

## Get Safe Notification Form Guidance Notes

**Access to the online notification form is via this link-** <http://www.worcestershire.gov.uk/searchchild>

- If you are a professional not working in a school this will ask you to login via the Professionals Portal - <https://capublic.worcestershire.gov.uk/FamilyDoorPortal/HomePage.aspx>

To login follow directions below

- If you have an account already enter your username and password in fields provided.
- If you are unable to remember your password, choose the Forgotten Password link to reset it.
- If you don't have an account, choose the link to register and create an account

If you are still having issues please contact the IT Service Desk on [ITServiceDesk@worcestershire.gov.uk](mailto:ITServiceDesk@worcestershire.gov.uk) or 01905 766 789 and they will be able to raise a call to be passed to the Applications Support Team to help with your account

**Worcestershire County Council**

Home / Family Front Door Professional Portal / Login

**Login**

All schools staff should access the Referral to Social Care Notification and Request for Information Form from within the Children's Services Portal, if you do not have access to the Children's Service Portal you can register for an account to the Professionals Portal below.

Please select the Single Sign-on option in the drop down box below if you are an employee of Worcestershire County Council and you are accessing the system on the County Council network.

For all other users, you are required to register for an account in order to access the Professionals Portal, if you have already registered please enter your email and password to sign in to your account.

**Sign in to your account**

Email or Username and Password

Email

Password

**Login**

• Forgotten your password? Reset it here

• Not registered? Create an account here

This will take you to the notification form

**Please note you will need to have completed the GET SAFE Child Exploitation Initial Risk Assessment before submitting via the notification form – See document below.**



4. Child  
Exploitation Initial A

### Submitting a Notification, Incident or Supporting Documentation

#### **1. Search for a child**

Please be aware that some browsers will clear data if there is 20 mins or more of inactivity.  
Enter as many details as possible when searching – Name, Post Code and Date of Birth are required fields.

# Get Safe Portal



Please be aware that this referral will need to be completed within 20 minutes, otherwise for security reasons the form information will be cleared and you will need to restart the referral.

**i** This is not a referral to Children's Social Care. If you have an immediate concern about the safety and welfare of a child please phone the Family Front Door directly on 01905 822666 for advice or Out of Hours Emergency Duty Team on 01905 768020 and/or Police where appropriate.

## 1 Child search



Please enter all the child details that are known.

Child's first name \*

Child's last name \*

Child's NHS Number (must be 10 digits)

Social Care System Number (must be 9 digits)

Date of Birth \*

Day

Month

Year

**Residential Address \***

Please enter your postcode, find the address, then select from the list

Postcode \*

Find Address

Please enter a valid Worcestershire postcode, e.g. WR1 1PT

Don't know your postcode? [Find it here](#)

If a child is found within the profile you will see below message and you will be able to submit any supporting documentation or details of an incident that has happened



Record has been found

Search

Reset

Add Supporting Documentation

Add Incident

If there is no child within the profile that matches the details entered the below message will display and you will be able to submit a new notification



No record found

Search

Reset

Create new notification

## 2a Submitting Supporting Documents

Certain types of documents that are created as part of ongoing work with a child may be relevant to be added to the profile, but only certain types of documents will be able to be entered.

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**2 Supporting documentation**

You can ONLY upload the following documents with this notification:

- Referral to FFD
- Welfare report
- Change of circumstance information
- NRM
- Compact report
- Court order
- MACE document
- Strat document
- Health report
- Youth Justice Asset report
- Early Help assessment/plan
- Child plan

---- Please select document type ----

Select the document type from the dropdown list

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**2 Supporting documentation**

Welfare report documents to be uploaded  
Files must be smaller than 75MB

Add File

File Name
THIS IS A TEST DOCUMENT.pdf

Delete

Do you want to upload documents for a different document type  Yes  No

To add more than one type of document choose Yes, to submit documents choose no and then confirm document upload button

**Confirm document upload**

## 2b Submitting an Incident

Enter your details

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## 1 Referrer details

First name *	<input type="text"/>
Last name *	<input type="text"/>
Profession *	<input type="text"/>
Organisation	<input type="text" value="---- Please select organisation ----"/>
Relationship To family *	<input type="text"/>
Contact number *	<input type="text"/>
Email *	<input type="text"/>

Next

Enter the incident details and add any supporting documentation relevant to the incident

## 2 Incident details

Has this been reported already?



