

**This procedure is for Professionals working with a  
Stoke-on-Trent Child / Young Person Only**



Do not print this manual or parts thereof as these are likely to become out of date. It will be updated regularly and the amendments will be available from the Safeguarding Children Board website.

**\*\*YOU MUST REFRESH THE SCREEN BEFORE READING TO ENSURE  
YOU HAVE SIGHT OF THE LATEST VERSION\*\***

## **Stoke-on-Trent and Staffordshire Safeguarding Children Board**

### **Section: Policy Framework, Principles and Values**

### **Multi Agency Roles and Responsibilities**

**Stoke-on-Trent A03**

Version 4: Date June 2019  
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## **GUIDE TO AGENCIES ROLES AND RESPONSIBILITES**

<b>ORGANISATION</b>	<b>STAFF</b>	<b>DESCRIPTION</b>	<b>AGES</b>
<b><u>Stoke-on-Trent City Council</u></b>  <b><u>Safeguarding Referral Team (SRT) And</u></b> <b><u>Emergency Duty Team (EDT)</u></b>	Social Workers	<p>The SRT is part of the Multi-Agency Safeguarding Hub (MASH). The MASH brings together people from police, health services and local authorities so that they can share information and take a better informed decision over the best course of action. SRT should be contacted if you have a child protection or significant safeguarding concern where you are aware of a serious problem and are worried that a child is suffering harm or a child is living in circumstances where maltreatment is resulting in a lack of safe and effective care or an impairment of their health and development.</p>	Pre Birth - 18
		<p>Social workers assess, plan and provide support to children in need and those suffering or likely to suffer significant harm under section 47 of the Children Act 1989. They undertake the Child and Family assessment and are the key worker (lead person) for a child subject to a child protection plan.</p>	Pre Birth – 18 years

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<p><b><u>Looked After Children</u></b></p>		<p>They ensure that agencies who are party to the protection plan coordinate their activities, and review the progress of any child subject to a child protection plan. They can instigate legal proceedings where required.</p> <p>They can visit a child's home both announced and unannounced.</p> <p>Family Support workers give emotional and practical help and advice to families and assist the social worker to assess the needs of the child and family.</p> <p>The looked after children teams provide help and support, including a range of statutory duties for children and young people in care, moving towards permanency and those leaving care. The staff keep in regular contact with looked after children and make sure they have up-to-date care plans and robust safeguarding arrangements in place. Children can be visited at local authority care settings, foster placements and other care settings which are out of the area.</p> <p>An EWO will offer support around the statutory duty of parents to ensure their child attends a school suitable to their ability</p>	<p>Birth through transition to adulthood</p>
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<b><u>Stoke-on-Trent Youth Offending Service (YOS)</u></b>	Multi- agency team	A multi-agency team who work with young people who have come to the attention of the police for criminal offences The young person may be given an out of court disposal, community resolution or caution or the offender may have gone through the court system including a custodial sentence or out on licence. Team members may visit young people at home, in school or other settings.	10 – 18 years
<b><u>HEALTH SERVICES</u></b>			
	General Practitioner (GP)	Holds responsibility for child’s healthcare, including routine child health checks and immunisations. They may refer to secondary care – paediatric assessment unit, outpatients etc. for further specialist opinions.  The GP will see children at a Health Centre / surgery. In emergencies they can visit the child’s home.	Pre Birth to death
	Midwife / Obstetrician	The midwife first has contact with the woman at around 8 weeks of pregnancy and then cares for the woman in the antenatal (during pregnancy) intrapartum (in labour) and post-natal period. The midwife is responsible for the mother and baby for 28 days, care is transferred to the health visitor at around day 10 when the community midwife discharges the mother.	Pre Birth until 2 weeks after the Birth

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	<p>Health Visitor (HV)</p>	<p>An antenatal visit will be offered from health visitors to all pregnant women in addition to services offered by the midwife. A HV will offer a home visit about 2 weeks following the birth to give information and support to parents. The HV will monitor the health and development of babies / young children.</p> <p>At 5 – 8 weeks HV offer further support and the development of the child is reviewed. Information and support can be given on a wide range of issues, feeding, and sleeping and behaviour management. At 9 – 12 months all families will be offered a contact with a HV to assess the child’s health, growth and development. At 2 years old all families are offered a contact with a HV at a Health Centre, Children’s Centre, and Clinics or at home to discuss the child’s development. (See Appendix 1)</p>	<p>Pre Birth - 5</p>
	<p>Community and acute Paediatricians</p>	<p>Specialist in children’s development and physical health. Normally see children at a hospital or Health Centre.</p>	<p>0 – 18 years (may be extended if the child has a disability or specialist need )</p>
	<p>Physiotherapists</p>	<p>Assist in helping children with movement’s skills and physical health.</p>	<p>0 – 18 years</p>

