



HAWORTH PRIMARY SCHOOL



CHILD PROTECTION PROCEDURES FLOW CHART APRIL 2017

**On discovery or suspicion of child abuse
If in doubt – ACT**



Inform your Lead Named Person:

Helen Thompson
or
Deputy DSLs- Caron Stone and Tracy Roe
Who should then take following steps?

(Note all staff can report concerns to the Safeguarding Board if you are unable to reach the Lead or Deputy Named Person or consult a member of the SLT)



Where it is clear that a Child Protection Referral is needed contact Children's Initial Contact Point without delay
Tel No: **01274 437500**
Out of hrs Emergency Duty Team Tel No: **01274 431010**
Named Persons may also seek advice from the Education Social Work Service Tel No; **01274 439651**



If you are asked to monitor the situation, make sure you are clear what you are expected to monitor, for how long and how and to whom you should feedback information to.



Remember to always make and keep a written record of all events and action taken, date and sign each entry to this record/record on CPOMs. Keep any written records confidential and secure and separate from the child's curriculum file.



Ensure immediate completion and dispatch of the Common Child Protection Referral form. This form can be accessed at www.bradford-scb.org.uk Retain a copy in school. Send copies to: • Children's Social Care • Principal Education Social Worker Margaret McMillan Tower, Princes Way, Bradford BD1 1NN

USEFUL TELEPHONE NUMBERS

Children's Social Care Initial Contact Point: 01274 437500

Emergency Duty Team: 01274 431010

Education Social Work Service: 01274 439651

Police: Javelin House, Child Protection Unit: 01274 376061

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