

St Helens SCP Escalation Notification Process

The purpose of this document is to provide guidance and how to notify the Safeguarding Children's partnership of escalations that your agency has made relating to children in St Helens.

This form should be completed for each escalation that is made by your agency irrespective of the stage the escalation has been resolved at.

- Upon completion of the escalation, an SCP escalation notification form should be completed
- A copy of this form can be found below and on the [SCP website](#)
- This form contains two tabs- one of guidance around how the form should be completed and the form itself
- Completed forms should be submitted to SCPescalations@sthelens.gov.uk
- At the end of each month a report will be circulated to all members of the SCP on how many notifications have been submitted and detailing information around what stage they were completed on an agency by agency basis
- All notifications at level 3 or above will be attached to the child's social care record on the Children's Services Case Management system, Liquidlogic

Levels of Escalation

Please note that the jobs/roles used in the examples of the escalation level will have different titles depending on your agency/organisation structure:

Stage 1- Professional practitioner to professional practitioner eg health visitor to teacher

Stage 2- 1st tier management level to first tier management level eg team manager/supervisor to another team manager/supervisor

Stage 3- 2nd tier management level to 2nd tier management level eg in social care this would be a head of service level (with senior managers copied in)

Stage 4- Safeguarding Children Partnership – one of the 3 Key Partners