



Request for Information

1. About this Form

This form should be used to request information about specific children and/or adults that you know to be held by Cumberland Council Social Care Services or where you need to find out if we hold such information. This form is only to be used by professional agencies who have a duty to undertake such enquiries as part of their statutory role.

If you need any advice on whether to complete this form or in completing the form, please contact the Cumberland Children Advice and Support Service (CCASS) on the professional non urgent line.

If you are worried about an immediate risk of significant harm to a child, it is essential that you share your concerns with us by telephone on 0333 240 1727 and follow this up by completing the referral form within 24 hours.

If a child is in imminent danger, please contact the Police immediately on 999.

2. About Your Request

Your Name:

Your Role/Job Title:

Your Agency:

What is the best way for us to contact you?

Date you completed this form:

Why is the information being requested?

Do you have consent in place from the subject/s to whom this request relates? Yes No

If you do have consent in place, please ensure you submit a copy of this consent along with this request form.

If you don't have consent in place, why not, what is the basis on which you are asking us to share it without consent?

Please describe in as much detail as you can what information you require to help us understand what you need to know about and if relevant, what time period you think this relates to.

3. About the Child/ren and/or Adults this request relates to

Please complete the table below and add all known information.

*If you do not know an exact date of birth for a child please estimate their current age instead.

** If this relationship is specific to one child only, please explain that, e.g. 'father of X'.

First Name	Surname	Date of Birth *	Gender	Address	Language	School of early Years Setting	Relationship with in the family **

Please return this form via email to Cumberland Children Advice and Support Service (CCASS) safeguarding.hub@cumberland.gov.uk. You will receive a reply within 5 working days.