

Inter-Agency Contact Form [IACF]

Guide to filling out the contact form and sharing with the Portsmouth MASH

PORSMOUTH THRESHOLD DOCUMENT <https://www.portsmouthscp.org.uk/toolkits/>

Professionals should use the PSCP Thresholds document to guide their decision making when determining the level of need or risk relating to a child. Wherever possible practitioners should discuss their concerns with their line manager and/or Safeguarding lead **however this should not delay submitting the form to MASH**

Please ensure you send the IACF to the correct email address

MASH@portsmouthcc.gov.uk

You should use the IACF when:

1. There is immediate risk of harm to a child and/or a professional believes a child is suffering or likely to suffer significant harm as a result of the care they are receiving.
2. The child is identified as in need or vulnerable.
e.g.
 - A child who is unlikely to achieve or maintain, or have opportunity of achieving or maintaining, a reasonable standard of health or development without the provision of services by a local authority
 - A child whose health or development is likely to be significantly impaired or further impaired, without the provision of services
 - A child who has a substantial and permanent disability
3. Support is required to access Targeted Early Help Support Services and a more coordinated response is required from agencies.

When completing the inter agency contact form please consider the following 4 areas:

1. Contacting details

- Please supply your own details in full – contact numbers for you and for your team, your place of work, what relationship or contact you have with this family or child.
- Please supply **full names, dates of birth, contact telephone numbers** and **address with postcode** where known. This helps us find the correct child and family. Partner agencies within MASH may have more than one subject with the same name. ***A phone number is vital for MASH to be able to get hold of the family at risk.***
- Current contact details for parents also need to be accurate and up to date. This will ensure that there are no delays in contacting parents and that contact information is passed to correct Locality Teams.

- Please provide as much detail as possible about **ethnicity, first language and disability**. This is important in terms of identifying vulnerability but also in ensuring that communication is appropriate
- If contacting details are unknown please indicate 'unknown'

2. Consent

- What type of consent have you acquired? If consent has not been sought please explain the reasons for this.

All contacts to the Portsmouth MASH should be made with the knowledge & agreement of the family. They need to know what information has been shared & recorded by the Portsmouth MASH. They must also be aware that the Portsmouth MASH may need to share information and seek more information from other agencies. This will help MASH decide if additional services are needed e.g. schools, health visitors, doctors, police, housing, Children's Social Care etc.

Exceptions to this are:

- When seeking consent to share would put a child, young person or other at risk of significant harm
- If it would undermine the prevention, detection or prosecution of a serious crime OR
- The professional has either tried to seek consent or consent was refused & they feel not sharing information would potentially have a significant impact on the child's safety and well being

3. Impact on the child

- The child and family voice - ***giving a flavour of what is happening***..... Remember the person who is reading the IACF has not met the child and family, it is **imperative** that what is happening for the child is articulated so that the reader can understand **the impact**.

Please use PSCP Thresholds [*tiers 1-4*] document to guide your professional judgement

<https://www.portsmouthscp.org.uk/wp-content/uploads/2019/12/PSCP-Threshold-Document-v3-July-2019.docx>

Reason for referral

Tier 4

Is this child at immediate risk of significant harm – have you considered calling the Police or MASH on 023 9268 8793 * for immediate advice?**

Significant harm could occur where there is a single event, such as a violent assault or sexual abuse. It can also be identified when there have been a number of events which have compromised a child's physical and emotional wellbeing; for example a child whose health and development is severely impaired through neglect.

Tier 4

Is this child in need or vulnerable – *What is this child's vulnerability? What is it that they are in need of?*

This could be a level of complex needs where children may face a range of difficulties that are increasingly challenging.

Tier 3

This child needs to access support from early help services – *What support do you believe they require to be put into place and who from?*

When you fill out section 3 please think about the following:-

- What are the contributing factors – Think about domestic abuse in the home, substance misuse, mental health, criminality in the home. Does the child look ill, malnourished, what does the home look like?
- What is the immediate **CURRENT** risk to this child: physical, emotional, sexual, neglect?
- What have you seen, heard or been told about this child?
- Tell us what has happened to the child/ren to make you think they are at risk.
- Have you seen the child, what is their presentation?
- Have you spoken to the child? Think about their daily lived experience - what has the child told you? What are their concerns? How have they been behaving? What would they like to see change?

4. Previous help

There is no need to include details regarding Portsmouth Children Social Care previous involvement as this information will already be known to MASH

- What has worked well and what has not worked well in trying to help this family?
- What action have you taken – have you spoken to the family, other professionals, your manager, the child. What have you already put in place? Has this had any effect?
- Has an EHA [Early Help Assessment] been initiated?
- Has a Team Around the Family [TAF] meeting been held? What was the outcome?
- Have referrals been made to other supporting agencies?
- What other professionals are involved? *e.g. school/ nursery/ GP practice/ mental health services/ health visitor/ family nurse/probation/ substance misuse services etc.*

Further help & support

We have created three best practice examples that you can use to inform your practice and support you in completing the IACF:

<https://www.portsmouthscp.org.uk/inter-agency-contact-form-omg-and-samples/>

All documents (IACF, Portsmouth Thresholds document, Exploitation Toolkit, Missing Toolkit, Neglect Identification & Measurement Tool etc.) can be found on the PSCP

website at: www.portsmouthscp.org.uk