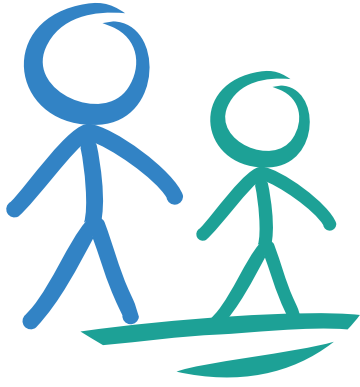




**Westmorland and Furness
Safeguarding Children
Partnership**

Westmorland and Furness Threshold Guidance

**Meeting the Needs of Children and
Families at the Earliest Opportunity
June 2026**



Meeting the needs of Children and Families in Westmorland and Furness

Working Together to Safeguard Children 2026 states that “the safeguarding partners* should publish a threshold document, which sets out the local criteria for action in a way that is transparent, evidence-based accessible and easily understood”. This should include:

- How to access universal services and community based early help, including when an assessment may be needed
- The criteria and level of need for referring a child to Family Help, covering both non statutory and statutory support, including:
 - Targeted family help under sections 10 and 11 of the Children Act 2004, for children and families with multiple or complex needs requiring a specialist or multi agency response but not statutory intervention
 - Statutory support under section 17 of the Children Act 1989, including assessments for children in need and how this applies to disabled children
- The criteria and level of need for referring a child to local authority children’s social care for assessment and statutory services under:
 - Section 47 (Children Act 1989), where there is reasonable cause to suspect significant harm
 - Section 31 (Children Act 1989), relating to care and supervision orders
 - Section 20 (Children Act 1989), where the local authority has a duty to accommodate a child
- Clear procedures and processes for:
 - Abuse, neglect, and exploitation of children, both inside and outside the home, including online
 - Looked after children
 - Children in the youth secure estate
 - Disabled children

*In Westmorland and Furness, the safeguarding partners are known as Westmorland and Furness Safeguarding Children Partnership (WFSCP).



Introduction

Working Together to Safeguard Children 2026 states “Every child deserves to grow up in a safe, stable, and loving home. Children who need help and protection deserve high quality and effective support. This requires individuals, agencies, and organisations to be clear about their own and each other’s roles and responsibilities, and how they work together”. This Multi-Agency Threshold guidance and the Understanding the Level of Need and Practice Response document (see appendix 1) have been developed alongside multi-agency partners to offer guidance for all practitioners, in all agencies who have direct or indirect contact with children, young people and their families within Westmorland and Furness. The Understanding the Level of Need and Risk document can be found at the end of this document.

Using the guidance will support practitioners and managers to make needs-led decisions that enable children and families to receive the right help, at the right time, from the right person. The needs of children, young people and families should be considered on a case by case basis and responses should be based on meaningful conversations, sound assessment, professional judgment, confident decision making and where appropriate, statutory guidance.

Through strength-based conversations it introduces a continuum of need and support, provides information on the levels of need and gives examples of some of the factors that may indicate that a child or young person needs additional support.

A Coordinated Approach - Safeguarding is Everyone’s Responsibility

Everyone who works with children shares a responsibility to help keep them safe.

Listening to children, talking with them, and paying attention to their behaviour helps us understand their lived experiences and identify the support they may need. Parents and carers should be involved as early as possible when safeguarding concerns arise, so that together we can discuss how best they can support and protect their child.

