

Guide to submitting a MARS (Multi Agency Request for Service) into the Integrated Front Door

(Formerly known as CADT)

V5 08.05.18 DG

- 1 Go to <https://www.wirral safeguarding.co.uk/>
- 2 Scroll down to the orange box on the left 'Report a child at Risk?' This box contains contact numbers to access advice from the team at the integrated Front Door (Formerly known as CADT), and also the out of hours number.
- 3 Left click on 'CLICK HERE'
- 4 This takes you to 'Concerned about a child' with the email address for the Integrated Front Door (cadtsocialcare@wirral.gcsx.gov.uk)
- 5 Scroll down 8 lines within this paragraph to the purple font and click on 'Request for Services Form'
- 6 A yellow box appears asking if you want to open the Request For Service Form, click 'Open'
- 7 The referral form will then open. Click the yellow box at the top to enable editing
- 8 The instructions for completion are at the top of the form, indicating that this is the only form required for any level from safeguarding to early help.
- 9 If you are unsure, please call the MASH duty team on 0151 606 2008 option 1 for advice or consultation, outside of office hours please call 0151 677 6557
- 10 Please complete each section as indicated. The first page covers consent and if you have discussed this with the parent/carer-THIS MUST BE COMPLETED, PARTICULARLY WHERE CONSENT HAS NOT BEEN OBTAINED., and the reason why- for example Fabricated Illness
- 11 Sections marked 'm' are mandatory. The information is vital to a thorough assessment of need to inform a threshold decision. Please include family members and significant people to the child. *Please* include the names and date of birth as this takes time to find out and delays help getting to the child.
- 12 Page 3 gives links to tools to support you to complete the request form and understand which threshold you believe to be applicable. Please familiarise yourself with these tools.
- 13 IF YOU BELIEVE THE CHILD TO BE AT IMMEDIATE RISK OF DANGER CALL 0151 606 2008 OPTION 1 OR CALL THE POLICE
- 14 Complete as much as you can with the knowledge you have
- 15 Email the completed form to cadtsocialcare@wirral.gcsx.gov.uk
- 16 **If out of hours, contact the EDT (Emergency Duty Team) on 0151 677 6557 to discuss, and also follow this up with a written referral to cadtsocialcare@wirral.gcsx.gov.uk**
- 17 **We are available to support you through this process, please call 0151 606 2008 during office hours, or 0151 677 6557 out of hours**
- 18 The MASH specialist nurse can be contacted directly on 0151 666 5029

Additional notes: Always give the child the opportunity to be heard and record their voice if possible.

Please include the context of the concerns, eg bruise to head- when presented, did history fit the injury, what did the child say, parental supervision if known .

Any information assists a quicker response to the needs of the child to deliver the right service at the right time.

Thank you for Working Together to safeguard children