



# The Children's Portal

Submitting a Statement of Referral to SPOA?  
Use the [Children's Portal](#), a quick and easy online referral system.



## Briefing on the Children's Portal

### What is the Children's Portal?

The [Children's Portal](#) is a new online system that enables professionals to submit forms securely online to ESCC's Children's Services' recording system.

We have been working with partners to make registering and submitting a Statement of Referral (SoR) as user-friendly for professionals as possible. This new web-based approach offers a valuable opportunity to triage and manage referrals more efficiently, saving both time and resources.

To date, the SoR has been submitted to the Single Point of Advice (SPoA) for child protection, family support and CAMHS. The Children's Portal SoR will be used in place of emailing a word SoR to SPoA. The SPoA team will then review and address the concerns professionals raise in the usual way.

The Children's Portal is to be used alongside how professionals usually communicate with SPoA.

### How do professionals sign up?

To submit a SoR to SPOA register with the [Children's Portal](#):

- from the Children's Portal home page, select 'Single Point of Advice Referral'
- after starting the SoR form, a prompt will appear to register
- the system requires a two-factor authentication for sign-in security and to prevent anyone else from accessing the account
- at each sign-in, an email and password are required, and, in addition, a code is sent to the referrer's registered email address.

### Why is ESCC using the Children's Portal?

With pressures increasing on all services, The Children's Portal offers a valuable opportunity to triage and manage referrals more efficiently, saving time and precious resources.



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For professionals there are important benefits too:

- the web-based system means the service can be accessed on any device
- a record of referrals made by a professional can be viewed on the Children's Portal and the forms can be downloaded as a PDF; and
- the referrer will automatically be emailed to confirm a SoR has been submitted and when a decision is made.

## **What have professionals using the Children's Portal to submit SoRs say?**

Our early adopters have already signed up and have been submitting SoRs via the Children's Portal. The response has been very positive, one of these professionals, a teacher from Lewes, said: "It was easy to register and submit SoRs, I will be submitting all future referrals this way."

## **For further information**

Watch a brief [video](#) on how to sign up.

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