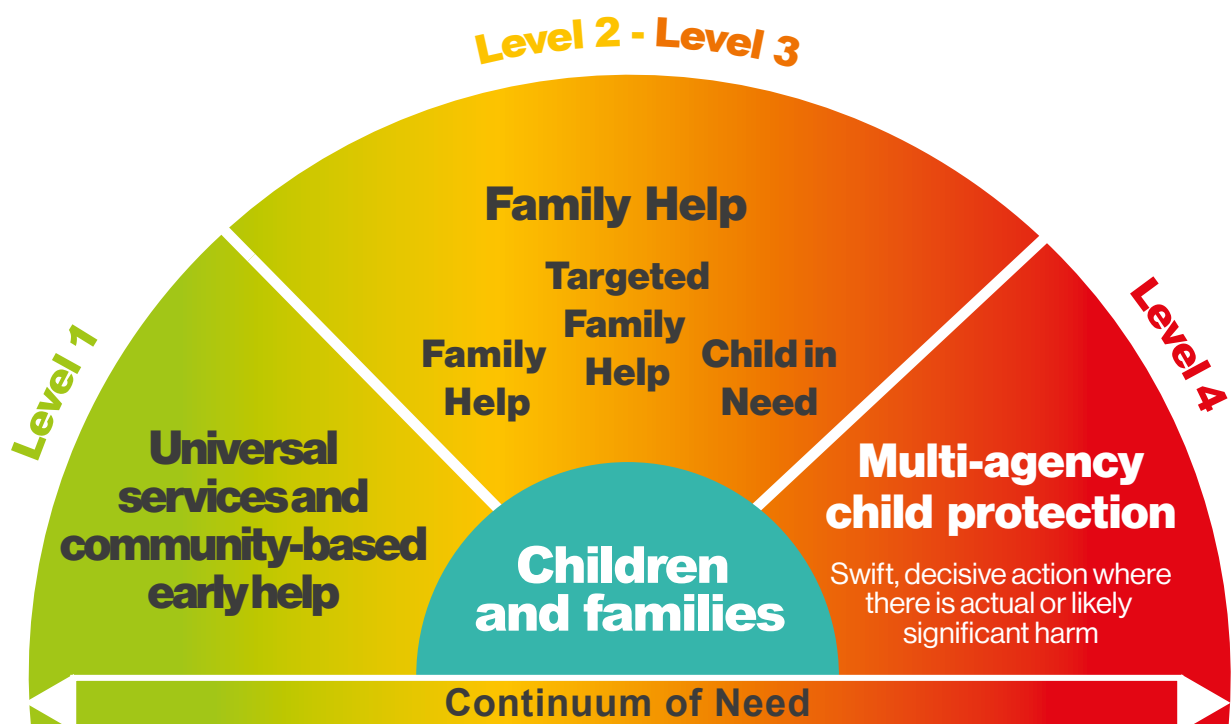
Information sharing is essential as no single agency holds a complete understanding of a child’s circumstances or needs.



Continuum of Need

Children and families must receive help as early as possible and should not be left waiting. Services must work flexibly and together to put timely support in place. Where there is a risk of significant harm, multi agency child protection teams will take swift and decisive action to keep children safe. These arrangements must improve access to support and promote consistent, trusted relationships, with professionals working alongside families rather than doing things to them. Local areas must recognise families' diverse backgrounds, ensure anti discriminatory practice, and remove barriers to accessing services. The following aims to provide thresholds which enable these principles to be enacted in

Our vision for a reformed system of help, support and protection



Family networks are identified at the earliest opportunity and play an active role in planning across all levels of need

Westmorland and Furness have developed a continuum of need, as illustrated by the diagram above. The continuum of need underpins effective multi-agency safeguarding. The purpose of the Continuum of Need in multi-agency safeguarding is:

- To create a shared understanding: Giving all agencies a common language and consistent way to recognise levels of need and risk.
- To support early identification: Help practitioners to notice emerging concerns sooner, enabling early intervention.
- Ensure availability of the right support at the right time: Guiding professionals to choose the most appropriate level of help—from universal support to statutory safeguarding.
- Improved coordination and information sharing: The Continuum of Need encourages agencies to work together effectively, reducing gaps or duplication.

- **Keep the child at the centre:** Focuses decision making on the child's lived experience and what will best meet their needs now.
- **Promotion of consistent decision making:** Helps ensure thresholds and responses are fair, proportionate and evidence based across all services.

This framework is not a fixed or definitive measure of need. It should always be used alongside professional judgement and as part of wider multi-agency discussions about what support is most appropriate for an individual child or family. Its purpose is to help promote a consistent and proportionate response for children and young people.

Family Help means working with families as soon as any worries emerge. This support can be needed at any point in a child's life, whether they be a baby, child or teenager. Family Help can mean Universal Services provided to all children, or a coordinated plan led by a Local Authority and/or their partners to address specific concerns within a family and described as Targeted Family Help.

