

# C23 Child Protection Register Enquiry Protocol

Cwm Taf Morgannwg Safeguarding Board	Date: March 2022	Status: Endorsed April 2022
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## 1. Introduction

Cwm Taf Morgannwg Safeguarding Board (CTMSB) and its member agencies must be compliant with the Wales Safeguarding Procedures 2019. Children and Young People at risk of Harm – Section 4 explains that all Regional Safeguarding Boards is responsible for ensuring that systems and processes are in place for the effective management of the child protection register (referred to as register in this protocol) and accessibility to information by partner agencies. Information can be sought by any agency that is a member of the Regional Safeguarding Board.

## 2. Aims and Objectives

That all membership agencies:

- Distinguish between a child protection register check and a specific child protection register enquiry.
- Know how to make a child protection register check and a child protection enquiry.

## 3. Scope

Enquiries to the register should not be a substitute for appropriate discussion of concern with social services but as part of background information gathering. There will be different enquiries to the register made, depending on why the information is being requested. For instance, CAFCASS may be required to undertake an enquiry to the register as part of their formal process in private proceedings. Alternatively, a health professional may be making an enquiry due to a child being presented at an A&E department and there may be safeguarding concerns or the child may have a significant injury albeit plausible i.e. the professional may want to ensure a child presenting with a head injury albeit plausible is not on the CPR for Physical Harm/Neglect.

The type of enquiry being made should be clearly specified and recorded.

- Access to the child protection register is restricted to practitioners who may have a safeguarding concern or whereby the injury is significant. Their identity will be checked.
- It is essential that police and health professionals have access to the register both in and outside office hours.

## 4. Membership of the Regional Safeguarding Board

Rhondda Cynon Taf County Borough Council  
Merthyr Tydfil County Borough Council  
Bridgend County Borough Council  
Cwm Taf Morgannwg University Health Board  
South Wales Police  
National Probation Service  
Voluntary Action Merthyr Tydfil  
Cwm Taf Youth Offending Service  
Public Health Wales

## 5. Legislation

Key Legislation and guidance that relates to this Protocol:

Children Act 1989 & 2004;  
Safeguarding Children, Working Together Under the Children Act 2004  
Social Services and Wellbeing Act (Wales) 2014  
Wales Safeguarding Procedures 2019  
Data Protection Act 2018 and the General Data Protection Regulations (GDPR).

## 6. Child Protection Register Checks

### What is a child protection register check?

A child protection registration check will provide basic registration details for all children who are on the Child Protection Register in the Local Authority Area.

It will only provide:

- Case identification number
- Name and dob
- Address
- Date registered
- Registration category
- Key worker and social work team

A Child Protection Register Check gives no further detail and does not create an automatic notification provided by the child protection enquiry process.

It is important for persons making child protection register checks to be aware that a check will not indicate if there are historical safeguarding concerns including previous child protection registration i.e. it is a check indicating **current** registration status.

### What are the local arrangements?

**South Wales Police** are sent copies of child protection register –containing only the 6 pieces of information about the child as listed on page 2.

Membership agencies of the CTMSB can also request a check from the Children's Social Services department in each Local Authority Area by contacting them directly. See Section 6 for contact details

## 7. Child Protection Register Enquiry

What is a Child Protection Register Enquiry?

The main purpose of a **CP register enquiry** should be to;

- Assist in informing the decision making of professionals with concerns that a child may be at risk of significant harm and;
- to ensure that they are fully aware of any previous or current child protection concerns as part of the decision making process.

To make a child protection register enquiry children's social services must be contacted.

A child protection register enquiry is **not** a referral. However, it is an additional way that professionals can gain information about a child for whom they may have concerns about possible risk of significant harm, in order to inform their decision about the need to intervene further, including whether to make a child protection referral.

Enquiries to the register must never be seen as a substitute for appropriate discussion of concern with social services and an appropriate child protection referral under their duty to report (SSWA14 sec. 126).

