**HANDOUT: Information to include in a report**

**Basic information**

* Full name, any aliases, date of birth, address, any known previous addresses
* Identity of those with parental responsibility, if children
* Names, dates of birth and information about all household members, including any other children or who may be at risk of harm in the family, and significant people who live outside the household
* Ethnicity, first language and religion
* Any known need for an interpreter, signer or other communication aid
* Any known additional needs
* Knowledge of attendance/non-attendance at school, day centre, hospital appointments, and so on
* Agencies currently involved with the individual, family and carers known to the referrer
* Whether consent has been obtained for the report

**Cause for concern**

* Nature of concern: are they experiencing harm or at risk of harm?
* Detailed description of any injuries sustained and any allegations, for example sexual abuse, their sources, timing and location
* Whether the child is safe currently or is in need of immediate protection and actions to protect taken so far
* Description of the child/ren who are the cause for concern
* The identity and current whereabouts of the suspected/alleged perpetrator
* The individual's current location if at risk of immediate harm
* Impact of incident and emotional and physical condition
* Risk of any repeated incidents to individuals and/or others
* Any information that may affect the safety of staff
* Concern about a practitioner

**Information held**

Information the practitioner/agency holds about:

* the health and well-being of the child
* the carer/s capacity to meet their needs of the child
* the socio-economic factors that may be affecting the individual, their family and carers, for example, the loss of a job
* any significant/important recent or historical events/incidents
* the referrer’s relationship and knowledge of the child or adult at risk and their parents/carers
* known current or previous involvement of other agencies/ professionals
* description of the child and the injury sustained.