

**TOWER HAMLETS SOCIAL SERVICES DEPARTMENT
RECORD OF MANAGER'S DECISION AND ACTION IN RESPONSE TO PROFESSIONAL
CONCERN ABOUT A CHILD**

A decision about the status of a referral and action to be taken must be made within one working day of receipt of information. Referrers must confirm information given in writing within 48 hours (London Child Protection Procedures). This page should be completed and sent to referrers within 48 hours of the referral being received.

Child's Full Name and any aliases:

Child's usual address and any other known addresses:

Date information Received:	
SWIFT No:	
Name and location of team in receipt of referral:	

No assessment required	Tick
• Information or advice given	
• Information noted – no further action	

Initial Assessment (Section 17) required	
Core Assessment (Section 17) required	
Allocated to:	
Waiting allocation:	
Timescale for completion:	

Child Protection (Section 47) enquiries/investigation required	
Allocated to	
Date of initial strategy discussion:	
Police Child Protection Team officer dealing	
Date of Strategy Meeting	

Brief reasons for manager's decisions: Manager to explain any major difference between their decision and the referrer's expectations.

Above decisions made by:	
Name:	Position:
Location:	Telephone No:
Signature:	Date:

Date form emailed/faxed to referrer: