, even for new disclosures or allegations; contact the allocated social worker or ask for the LAC Service Duty Officer
- Contact the MASH before considering whether the child's needs could be met by another service or services.