

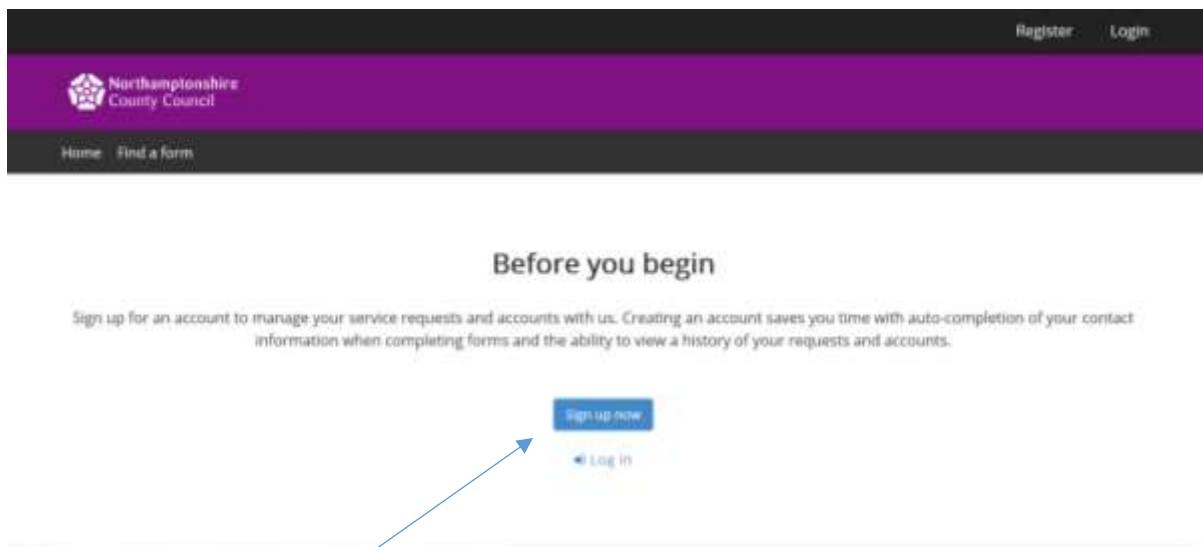
# Guidance for completing the MASH referral form

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## [How to register for online referrals to the Northamptonshire MASH](#)

Following the link from the [Report a concern webpage](#) , you will be asked to sign up for an account in order to proceed.



Click the 'sign up now' button.

### Step 1 - Register

**Register for council services**

Email \*

Password \*

Confirm Password \*

Enter an email address for you or your organisation (this will be copied later in step 4 of the registration process)

This is the email address where email confirmation for your referrals will be sent. If you have several members of staff at one organisation, we would recommend using a generic email address that be accessed by all those who

require it. This would reduce the risk of Saved and completed applications getting lost.

Choose a password that meets the criteria. It should

- Be at least 9 characters long
- contain at least one lower case letter
- contain at least one number

Click the submit button

## Step 2 – Provide Referrer’s details

### Update User Profile

Basic details | Address details | Contact details | Overview

Title

First name \*

Last name \*

Date of birth

Gender  Male  Female

Enter the first name and last name of the referrer. The fields for title, date of birth and gender are not mandatory.

Click Next.

### Step 3 – Provide Referrer’s address details

## Update User Profile

[Basic details](#) [Address details](#) [Contact details](#) [Overview](#)

Please enter your postal address in **full** below, supplying as much information as possible.

Flat number	<input type="text"/>
House number	<input type="text"/>
Street *	<input type="text"/>
Locality	<input type="text"/>
Town	<input type="text"/>
Post town	<input type="text"/>
County	<input type="text"/>
Postcode *	<input type="text"/>

Enter the address for your company or agency. Only fields with an asterisks\* are mandatory.