Family Group Decision Making (FGDM) is the umbrella term used to describe all types of family-led meetings. In Westmorland and Furness, this includes Family Network Meetings, Family Group Conferences (FGC), mediation, and Lifelong Links FGCs.

Family networks are identified at the earliest opportunity and play an active role in planning across all levels of need. FGDM is a voluntary process that enables family networks to come together to develop a family-led plan in response to concerns regarding a child's safety and wellbeing. Family networks play a vital role in promoting the safety, stability, and wellbeing of children and young people, as they often remain a consistent source of support long after professional involvement has ended.

In this guidance we have identified the following levels of need:

Level 1 Universal Needs – (Information / Brief Intervention) – these are children who make good overall progress through an appropriate universal service; have no additional unmet needs and where there is a single need identified that has been or can be met by a universal service. Families have strong, effective and sustaining relationships from within and outside the family home. Children thrive. Families may have overcome tough times and are highly resilient to life's adversities. These are families who can generally overcome adversity, without co-ordinated support of professionals, with little to no long-term impact to the health, development and welfare of their children.

Level 2 Family Help (additional support needs) – supports children whose needs are emerging, unclear, or cannot be met through universal services alone, through additional multi-agency support including a coordinated Team Around the Family, and a "Your Family Assessment"; an evidence based, whole family plan with clear actions to prevent escalation. This may include children whose needs are unclear. Families are generally resilient and relationships with others from in and outside the family are mostly positive. They can express their needs and proactively seek support for their children keen to resolve their worries and concerns. Families are seeking or wanting more for their children but unsure what, where and how.

If concerns are primarily in relation to Contextual Safeguarding worries, the SPACE (Support and

Protection Against Child Exploitation) Team would provide support through a My SPACE plan and assessment coordinating multi-agency support for the child, young person and family.

Level 3 Targeted Family Help (complex support needs / Child in Need) – Supports children, young people and families with increasing, complex or multiple unmet needs through a coordinated multi-agency response, as part of a Family Help system, ensuring the right help at the right time. A Your Family Assessment and Team Around the Family (TAF) underpin a single, holistic Family Plan, building on families strengths and networks, with shared responsibility to improve safety, wellbeing and outcomes.

This level includes families experiencing sustained or escalating challenges who require a more targeted, time-limited intervention to prevent escalation. Support may be delivered by a Targeted Family Help Lead Professional or, where risk increases, through Child in Need (social work) arrangements, while maintaining a Lead Professional to ensure continuity.

Additional support can be accessed through Family Help or Support Panels and Team Around the School/Setting. Where concerns relate primarily to contextual safeguarding, support is coordinated through a My SPACE plan.

Level 4 Statutory Services (Child Protection) – these are children who have experienced or are at risk of significant harm (section 47) and where there are significant welfare concerns (section 17). Families may be in and out of crisis and day to day living can be volatile and unpredictable. Children and carers may be overwhelmed by adversity and/or vulnerability, have little resilience or lack the skills on their own to lead a safe, healthy and happy life. Children are more likely to need a wide range of extensive support throughout their lifetime to achieve positive outcomes. These children will require a response from Children's Social Care.

When there is reason to suspect that a child is suffering or likely to suffer significant harm, a referral must be made to Westmorland and Furness Multi – Agency Children's Hub (MACH).



Moving Between the Levels

Children and young people may move between different levels of vulnerability as their circumstances change. These levels are not fixed categories but guidelines to support professional judgement and informed decision making. When assessing need, practitioners must consider the whole picture, including individual risk factors, the child's age, protective factors, and any combination of concerns. Services should remain flexible and able to respond as needs increase or reduce.

Safeguarding reviews repeatedly show that professionals often rely on single “trigger” incidents to reassess risk. This is particularly unsafe in cases involving neglect or emotional abuse, where the harm is cumulative and builds over time. Keeping an up-to-date chronology is essential for understanding the child's lived experience and recognising patterns of concern.

Practitioners should always consider what support they can offer to children they work with, helping to identify additional needs early. When needs become more complex, all professionals must continue to contribute to multi agency plans. Agencies also have a duty to make reasonable adjustments so children and families can access support, in line with the Equality Act 2010.