The enquirer must be a practitioner from an agency represented on the Cwm Taf Morgannwg Safeguarding Board and identity will be checked to ensure the enquirer is legitimate.

- If a child's name is on the child protection register, the enquirer will be given the details of the care and support protection plan coordinator (referred to as social worker in this protocol).
- If **sibling** details are known, the enquirer should make a child protection enquiry for each child.

A Child Protection Register enquiry will provide the registration status of the child, and, if registered:

- The category of registration;
- The date of registration
- The name and contact details of the social worker
- Known associated people (family)
- Previous registration details; including date registered and de-registered
- Detail of previous enquiries, including date of enquiry, instigator, reason and action
- Strategy discussion history, including date, social work team involved and outcome
- Section 47 history, including date, alleged abuse category and outcome
- Child Protection Conference history

## 8. Requirements for Cwm Taf Morgannwg University Health Board

It is the responsibility of all CTMUHB staff to formally make a child protection register **enquiry** where this is assessed as appropriate.

In addition, the Clinical Nurse Specialist Safeguarding/Children, Paediatric Liaison Health Visitor or Senior Nurse will make a child protection register **enquiry** for paediatric admissions under 1 year of age where there is a safeguarding concern, a

significant injury or frequent attendees and review the necessity for a child protection register **enquiry** for older children.

For children less than 1 year of age with chronic health conditions which may necessitate repeated hospital attendances, further Child Protection Register enquiries will only be conducted if safeguarding concerns arise.

Similarly, a Child Protection Register enquiry will not be undertaken for children less than 1 year old admitted for planned surgery unless staff identifies safeguarding concerns.

## 9. Requirements for South Wales Police

Every child named on the child protection register will have a warning marker alerting to the registration on the Police IT system in addition to other relevant case information that may be held on the Police IT niche system.

It is the responsibility of the Police to formally make a Child Protection Register Enquiry where this is assessed as appropriate.

## 10. Local Authority Details

### Bridgend Local Authority

Office Hours	Outside of Office Hours
08:30 – 17:00 Monday – Friday	Outside Office Hours – Emergency Duty Team
Tel:	01443 743665/01443 657225
Email:	SocialWorkEmergencyDutyTeam@rctcbc.gov.uk
Address: Bridgend CBC, Civic Offices, Angel Street, Bridgend, CF31 4WB	

### Merthyr Tydfil Local Authority

Office Hours	Outside of Office Hours
08:30 – 17:00 Monday – Thursday 4.30 on Friday	Outside Office Hours – Emergency Duty Team
Tel: 01685 724692	01443 743665/01443 657225
Email: child.protection@merthyr.gov.uk	SocialWorkEmergencyDutyTeam@rctcbc.gov.uk
Address: Merthyr Tydfil County Borough Council Unit 5 Triangle Business Park Pentrebach Merthyr Tydfil CF48 4TQ	

Rhondda Cynon Taf Local Authority

Office Hours	Outside of Office Hours
08:30 – 17:00 Monday – Friday	Outside Office Hours – Emergency Duty Team
Tel: 01443 490120	01443 743665/01443 657225
Email: <a href="mailto:childprotectionreviewingteam@rctcbc.gov.uk">childprotectionreviewingteam@rctcbc.gov.uk</a>	SocialWorkEmergencyDutyTeam@rctcbc.gov.uk
Address: Safeguarding & Reviewing Service Ty Catrin – Unit 1 Maritime Ind Est Pontypridd RCT CF37 1NY	

## 11. Responses to Child Protection Register Enquiries

The enquirer will be contacted within 2 hours of making the enquiry to confirm enquirer details and to be provided with the response to the enquiry with any other relevant details and advice.

Within 24 hours the Enquirer/Enquiry details will be recorded by social services including the nature and reason for the enquiry.

Where sibling details are known, a separate CP enquiry for each child must be recorded.

## 12. Outcomes of an Enquiry

**If a child's name is on the register**, the enquirer must notify the child's social worker of their concern (this must include any sibling information). The social worker's details will be given as part of the response to the enquiry.