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	Speech and Language Therapists	Treat problems such as communication, speech and language delay / disorders, swallowing and eating difficulties.	0 – 18 years
	Clinical Nurse Specialist	The Clinical Nurse Specialists are for children with special needs and may be linked to Development Centre's	0 – 18 years
	Child and Mental Health Services (CAMHS)	Specialists in the mental health of children and adolescents. Usually see children and the parents at clinics.	0 – 18 years
	Clinical Child Psychologists	Advice given to families on using evidence based strategies to resolve family issues.	0 – 18 years
	Community Dentist	Children with special needs can access this service	0 – 18 years
	Occupational Therapists (OT)	Advice and support children in developing Everyday skills / provide specialist equipment. The OT can arrange home visits.	0 – 18 years
	Children's Community Nursing Teams	Provide nursing care and support to children and link between community services and acute services. They may provide palliative care services.	0 – 18 years

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	School Nurse / Special School Nurse (linked to Special Schools)	Provide advice on a range of health issues (physical and emotional). Routine health checks / immunisations. The school nurse can see children in school, at clinics and may visit the home.	5 – 18 years
<b><u>EARLY YEARS SETTINGS</u></b>			
	Child Minder	A child minder is somebody who looks after other people's children on domestic or non-domestic premises usually when the parents or guardians are working.	0 – 16 years
	Play Group	A Play Group is a local facility which provides early year's education and care for children for up to 4 hours a day.	2 - 4 years
	Day Nursery	A place where pre-school children are looked after during the day time and sometimes as an out of school provision for older children.	0 – 8 years
<b><u>EDUCATION</u></b>			
	Pre School	A place where pre-school age children are looked after during the day time on either a school site or independent from a school. Could provide wrap around care if there was a maintained nursery on site.	0 – 4 years

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	Nursery School	A Maintained provision in its own grounds.	3 – 4 years (registration will change in 2015 for schools registration for 2 year olds)
	Before and after School Clubs	Normally in a school, activities and sometimes meals provided before and after school.	2 – 16 years
	Infant / First School	School Years Yr. N Yr. R 1 - 2 <b>Key Stage 1</b>	3 years 4 – 8 years
	Primary School	School Years Yr. N Yr. R Yr. 1 - 6 <b>Key Stage 1 and 2</b>	3 years 4 – 5 years 5 – 11 years
	Middle School	School Years Yr. 6 – 8 <b>Key Stage 3</b>	10 – 13 years
	High School / Secondary School / Academy	School Years Yr. 7 -11 <b>Key Stages 3 – 4</b>	11 – 18 years



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	Short Stay Schools	A pupil referral unit for children who may be excluded from school or requiring personal tuition.	10 – 16 years
	Special Schools	Primary and High schools for children with a disability ( emotional, physical, behavioural)	2 – 19 years
	College of Further Education	Offer further education in vocational subjects following compulsory schooling. They offer basic skills for children with a disability to higher vocational qualifications	14 – adults
<b><u>YOUNG OFFENDER INSTITUTION</u></b>		A type of prison environment for young offenders with full time and part time education and vocational courses.	15 – 18 years
<b><u>CAFCASS</u></b> Children and Family Court Advisory and Support Services	Family Court Advisors	Cafcass help children and young people who are going through care or adoption proceedings, or whose parents have separated and are unable to agree about future arrangements for their children.	
<b><u>POLICE</u></b>	Police Officers Police Community Support Officers Special Constabulary	The Police have a general responsibility for the protection of life as well as the prevention and detection of crime. Investigating child abuse and safeguarding children is a mainstream policing activity.	

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		Investigative services department deals with allegations of abuse towards the most vulnerable groups including: children, vulnerable adults, and victims of domestic abuse, and undertake investigations into crimes including: harassment, serious sexual offences, human trafficking, vice offences and hate crimes.	
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