Understanding the Level of Need and Practice Response

Understanding the Level of Need and Practice Response document should be used alongside professional judgement and as part of wider multi-agency discussions about how best to meet the needs of a specific child or family based on specific risks and/or needs. This guidance does not replace professional decision making; instead, it complements it and supports a consistent approach. This separate document sets out the levels of need in more detail and potential practice response; practitioners should refer to this additional information alongside this guidance.



Family Help

Family Help refers to the coordinated support offered to children, young people and their families as soon as needs or concerns begin to emerge. This support can be needed at any point in a child's life, from birth through to the teenage years. Focussing on providing the right support at the right time to improve children's wellbeing, strengthen family relationships and prevent problems from escalating. Family Help involves working with the whole family to understand their circumstances, offering support early with agencies working together to promote safety, stability and positive outcomes for children, young people and families.

In Westmorland and Furness, the Family Help Assessment is known as a "Your Family Assessment". The "Your Family Assessment" promotes a multi-agency Team Around the Family, with an identified person who coordinates the assessment and whole family plan to address the worries at a Family Help level. The assessment should consider the whole family and the impact of the public, social context on children and young people's lives. The assessment needs to respond to extra-familial worries posed to young people from outside of their home, either from adults or other young people.

Level 2 Family Help is offered when children or young people have emerging or unclear needs that cannot be fully met through universal services alone. At this level, agencies come together early, working in partnership with the family to understand what is happening and what support will make the most difference.

Family Help at Level 2 is:

- Voluntary, strengths based and relational, focused on what is going well as well as what is worrying the family.
- Coordinated through a single whole family plan, led by a practitioner the family knows and trusts.
- Built around multi agency conversations, ensuring the family does not repeat their story.
- Centred on shared decision making, with families choosing their coordinator wherever possible.

A "Your Family Help Assessment" is initiated to build a clear picture of the child's lived experience. A Team Around the Family (TAF) is created to deliver integrated, practical support that strengthens parenting capacity, enhances safety, and prevents needs from escalating.

Family Hubs: Family Hubs are central to the delivery of the Family Help model in Westmorland and Furness, providing a visible, place based front door through which families can access locally based services and support. The Family Hubs provide the infrastructure to bring partners together around families. They enable a consistent, relationship based and place focused approach to delivering family help, ensuring its joined up, accessible and focused on improving outcomes and reducing escalation to statutory intervention.

Level 3 Targeted Family Help is provided when children or young people have more complex, persistent or multiple unmet needs, and require a coordinated, multi agency response that is more intensive and sustained.

At this level:

- A “Your Family Assessment” should already be in place and reviewed regularly.
- Families receive targeted, multi disciplinary support, which may include contributions from Family Help Practitioners, schools, health, youth work, SEND services, and community organisations.
- The Team Around the Family becomes more structured, proactive and tightly coordinated, with clear roles, shared goals and regular review.
- Practitioners work with the family to build safety, stability and resilience, addressing underlying issues as well as presenting concerns.
- Additional guidance and oversight can be sought through Family Help Panels or consultation with a social work manager, while keeping the work firmly rooted in non statutory Family Help.

Targeted Family Help focuses on preventing escalation to statutory intervention by strengthening families’ own networks, creating sustainable change, and ensuring that help is coordinated, proportionate and relational.

It is important to note that from Level 2 onwards, agencies may use their own assessment tools to identify single-agency support for a child or young person. These assessments should be shared appropriately with the family and with partner agencies, contributing to information sharing discussions and helping to build and continually inform the “Your Family Assessment”.

At Level 2 or Level 3, SEND support is embedded within the Family Help process.

When an additional need is identified for a child or young person, whether social, emotional, developmental or educational, a “Your Family Assessment” can be started to gather information. Some agencies may already have completed their own assessment tool which will inform/contribute to the “Your Family Assessment”. The focus is on developing a comprehensive understanding of the child or young person’s strengths, needs and circumstances, developing a plan that addresses those needs and reviewing progress in a structured and consistent way.