The custodian of the child protection register should also notify the social worker of any enquiry regarding a child on the register, or a child at the same address as a child on the register.

The Custodian of the register is the Senior Manager in Children's Social Services with lead Safeguarding responsibility.

If an enquiry is made but the child's **name is not on the register** this should be recorded together with the advice given to the enquirer.

**In all Cases** - Irrespective of whether the Child's name is or has been on the register the professional making the check or response must;

- Consider the circumstances and available information from all sources and
- Make an assessment and use their professional judgement to decide whether a child protection referral or referral for services is required.

### **13. Repeat Enquiries**

In accordance with the Wales Safeguarding Procedures the Regional Safeguarding Board is responsible for the effective management of the Child Protection Register including robust systems for monitoring enquiries.

If a child/young person's name is not on the Register and more than one enquiry has been made within a 6 month period, the appropriate Social Work Manager will be informed by the Register Custodian. The Social Work Manager should consider the need for a child protection investigation/assessment and record any decisions on the child/young person's record.

### **14. Child Protection Referrals**

The Wales Safeguarding Procedures state that whenever a child protection referral is received the social worker/emergency duty team must check the child protection register for information on the child as part of their initial checks.

### **15. Record of Enquiries**

Enquiries to the Register must be recorded on the regional electronic system to enable monitoring and review by the Register Custodian. See Appendix 1.



## Appendix 1 Child Protection Register Enquiry

Professionals whose agencies are members of CTMSB can contact the Child Protection Reviewing Team/Emergency Duty Team to make an enquiry to determine whether a child's name is on the Child Protection register.

**Always check the identification of the caller and agree to contact them with the outcome. Never disclose information until you have confirmed the enquirers identification.**

<b>Child's details</b>		
<b>Forename</b>	<b>Surname</b>	<b>Any aliases/AKA</b>
<b>DoB</b>	<b>Age</b>	
<b>Gender: Male</b> <input type="checkbox"/> <b>Female</b> <input type="checkbox"/>		
<b>Address</b>		
<b>Postcode</b>	<b>Tel.</b>	
<b>WCCIS No:</b>		

<b>Any other children in family or household:</b>
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### ANY ADULTS DIRECTLY LINKED TO THIS CHILD

<b>Family name:</b>	<b>Given names:</b>
<b>DoB:</b>	
<b>Gender: Male</b> <input type="checkbox"/>	<b>Female</b> <input type="checkbox"/>
<b>Address:</b>	
<b>Postcode:</b>	<b>Tel:</b>
<b>WCCIS No:</b>	

<b>Date and Time of Enquiry</b>			
<b>Details of Enquirer</b>			
Name	Agency & address	Role	Telephone/email
<b>REASON FOR ENQUIRY</b>			

**OUTCOME OF ENQUIRY (Please tick appropriate box(es))**

	Category & Date
Child Registered	<input type="checkbox"/> .....
Child in same family/household currently Registered	<input type="checkbox"/> .....
Child previously Registered	<input type="checkbox"/> .....
Child in same family/household previously Registered	<input type="checkbox"/> .....
Child not Registered but open case to Children's Services	<input type="checkbox"/> .....
Child not Registered; not open case	<input type="checkbox"/> .....
<u>Any Previous Enquiries To CPR? - Dates Listed</u>	<input type="checkbox"/> .....
.....	
.....	
<b>Where there is a Social Worker involved the enquirer should be given the name/s and contact details.</b>	

Enquiry taken by Designation Date and time of feedback to enquirer
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Responses will be made within 2 hours, by phone, to the professional making the enquiry or their line manager, once their identity and right of access to information is verified.

**All enquiries to the CPR should be recorded on WCCIS.**

**OUTCOME OF CPR ENQUIRY:**

NFA	<input type="checkbox"/>
Invoke CP referral process	<input type="checkbox"/>
Custodian of the Register notified	<input type="checkbox"/>

Date entered on WCCIS and by whom .....