This is not a referral to Children's Social Care. If you have an immediate concern about the safety and welfare of a child please phone the Family Front Door directly on 01905 822666 for advice or Out of Hours Emergency Duty Team on 01905 768020 and/or Police where appropriate.

Please tick all that apply.

- |  |                          |
|--|--------------------------|
| Police   | <input type="checkbox"/> |
| Family Front Door (FFD)                        | <input type="checkbox"/> |
| Early Help ((EIFS/TF)                          | <input type="checkbox"/> |
| Youth Justice                                  | <input type="checkbox"/> |
| Already an open case to Children's Social Care | <input type="checkbox"/> |
| Other  | <input type="checkbox"/> |

Details of incident

Next

## 3 Supporting documentation

Files must be smaller than 75MB

Add File

File Name

No files uploaded...

Then submit the incident and you will receive confirmation of successful upload

Submit



Your incident has been successfully uploaded.

### 3. Submitting a New Notification

Enter your details

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**1 Referrer details**

First name \*

Last name \*

Profession \*

Organisation

---- Please select organisation ----

Relationship To family \*

Contact number \*

Email \*

Next

Upload the GET SAFE Child Exploitation Initial Risk Assessment, please note you will **not** be able to proceed without uploading this

**Get Safe Portal**

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**3 Upload GET SAFE Child Exploitation Initial Risk Assessment \***

Please upload the GET SAFE Child Exploitation Initial Risk Assessment.

Files must be smaller than 75MB

Add File

File Name

No files uploaded...

Next

Enter the child's next of kin details, you can add as many people as necessary – You must enter at least one name to be able to progress

## Get Safe Portal

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### 4 Household members details (Next of kin) \*

Add

Name	Relationship to Child	Date or Birth
No items to show...		

Next

Enter details of any other significant people in child's life that you may know of – this section is not mandatory

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### 5 Other significant relationships (Non-professional)

Add

Name	Relationship to Child	Date of birth	Other Relevant Addresses
No items to show...			

Next

Enter any additional information that isn't in the risk assessment in this section, you are also able to upload any further supporting documents that you may have. This section is not mandatory

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## Additional information

### Has this been reported already ?

Please tick all that apply



This is not a referral to Children's Social Care. If you have an immediate concern about the safety and welfare of a child please phone the Family Front Door directly on 01905 822666 for advice or Out of Hours Emergency Duty Team on 01905 768020 and/or Police where appropriate.

- Police
- Family Front Door (FFD)
- Early Help (EiFS/TFS)
- Youth Justice Service
- Already an open case to Children's Social Care
- Other

### Any additional information relevant to exploitation eg: perpetrator and location.

### Please upload any supporting documents.

Files must be smaller than 75MB

Add File

File Name

No files uploaded...

Next

The last section is to identify the criteria you are submitting the notification about, you need to select at least one of the criteria to be able to move forward and can select as many as are applicable

## GET SAFE Criteria \*



For further information about [Get Safe Criteria](#), please click here

Please tick all that apply.

- Absent or missing [i](#)
- County Lines [i](#)
- Criminal Exploitation [i](#)
- Female Genital Mutilation [i](#)
- Forced Marriage [i](#)
- Gangs [i](#)
- Honour based violence [i](#)
- Knife Crime [i](#)
- Modern Day Slavery [i](#)
- Prevent [i](#)
- Sexual Exploitation [i](#)
- Trafficking [i](#)

Next

A summary page will appear with all the details you have entered, if you need to change anything use the back links to do so.

Once happy submit the form



If you wish to alter any details use the back links at the top of the screen to return to the relevant section

Submit

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You will receive a confirmation email that will include the date of the meeting where the information will be discussed by the partner agencies. It will also include a reference number, **it is important to keep a note of the reference number as you will be sent an email with the outcome of the discussions using this reference.**