

Raising a Notification of Child Protection Concern (NOCP)



TARGET AUDIENCE	All NHSL employees
PATIENT GROUP	Children and Young People of Lanarkshire.

Clinical Guidelines Summary

Definitions

Under the Children and Young People (Scotland) Act 2014, a 'child' is defined, for the purposes of all Parts of that Act, as someone who has not yet attained the age of 18. The individual young person's circumstances and age will dictate what legal protections are available. The Adult Support and Protection (Scotland) Act 2007 can be applied to over 16's when the criteria are met.

Abuse and neglect are forms of maltreatment. Abuse or neglect may involve inflicting harm or failing to act to prevent harm. Children may be maltreated at home; within a family or peer network; in care placements; institutions or community settings; and in the online and digital environment. Those responsible may be previously unknown or familiar, or in positions of trust. They may be family members. Children may be harmed pre-birth, for instance by domestic abuse of a mother or through parental alcohol and drug use (National Guidance for Child Protection in Scotland 2021).

Purpose of Guidance

- Raise awareness of all staff to their responsibility to act if they suspect a child/ young person is exposed to or at risk of possible harm from abuse, neglect or exploitation.
- Outline actions required if a child / young person is in immediate danger.
- Detail the process for raising a NOCP.

Roles and Responsibilities

NHS Lanarkshire staff who has a concern relating to child protection should always inform the local Children and Families Social Work department and clearly state the call is a child protection concern. This communication between Social Work and Health must be followed up in writing by submitting a completed NOCP form to Social Work within 48 hours.

If the child/young person is in immediate danger staff must speak directly to Police Scotland.

Any additional support needs identified for a child/young person or their primary carers have to be met and highlighted in any on-going referral e.g.: Language or British Sign Language interpreters, disability or literacy requirements.

Raising a Notification of Child Protection Concern (NOCPC)

Guideline Body

Equality and Diversity

There may be some variation in personal, family, community or cultural attitudes to parenting. A sensitive, collaborative, respectful approach is essential, alongside practitioner's **central focus on a child's needs for protection** from harm; and the needs of a family for support to reduce stress and associated risk.

NHS Lanarkshire Process for raising a NOCPC:

- NOCPC must be completed by NHSL staff where they have a Child Protection concern. For non-Morse users, NOCPC forms can be found under Child Protection in FirstPort and for Morse users, NOCPC can be found within forms. Support, if required, can be sought from their Line Manager and/or the Child Protection Team.
- Following submission of a NOCPC, it is best practice to continue to work with the family, only in exceptional circumstances would a family not be informed of the concern raised. Examples of this may be; if staff felt at personal risk, if it placed the child/young person at increased risk or where domestic abuse is a factor, which may place the non-abusing parent/carer at further risk from the partner or ex-partner abusing them.
- The NOCPC must provide sufficient information to support decision making. Health records will be checked for relevant information that may assist in placing a concern in context, and that may inform next steps. If readily available staff should attach any additional paperwork e.g.: chronology, GIRFEC National Practice Model and Risk Assessment tools, however this should **not** delay submitting the NOCPC form.
- NHSL staff must inform the GP that they have submitted a NOCPC.
- At the earliest opportunity discuss the NOCPC with other appropriate health/partner agency professionals. Where there is a named person or person in an equivalent role, they should be notified also.
- A copy of the NOCPC form must be included within the child's record. Concerns and actions should be documented at the earliest opportunity within the child/young person's health record and within the chronology of significant events.
- Children and Families Social Work have a responsibility to inform the person making the NOCPC of the outcomes of their referral and where appropriate, any agreed actions.

Inter-agency referral discussion (IRD)

All NOCPC's which may indicate risk of **significant harm** must lead to the consideration of an Inter-Agency Referral Discussion (IRD).

An IRD will take place between Social Work, Police Scotland, NHSL and where applicable Education to share relevant information and jointly make decisions in relation to whether to proceed to Child Protection Investigation. The IRD will also consider the child/young person's safety and wellbeing needs and agree what further actions are required, as highlighted in [Pan Lanarkshire Multi-Agency IRD Guidance](#) within NHSL Public Protection Team FirstPort page.

It is important to note that where a NOCPC is received, the source of agreement as to whether the concern about the child meets the threshold for a Child Protection Investigation is the IRD process. This threshold is not a single agency decision.

Lead Author	NHSL Public Protection Professional Lead	Date approved	August 2023
Version	2.1	Review Date	August 2026

Raising a Notification of Child Protection Concern (NOCPC)

If the person raising the NOCPC is not in agreement with the outcome, they should follow NHSL Guidance on Resolution and Escalation Arrangements: For resolving inter-agency professional disagreements when working with children and families. Please refer NHSL FirstPort page.

Advice and support is available from NHS Lanarkshire Child Protection Team:

Tel: 01698 753742

Monday-Thursday: 08:45-17:00 Friday: 08.45-16:30

Child Protection Paediatrician on call:

Tel: 01698 361100 Monday-Sunday: 09:00-21:00

Lead Author	NHSL Public Protection Professional Lead	Date approved	August 2023
Version	2.1	Review Date	August 2026

Uncontrolled when printed - access the most up to date version on www.nhslguidelines.scot.nhs.uk

Raising a Notification of Child Protection Concern (NOCPC)

Raising a NOCPC

Is the child/young person in immediate danger?

