

If you have concerns about the welfare of a child and are not sure what action you should take, you can call an ASKK Coordinator who will guide you. 020 8547 5888

Some people may be reticent about seeking advice as they may feel loyalty towards parents or carers. It is important to be aware that you can refer to the ASKK Coordinator for advice and guidance without necessarily reporting a case to ensure that you are taking the most appropriate action for the child(ren) in question.

Do You Have:

- a. Concerns for the immediate actual or likely safety or welfare of the child?

If 'yes', what is the nature of the concern?

eg: Physical abuse Emotional abuse Sexual abuse Neglect

- b. Concerns about the child's safety or wellbeing or longer term care?

- c. Grounds for believing that the child /young person would benefit from preventative services.

If the answer to (a) or (b) is 'yes', there should always be a referral to the relevant Children Services Team - **Contact Safeguarding Services: 020 8547 6587**

The parent should be informed of this referral unless to do so would compromise the safety of the child although parental consent is not required.

If the answer is (c):

Contact **ASKK, Kingston's Information Sharing Hub. 020 8547 5888**

All local authorities are required to have systems in place to identify children who are at risk of failing to achieve their potential and to ensure that appropriate help and support is provided at an early stage. In Kingston, these children are defined as those who have additional needs, requiring an integrated multi agency response which cannot be met within a universal setting but who do not cross the threshold for statutory intervention by specialist services.

Parents, or anyone working with children can call an ASKK Coordinator to discuss any child they have concerns about. The outcome will depend on the circumstances but could range from:

- Giving advice about local services
- Logging concerns about a child
- Flagging a child with parental consent, through completion of a Signposting to Services Form or CAF (Common Assessment Framework) for dual agency support, where additional needs have been identified which are impacting on the child/young person's health, learning or wellbeing that requires intervention or support.
- Flagging a child with parental consent, through completion of a CAF for a coordinated multi agency package of support where a Lead Professional will be identified. Children and young people in this group will have multiple factors or indicators of disadvantage.

When seeking advice or reporting information, be sure that you clearly understand and keep a record of any actions you are told to take along with related timescales.

For information on who to contact for advice and guidance please refer to Contact Numbers on the reverse of this sheet.

Contact Numbers

Children Schools and Families Customer Access Point
020 8547 5004

Kingston's Childcare Development Advisers
Early Years Advisory Team 020 8547 5215
(Daycare, pre-school, crèches)
Out of School care 020 8547 6585
Childminding 020 8547 6578/84

Pre-school Learning Alliance 020 7697 2500
National Childminding Association 0845 880 0044
National Day Nurseries Association 01484 407070

Members of the above professional organisations will be able to access their legal help lines.

If you are worried a child is being hurt or abused, contact:

Safeguarding Services: 020 8547 6587
Children's Emergency Duty Team Out Of Hours:
020 8770 5000

If you know a child needs additional help and support contact **ASKK Kingston Information Sharing Hub** (the local response to the national Prevention and Early Intervention Strategy initiative). : **020 8547 5888**

Services for Disabled Children: **020 8547 6523**

Kingston Police: (office hours) **020 8721 5872**

Kingston Police: (24hrs) **0300 123 1212**

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Childcare Support Team
Childcare and Family Support Services
Ground Floor, Guildhall 1
Kingston KT1 1EU
020 8547 6582