

## Direct referrals for a service from Children with Disabilities Team

1. There are two routes of referrals to the Children with Disabilities Team in order to ensure an appropriate and proportionate response from the team.
2. Where there are child protection concerns involving a child with disabilities, the referral must be made immediately to the Multi Agency Safeguarding Hub (MASH) on the [multi-agency referral form](#) in line with the usual child protection procedures and will be dealt with within the expected timescales. It is important that these cases are not referred to CWD Duty.
3. Parents who make enquiries about referring their child to the Children with Disabilities Team should be directed to a professional already working with child to make the referral on their behalf.
4. Requests for assessments for specialist disability services (where there are no child protection concerns) from schools and nurseries should be made through Anycomms and send to the Additionalneeds/sen inbox. Any other professional can make a referral securely to Duty CWD inbox: [DutyChildrenwithDisabilitiesTeam@herefordshire.gov.uk](mailto:DutyChildrenwithDisabilitiesTeam@herefordshire.gov.uk).
5. A member of the CWD Team (Duty Worker) will initially screen referrals to ensure the child meets the CWD criteria. They will send to Duty Manager to make a decision on whether an assessment is required and whether the referral requires a Child and Family Assessment or Short Break / Carer Assessment.
6. The referrer will be notified of the decision within 5 working days. If a request is declined, appropriate advice or signposting to other services can be given.
7. Referrals will be triaged within 10 working days by senior CWD team members to consider allocation within the team (Allocation Meeting).
8. After a referral is accepted, children may be placed on the waiting list for an assessment.
9. A CWD Duty worker will make 'keeping in touch' calls to the family whilst they are awaiting assessment.