Yes

No

Speak directly to the Police (999) and contact Social Work

Telephone call to Social Work to raise NOCPC

- 1) Send completed NOCPC Form to Social Work as soon as possible but no later than 48 working hrs.
- 2) Inform GP
- 3) Inform named person or person in an equivalent role
- 4) Discuss with other appropriate health/partner agency professionals
- 5) Fully document within child/young person's health record

Referrer notified of outcome from Social Work

Yes

No

Telephone Social Work for outcome

Referrer if in agreement with outcome will:

Document Outcome within Child's record/chronology

Update GP and other appropriate health/partner agency professionals

If referrer not in agreement with outcome follow:

Guidance for Staff Resolution and Escalation Arrangements for resolving inter-agency professional disagreements when working with children and families.

If escalation is required, referrer can contact NHS Lanarkshire Public Protection Team for advice and support:

Tel: 01698 753742

North Lanarkshire Social Work

Airdrie: 01236 757000 Bellshill: 01698 346666

Coatbridge: 01236 622100 Cumbernauld: 01236 638700

Motherwell: 01698 332100 Wishaw: 01698 348200

Emails to South Lanarkshire Social Work **must** be sent via email@lanarkshire.scot.nhs.uk

Emails to North Lanarkshire Social Work can be sent via email@lanarkshire.scot.nhs.uk

Out of Hours North Lanarkshire: 0800 121 4114

Out of Hours South Lanarkshire: 0303 123 1008

South Lanarkshire Social Work All departments 0303 123 1008

Lead Author	NHSL Public Protection Professional Lead	Date approved	August 2023
Version	2.1	Review Date	August 2026

Uncontrolled when printed - access the most up to date version on www.nhslguidelines.scot.nhs.uk

Raising a Notification of Child Protection Concern (NOCPC)

References/Evidence

Adult Support and Protection (Scotland) Act 2007 Code of Practice (2022)

<https://www.gov.scot/publications/adult-support-protection-scotland-act-2007-code-practice-3/>

Calder, M.C, McKinnon, M and Sneddon, R. (2012). National Risk Assessment Framework to Support the Assessment of Children and Young People. Scottish Government. Available at

<https://www.gov.scot/binaries/content/documents/>

Scottish Government (2021) National Guidance for Child Protection in Scotland-Update 2023.

Available at: <https://www.gov.scot/publications/national-guidance-child-protection-scotland-2021-updated-2023/>

Scottish Government (2014) Children and Young People (Scotland) Act 2014. Available at:

<https://www.legislation.gov.uk/asp/2014/8/section/1/enacted>

Lead Author	NHSL Public Protection Professional Lead	Date approved	August 2023
Version	2.1	Review Date	August 2026

Uncontrolled when printed - access the most up to date version on www.nhslguidelines.scot.nhs.uk

Raising a Notification of Child Protection Concern (NOCPC)

Appendices

1. Governance information for Guidance document

Lead Author(s):	Bernadette McCormick NHSL Public Protection Professional Lead/Service Manager
Endorsing Body:	NHS Lanarkshire Public Protection Strategic Group
Version Number:	2.0
Approval date	August 2023
Review Date:	August 2026
Responsible Person (if different from lead author)	Ann Marie Sangster NHSL Lanarkshire Head of Service

CONSULTATION AND DISTRIBUTION RECORD	
Contributing Author / Authors	<ul style="list-style-type: none"> Child Protection Advisors
Consultation Process / Stakeholders:	<ul style="list-style-type: none"> NHSL Public Protection Strategic Group NHSL Lead Child Protection Paediatrician NHSL Staff Briefing

Lead Author	NHSL Public Protection Professional Lead	Date approved	August 2023
Version	2.1	Review Date	August 2026

Raising a Notification of Child Protection Concern (NOCPC)

Distribution	<ul style="list-style-type: none"> NHSL – FirstPort
---------------------	--------------------------------------------------------------------

CHANGE RECORD

Date	Lead Author	Change	Version No.
June 2017	Child Protection Advisor	June 2017	1.0
June 2020	Head of Child and Adult Protection	Date extended until 30 June 2023 due to Covid - 19	1.0
August 2023	NHSL Public Protection Professional Lead	Reviewed and updated to reflect change in National Guidance for Child Protection in Scotland 2021 and local resolution and escalation guidance	2.0
July 2025	NHSL Public Protection Professional Lead	<ul style="list-style-type: none"> Change public protection telephone number in flowchart Add Cumbernauld to NL social work list Changed SL Social work phone number Removed references to @nhs.net email addresses which are no longer used All other content the same 	2.1

Lead Author	NHSL Public Protection Professional Lead	Date approved	August 2023
Version	2.1	Review Date	August 2026

Raising a Notification of Child Protection Concern (NOCPC)

Lead Author	NHSL Public Protection Professional Lead	Date approved	August 2023
Version	2.1	Review Date	August 2026

Uncontrolled when printed - access the most up to date version on www.nhslguidelines.scot.nhs.uk