The “Your Family Assessment” will be essential for:

- SENCOs following the ‘Graduated Response’ outlined in the Special Educational Needs and Disabilities Code of Practice (DfE 2015)
- Recording evidence of high quality teaching and SEN support in schools and settings using the information and advice set out in Bands 1 and 2 of the Cumbria SEND Handbook here [**Westmorland and Furness SEND Handbook**](#)

If at any point during the “Your Family Assessment”, risk of harm is identified, a referral to Children’s Social care should be made. Information on how to do this can be found here: [**How to Report a Concern.**](#)

Family Help Professional Consultation

If you are worried about a child and would like to talk through your concerns to help decide the most appropriate next steps, please contact the Family Help Team to request a consultation. Practitioners offering support to a family should always feel confident to seek advice, draw on the expertise of multi-agency colleagues and ask for help if needed. All practitioners, services, schools and settings working with children and families should feel able to consult with one another at any stage before deciding on the best course of action.

Family Help consultancy may include:

- Being the first point of contact for advice and guidance after speaking to your own agencies designated safeguarding lead, when an agency is unclear if a contact needs to be made to the Multi-Agency Children's Hub
- Advise if the child or family is already open to a children and families service
- Support others to complete a "Your Family Assessment"
- Support Family Help coordinators across the partnership, to understand and co-ordinate the Team Around the Family process.



Statutory Services (CiN,CP)

Statutory Services (CiN, CP) - this includes children who have experienced significant harm or are at risk of significant harm.

The Children Act 1989 sets out the Local Authority's duties to provide services for children in need for the purposes of safeguarding and promoting welfare.

Local Authorities undertake assessments of the needs of individual children and must give consideration to a child's age and understanding, when determining what, if any, services to provide.

A Child in Need, as defined by the Children Act 1989, is a child who is unlikely to achieve or maintain a reasonable level of health or development, or whose health and development is likely to be significantly or further impaired, without the provision of services. The definition also includes any child who is disabled. Children meeting this definition may be assessed by a social worker (or alternatively qualified professional) under Section 17 of the Act.

Under Section 47 of the Children Act 1989, when a Local Authority has reasonable cause to suspect that a child living in (or found within) their area is suffering or is likely to suffer significant harm, it must carry out enquiries to determine whether any action is required to safeguard or promote the child's welfare. These enquiries should be undertaken with the support of relevant organisations / agencies and apply to all forms of abuse and support.

Furthermore, there are requirements to consider the needs of young people where specific complexities have been identified. These are:

- Disabled children and carers
- Young carers
- Children in secure youth establishments
- Children being privately fostered
- 16/17 homeless children and young people

Children where threats exist from outside the home

As highlighted in the Family Help section, practitioners must also recognise and respond to harm and abuse that occurs outside the home, whether caused by adults or other young people. Extra familial risks can arise in schools and other education settings, within peer groups, in the wider community and online. These threats can take many forms and children may be exposed to several risks at once including criminal exploitation (such as County Lines activity), trafficking, online abuse, sexual exploitation and extremist influences that may lead to radicalisation. If practitioners identify that a child may be at risk from any of these extra-familial threats, they must follow the Contextual Safeguarding process.

The SPACE (Support and Protect Against Child Exploitation) Team are responsible in supporting children, young people and families where there are Contextual Safeguarding concerns. Referrals begin with the completion of a Contextual Safeguarding Screening Tool, which will be assessed through the Complex Safeguarding Team or via a MACH assessment and a SPACE Intervention Worker or Social Worker will be allocated at the earliest opportunity. If the concerns are predominantly around contextual worries and exploitation the SPACE Team will coordinate support for the child, young person and family through a My SPACE Assessment and Plan. However, if concerns are multi-faceted the SPACE Social Worker or Intervention Worker can work alongside a Social Worker from the Support and Protect Team or Family Help coordinator.

How We Work with Children and Families

Together in Practice Framework

Together in Practice is Westmorland & Furness' Children's Services coproduced practice framework, developed with children, young people, families, and the workforce to create a consistent, relational, and strength based approach to working alongside families. The framework launched in January 2025, encompasses core elements of Signs of Safety methodology, supporting Westmorland and Furness to build on this established practice while adopting an approach that is consistent with the locally coproduced Together in Practice model.

