# APPENDIX B

**Escalation Notification to Croydon Safeguarding Children Partnership**

The purpose of this template is to capture detail of significant or recurring practice or policy issues. In capturing this detail, the CSCP Quality Improvement Group3 will agree a response to make improvements – this may relate to a process, policy or practice issue. Use of this policy will be reported on annually.

# When to complete this form:

## This form should be used at Stage 3, and subsequently updated if moving to

* **Stages 4 and 5**
* Completed forms should be saved locally and relevant information should be added to the child’s record
* Do not include full family details, use family initials only
* Completed forms should be emailed securely to [CSCP@croydon.gov.uk](mailto:CSCP@croydon.gov.uk)

## If printing this form, expand all fields before printing.

|  |  |
| --- | --- |
| Details of person completing notification | |
| Name |  |
| Role |  |
| Agency |  |
| Email |  |
| Date |  |

**Stage 3 – complete**

|  |  |
| --- | --- |
| **Stage 3** | This should be completed in all cases where Stage 3 has been reached, it should be submitted whether issue is resolved or not. If unresolved Stage 4 should be followed. |
| Brief description of your concerns  (incl. key dates, evidence of need, key procedural issue/disagreement, summary of interventions to date) | |
|  | |

|  |  |  |  |
| --- | --- | --- | --- |
| Is it resolved? | Yes | Decision/Outcome |  |
| Summary of key learning |  |
| Date |  |
| Is it resolved? | No | Please complete follow Stage 4 of this policy and submit updated notification in sections below | |

3 CSCP Quality Improvement Group is a multi-agency partnership group

**Stage 4 – complete as required**

|  |  |
| --- | --- |
| **Stage 4** | This should be completed in all cases where Stage 3 has been reached, it should be submitted whether issue is resolved or not. If unresolved Stage 4 should be followed. |
| Brief description of your concerns  (incl. key dates, evidence of need, key procedural issue/disagreement, summary of interventions to date) | |
|  | |

|  |  |  |  |
| --- | --- | --- | --- |
| Is it resolved? | Yes | Decision/Outcome |  |
| Summary of key  learning |  |
| Date |  |
| Is it resolved? | No | Please complete follow Stage 4 of this policy and submit updated notification in sections below | |

**Stage 5 – complete as required**

|  |
| --- |
| **Stage 5** |
| Outline concerns and evidence  Outline request to CSCP Executive Group |
|  |

|  |  |
| --- | --- |
| Partnership Executive Decision/Outcome |  |
| Summary of key learning to date |  |
| Date |  |

**Submit -** [CSCP@croydon.gov.uk](mailto:CSCP@croydon.gov.uk)

Completed forms should be emailed securely to the CSCP Manager at [CSCP@croydon.gov.uk](mailto:CSCP@croydon.gov.uk)

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