



Request for Service Guidance Notes: **REFERRAL AND ASSESSMENT SERVICE**



<p>Referrals to Social Care - REFERRAL AND ASSESSMENT SERVICE (RAS) require a CAF (or CAF Review) and a Request for Service form which can be found on www.scypp.org.uk</p> <p>If your concern raises Safeguarding concerns follow standard LSCB Procedures by first calling the Referral and Assessment Service immediately on 020 8770 4343 to initiate a response and then follow up with this form together with a completed CAF within 48 hours. Where the child/young person's safety is at risk it is not necessary to gain consent. In all other cases the CAF can only be completed with the consent of the young person / family</p>
<p>What threshold or level of need can REFERRAL AND ASSESSMENT SERVICE respond to?</p>
<p>The Referral and Assessment Service (RAS) will respond to all cases referred in. Anything deemed to be below stage 4 of the Child Concern Model will be responded to with advice and information. Any case identified to be at stage 4 or 5 of Sutton's child concern model will result in an Initial Assessment.</p>
<p>What type of service(s) can REFERRAL AND ASSESSMENT SERVICE provide or access?</p>
<p>Advice and Information, Initial Assessment, Core Assessment and Child Protection investigations. RAS will undertake the necessary assessment and then make a decision about the need for further intervention and how this will be provided.</p>
<p>What specific information on the Request for Service form do REFERRAL AND ASSESSMENT SERVICE need?</p>
<ul style="list-style-type: none">• Reason why referral is being made at this time• What referrer hopes to gain from making the referral• Whether family know about the referral and their views on it• What intervention has been tried already
<p>What section on the CAF do referrers need to pay particular attention to?</p>
<ul style="list-style-type: none">• Essential information section - personal details of child and family which include - language, ethnicity, age, gender and religion of child. Correct address and contact details of family and information about who lives in the family home• As many sections as possible in relation to the assessment in order to achieve a good pen picture of the child and his / her family• Family's view of circumstances• Child / Young Person's view of circumstances• What the child / family hope to achieve from referral• What has been achieved already• What has not worked and why
<p>Who should the referrer send the CAF and Request for Service form to?</p>
<p>Referral and Assessment Service The Lodge, Honeywood Walk Carshalton, Surrey. SM5 3NX Telephone: 020 8770 4263 or 020 8770 4343 Fax: 0208 770 4798 Email: rasteam@sutton.gov.uk cjsm.net This can be used between agencies using cjsm (inc nhs.net and suttonlea.org) If in doubt call first</p>

How will RAS feedback to the referrer regarding what has happened with the referral?

The referrer is likely to receive a phone call from a duty social worker to discuss the referral. At minimum the referrer will receive a letter from RAS informing them of the outcome of their referral.

RAS will respond to the referral within 24 hours. If the referrer has not had a response from RAS it is important that the referrer makes contact with RAS to receive information.

What will happen if the referral does not meet the threshold for REFERRAL AND ASSESSMENT SERVICE?

A duty social worker will contact the referrer, either by phone or through a letter, to explain that the threshold has not been met and will provide some advice and information with regards to alternative support that can be accessed within the community.