

**Referral to Children's Safeguarding Operations Unit
(CSOU) for inclusion on Protection of Children List
(POCA) or List 99**

C O N F I D E N T I A L

The Secretary of State has powers under the Protection of Children Act 1999 to prevent individuals from working with children and young people. Child care organisations have a statutory duty to refer (and any other organisations have a power to refer) where an individual is dismissed for misconduct which harmed a child or placed a child at risk or harm; or resigns, retires, is made redundant or is transferred to a position which is not a child care position in such circumstances.

The Secretary of State has powers under the Education Act 2002, to prevent individuals working with children and young people. Relevant employers and agents have a statutory duty to refer individuals to the Department for consideration by the Secretary of State if they are dismissed for misconduct, unsuitability to work with children or on health grounds (where an issue concerning the safety or welfare of children is raised) or resign in circumstances where such a dismissal may otherwise have been considered.

When referring an individual to the Department, please ensure that all relevant documents are enclosed to avoid unnecessary delay. Please note that the referred individual is likely to see any information that you share with us.

1. Details of Adult referred to CSOU	Surname	Date of Birth
	Title	N.I. Number
	First Name	DCSF Registration No. (where applicable)
	Any known previous or other name:	Contact Details Tel: Mobile:
	Current Address	Any known previous address:

2. Employer¹ or Referring Agency	Name of Employer/Referring Agency	Address:
	First contact	Name
Second Contact	Position	
	Name	Contact details
	Position	

¹ The body which contracts or provides the paid or unpaid services of an individual regardless of whether this arrangement has been specified as a contractual arrangement

3.

Current Situation

Please indicate the whereabouts of the person concerned, if known, and their employment status, e.g. whether they have resigned, been suspended, dismissed or retired.

Please enclose any copies of dismissal /suspension /resignation letters or copy of compromise agreements and any other relevant details.

4.

Reason for Referral

Behaviour deemed to pose risk to child – Yes /No

Details:

Other reason – Yes/No

Details:

5.

**Employment
details of adult
being referred
to CSOU**

a) Position held and length of time in current post:

Please attach copy of job description, application form and references

b) Any previous positions held with current employer:

c) Details of any induction or training programmes

Please provide copies of any training programme where possible

d) Details of any guidance given about behaviour or code of conduct

Please provide any documents signed by employee (e.g. Guidance for Safe Practice document or agreed code of conduct)

e) Details of any past disciplinary action taken whilst within organisation

Please attach copies of any documentation

9.	a) Dates of all strategy meetings
	b) Decisions and outcomes
Details and outcomes of strategy meetings	
<i>Please attach details of all strategy meetings taking care to omit details referring to the child or family.</i>	

10.	a) dates
	b) Details of process and outcome
Disciplinary action in relation to current situation	
<i>Please attach copies of documentation</i>	
c) Is an appeal pending? Yes/No <i>(If yes please give details)</i>	

11	Name:	Address:
	Trade Union or Association representatives	Telephone Contact:

12. Witness Statements <i>Please list all witness statements attached which should include any statements made by the adult referred to CSOU. All witness statements must be signed and dated</i>	Name	Date of Statement

13. Other relevant information	 <i>Please indicate if other reports are attached</i>
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14. Chronology of significant events attached	Yes <i>A chronology is a simple, brief record of the action and communication undertaken by the referring agency from the time the matter was first reported. See example in Appendix A</i>	No (please explain)
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15. Summary of any risk to a child or young person	<i>Please provide summary information in relation to this referral indicating why the individual is considered to be a risk to children and/or why the person is considered unsuitable for this area of work:</i>
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Referral Submitted by:
Print Name:
Address:
Contact Telephone Number:
Fax:
Email:
Date of Referral

Once completed this form and related documents should be marked as confidential and sent either to:

Children's Safeguarding Operations Unit (POCA)
or
Children's Safeguarding Operations Unit (List 99)

***DCSF, Area E, Ground Floor,
Mowden Hall, Staindrop Road, Darlington DL3 9BG***

List 99 Email TSM.Casework@dcf.gsi.gov.uk
PoCA Email Mailbox.poca@dcf.gsi.gov.uk

Appendix A – Example of Chronology

Chronology of Significant Events re (insert name)

Only one or two lines are necessary. This chronology should not include details but simply provide an overview of all that has happened since the concern was raised with the referring agency. This allows the reader to quickly ascertain how key events have unfolded.

Date	Action or Communication	Initials
04.04.07	Phone call from xx advising that member of staff had been arrested on charge of xx. Asked for further clarification	
04.04.07	Email received from xx with further details Discussed situation with LADO Advised Director	
05.04.07	Phone call from xx in Social Care who advised strategy meeting to take place on 06.07.07	
05.04.07	Discussion with xx regarding Mr. xxx	
05.04.07	Email to Director to update	
06.04.07	Strategy meeting. Decision to xxxx	
07.04.07	Press coverage of incident in Evening Post	
08.04.07	Discussion with Press Officer re maintaining confidentiality	
<i>Chronology continues until end of process</i>		