

Safeguarding Children

Guide for Staff

SBNI Safeguarding Children Procedures: [SBNI Child Protection Policies and Procedures](#)

Concerned about a child?

Your concerns may be based on:

- Your own observations
- Being told by child or young person
- Being told by another person

Seek immediate advice or information
on how to make a referral:

During Office Hours contact:

Children's Gateway Single Point of Entry Team: 028 3756 7100

Out of Hours/ Holidays and Weekends contact:

Regional Emergency Social Work Service: 028 9504 9999

A Social Worker will discuss your concerns, provide advice about referral and agree any next steps.

Making a referral

- Complete UNOCINI Referral Form
- For Child Protection concerns please contact the above number to make an immediate referral.

- UNOCINI Referral form ([click here](#))
- Referral form should be completed and forwarded to Single Point Of Entry email address within 24 hours; Duty.Service@southerntrust.hscni.net
- Child Protection referrals should be followed up in writing within 24 hours using the UNOCINI referral form, as above.

Child Protection is everyone's responsibility therefore staff should ensure [Mandatory Training](#) is up to date.