## Step 4 – Provide Referrer’s contact telephone number

### Update User Profile

Basic details   Address details   **Contact details**   Overview

Home Phone

Mobile Phone

Email address  ✓

Preferred Contact method  Phone  Phone 2  Email  Post

Enter your main contact telephone number where it asks for Home Phone, and select email as preferred method of contact. There is no need to provide a mobile phone contact. Click next

# Update User Profile

[Basic details](#)[Address details](#)[Contact details](#)[Overview](#)

Before saving your profile, please take a moment to check that everything is correct

Title

Full Name

Joe Bloggs

Gender

Date of Birth

Preferred Contact Method

Phone number

01604 123123

Mobile number

Email Address

carehome@outlook.com

Postal address:

The Care Home

1

High Street

New Town

Northamptonshire

NN8 1BN

[← Previous](#)

[✕ Cancel](#)

[✓ Submit](#)

## [How to Login once you have set up an account](#)

When you click on the [MASH form link](#), you will get the screen below.

Click on Log in

### Before you begin

Sign up for an account to manage your service requests and accounts with us. Creating an account saves you time with auto-completion of your contact information when completing forms and the ability to view a history of your requests within the past year.

[Sign up now](#)

[Log In](#)

Enter your email address and password and click Sign In

## Log In

[Forgotten Your Password?](#)

OR

## [How to download a completed copy of your application](#)

- Once you completed all the section of the form and clicked the Submit button, you will be presented with the screen below.  
Click on the Download PDF button

This form has been submitted. Your reference for this form is: **MA103858671**

We now have a web site for [young people in Northamptonshire](#) and an area for [help and safeguarding area for practitioners](#).

Always check [the website](#) for the latest safeguarding procedures information.

MASH e-mails are monitored on Monday to Friday from 8 am to 6 pm. Our contact number is 0300 126 1000. The Emergency Duty telephone number is 01604 626938.



- A pop up window will appear at the bottom of the screen.  
Click Save



- Click Open



- You will then get a copy of your completed form as a PDF.  
**Please ensure you save this document this point as it will not be available once you close the screen down.**



# Make a children's safeguarding referral to MASH

Reference	MA103858671
Date submitted	2019-01-28 12:51:46
<b>Introduction</b>	
Have you made a telephone referral to the MASH about this referral?	Yes
Please confirm the MASH advisor has advised this meets the threshold for a safeguarding request	Yes
To your knowledge, is an Early Help Assessment in place for the family?	Yes
Please give details if known	hhh
Please read our <a href="#">privacy notice</a>	
<b>Consent</b>	

## How to view your completed or saved applications

You can view digital versions of all the MASH referrals you have completed and saved behind your login.

- Go to <https://northamptonshire-self.achieveservice.com/>
- Click Login
- Enter your username (email) and password.
- Click on Saved and Completed forms

Home Find a form Saved and completed forms

## Welcome to your account for online forms

This account saves you time by:

- auto-completing your contact information when filling in forms
- allowing you to view your completed forms
- allowing you to save and continue longer forms

- You will be able to view your completed forms and return to and complete your saved forms.

## Saved and complete forms

Reference	Form title	Started	Status	Actions	Case Status
MA103858671	Make a children's safeguarding referral to MASH	28/01/2019 12:51:45	Stage 1	<a href="#">Q View</a>	
MS103165104	Make a children's referral to Northamptonshire's Multi-Agency Safeguarding Hub	21/01/2019 14:18:03	Stage 1	<a href="#">Q View</a>	
MS103162368	Make a children's referral to Northamptonshire's Multi-Agency Safeguarding Hub	21/01/2019 14:12:25	Stage 1	<a href="#">Q View</a>	
MS103159473	Make a children's referral to Northamptonshire's Multi-Agency Safeguarding Hub	21/01/2019 13:48:32	Stage 1	<a href="#">Q View</a>	
MS103101209	Make a children's referral to Northamptonshire's Multi-Agency Safeguarding Hub	21/01/2019 08:55:10	Stage 1	<a href="#">Q View</a>	