Chart 5 - Handling a request for a report/information on a child's situation

Request from other contracting state to English Central Authority

Request from Central Authority

Request for information relevant to the protection of a child sent to local authority

Local authority forwards request to appropriate team with timescale for response

Allocated team establishes information

Request for a report on the situation of a child habitually resident and present in England sent to local authority

Local authority assesses level of risk and urgency and allocates request to appropriate team with timescale for response

Allocated team prepares report

Will disclosure of information pose a risk of harm to the child or a member of his/her family?

Yes

Information should not be disclosed

Inform central authority that information will not be disclosed

No

Will disclosure be a criminal offence or contempt of court?

Yes

Information need not be disclosed

If disclosure desirable for child's welfare despite being in contempt of court, seek leave of court to disclose.

No

Report to the central authority