Together in Practice places lived experience, compassionate engagement, and meaningful relationships at the centre of practice, supported by shared principles and a comprehensive toolkit designed to promote high quality, values led support.

Practitioners benefit from training as it strengthens confidence in direct work tools, enhances trauma informed and reflective practice, and supports a unified approach that improves outcomes for children and families. As Children's Services embed this new framework, we will seek to extend this approach through collaboration with partners to explore how Together in Practice can be extended across the wider partnership, ensuring a shared understanding of practice expectations within our thresholds guidance and promoting a coherent, joined up approach to supporting children and families

Together - Our Practice Approaches

Co-produced with children, families, and our workforce, our culture reflects shared values and commitments that shape how we engage with each other.

- Relationships are at the heart of what we do
- We respect the contribution and uniqueness of our staff and the families we work with
- We have compassionate conversations
- We make every interaction meaningful, producing positive impact for the children and families we serve
- We dream, co-produce, and collaborate to be ambitious for our families
- We cultivate a culture where vulnerability builds trust and authenticity strengthens connection

Together - Our Practice Principles

Central to the Together in Practice approach are the Together in Practice Principles, these are a set of core principles which guide practitioners thinking and underpin their practice when working with all children and families:

1. Take the time to get to know children and their families
2. Listen to children, young people and families and value their lived experience
3. Have compassionate conversations to help children and families feel safe and understood
4. Use language that is respectful, caring and accessible; using words that children and families use and understand in communications
5. Support children, young people and families to identify their strengths and build on these
6. Work alongside families, ensure family voice shapes interventions, plans and support
7. Approach practice with authenticity, building meaningful connections
8. Ensure every child and young person knows their story, every voice matters, every story counts
9. Be open and transparent
10. Have high aspirations and ambitions for Children and Families
11. See each child and family as unique, shaping support around their experiences
12. Prioritise the person over the process, ensuring meaningful engagement
13. Advocate for every child, championing their potential
14. Empower families to thrive

Together- Our Practice Toolkit

Day in My Life Tool

This tool helps us understand the child's day to day lived experience. It shows us how the adult behaviours we are worried about may be affecting the child.

Family Networks

Family networks are an essential part of our approach. We identify the wider family early, understand how these relationships influence the current situation, and involve them in support and safety planning. Strong and engaged family networks are key to achieving long term, sustainable change.

Strengths Based Practice

We work in a strength based way, building on what families are already doing well. This approach empowers families to recognise their own strengths and develop their own goals and plans for improving their situation.

Signs of Safety Tools

We use Signs of Safety mapping as the main framework for gathering and analysing information within all family assessments. The "What's working well?" and "What are we worried about?" questions help us understand strengths, risks, and their impact on the child. This ensures that worries are clearly linked to the child's lived experience, and that strengths and safety actions focus on reducing those worries.

Trauma Informed Practice

We use a trauma informed approach, recognising that past trauma can shape how children and adults behave in the present. This helps us respond with empathy, understanding, and the right support.

Your Family Assessment

In Family Help, “Your Family Assessment” is used to ensure that children, young people and their families get the right help at the right time. A Family Assessment is voluntary and needs consent from the parent or carer or, where appropriate, the young person.

Across the Partnership, we aim to adopt a “Think Family” approach as we know that a child’s needs must be understood holistically, therefore we work not only with the child, but the wider family and network. More information and guidance can be found on the [WFSCP Website](#).

Designated Safeguarding Lead

Every organisation has a Designated Safeguarding Lead (DSL), Designated Safeguarding Officer or Safeguarding Team responsible for leading on safeguarding concerns within their organisation. The designated lead should be the first point of contact for any staff member seeking advice or guidance about a safeguarding concern. Their role includes supporting colleagues in decision making, providing direction on information sharing and helping staff to consider concerns regarding a child’s welfare or safety. Conversations with the Designated Safeguarding Lead provide an opportunity to seek advice, reflect on worries and agree the most appropriate next steps at any level of support for children.

Information Sharing

Effective sharing of information between practitioners, local organisations and agencies is essential for early identification of need, timely assessment and coordinated service provision to keep children safe. Child Safeguarding Practice Reviews have highlighted that failures to record concerns, recognise their significance or share information promptly can have serious consequences for children’s safety and wellbeing. Sharing information enables practitioners and agencies to identify risks early and provide the right support to safeguard and promote the welfare of children.

Working Together to Safeguard Children 2026 emphasises that practitioners should be proactive in sharing information at the earliest opportunity, whether concerns are just emerging or the child is already known to Local Authority Children’s Social Care (e.g. they are being supported as a child in need or have a child protection plan). Practitioners must also be vigilant in sharing relevant information about any adults in contact with the child where this may affect the child’s safety or welfare.

Professional Curiosity is key to effective information sharing; Practitioners should enquire, investigate, analyse and explore what is happening with the child and family beyond the presenting concerns and ensure any support is tailored to effectively meet their needs

Each agency is responsible for accurately recording all discussions and decisions relating to their involvement with a child or young person. Records should meet the organisations procedural requirements and clearly evidence what was discussed, the analysis undertaken, decisions made, who is responsible for actions and the agreed timescales. The Signs of Safety mapping tool can support clear and structured recording. [Safety Case Mapping and Scaling Tool](#)

The seven golden rules of information sharing can be found here [Information Sharing Protocol](#)

Consent

When deciding whether to share information or make a referral about a child, young person, and their family/ carer, the following points must be considered:-

- Where there is no belief or evidence that a child is suffering or likely to suffer significant harm, but the children or family required help and support, you must seek consent from the parent and from the child if they have capacity, before sharing their information with another service. Consideration should be given to the child's overall understanding in respect of seeking to obtain consent.
- If you believe that the child is suffering or likely to suffer significant harm then you should share the information without delay. However, you must inform the parent and the child beforehand, explaining what information will be shared, with whom and why.
- In rare circumstances, informing the parents or child before sharing information may increase the risk of significant harm or jeopardise a police investigation. In this situation, information should not be shared without prior notification.
- If a parent refuses consent for information sharing or for an assessment to be carried out, this may indicate an increasing level of risk. Practitioners should consider the impact on the child and seek advice from a Designated Safeguarding Lead or line manager to support reflective decision making.

Do not delay disclosing information to obtain consent if that might put children or young people at risk of significant harm.

Practitioners should always seek the consent of the parents/ carers and the child, if the child is over 13 years old and has capacity, before proceeding to share information with partner agencies. Ensuring families are informed and engaged in accessing support is an important part of effective partnership working.

A child protection referral from a professional cannot be treated as anonymous, so the parent will ultimately become aware of the identity of the referrer and agency. Where the parent refuses to give permission for the referral to children's social care, unless it would cause undue delay for the child, further advice should be sought from your line manager or the nominated safeguarding lead and the outcome recorded.

Resolving Disagreements and Escalation

National and local Child Safeguarding Practice Reviews continue to highlight the importance of professionals challenging decisions to ensure the best outcomes for children and their families. Local Reviews have found that concerns about decisions are often not challenged professionally.

The WFSCP has an 'Escalation Policy' in place to support you if you disagree with a decision made relating to a child. The policy outlines the process when any professional has a concern or disagreement with an agency decision or action related to a child. Its aim is to ensure that the focus is kept on the child's safety and well-being through promoting a culture of professional challenge and providing a framework for timely and effective resolution. At no time must professional disagreement detract from ensuring that the child is safeguarded. The child's welfare and safety must remain paramount throughout.

The escalation policy can be found [here](#).

In Summary:

Stage 1 - Discussion and Negotiation at Levels 1-3 through relevant involved professionals through to service lead management level by reviewing the information and seeking to resolve the dispute together.

Stage 2 - Formal dispute procedure involving Executive Management for each agency involved in the dispute. This stage seeks to consider whether professional dialogues and/or agency priorities are impact on the decision.

Stage 3 - Where disagreements remain, the formal process will need to be raised with the Westmorland and Furness Safeguarding Children Partnership.

Role of the LADO

Allegations are sometimes made against practitioners or others working with children and young people. It is a legal requirement that any agency must inform the Local Authority Designated Officer (known as LADO) within one working day when an allegation is made against any member of staff or volunteer and prior to any further investigation taking place.

Further details on this process can be found [here](#).



