



Child Protection Procedures Flow Chart September 2023

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



Inform a Designated Safeguarding Lead

Jenny Williams, Nita Pallister, Olivia Helstrip, Gemma Sharp or Kathryn Shaw

Who will then take following steps



Where it is clear that a Child Protection Referral is needed contact Children's Initial Contact Point without delay: **01274 433999**

Out of hours Emergency Duty Team: **01274 431010**

DSLs may also seek advice from the Education Social Work Service: **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 always make and keep a written record of all events and action taken, date and sign each entry to this record. Keep records confidential and secure and separate from the child's curriculum file. Use CPOMs whenever possible.

USEFUL TELEPHONE NUMBERS

Children's Social Care Initial Contact Point: 01274 433999

Emergency Duty Team: 01274 431010

Education Social Work Service: 01274 439651

Police: MASH unit: 01274 431077

PREVENT: - Prevent Co-ordinator (Acting) danielle.king@bradford.gov.uk 01274 437770, 07870 991647

CBMDC Prevent Education Officer (Acting) geraldine.cooper@bradford.gov.uk 01274 437207

Education Safeguarding Contacts

Team	Email	Telephone
Elective Home Education	ElectiveHEducation@bradford.gov.uk	01274 439340
Children Missing Education	CME@bradford.gov.uk	01274 439393
Access Team	Education.Access@bradford.gov.uk	01274 439393
Holidays in term time fines	PN@bradford.gov.uk	01274 439651
Prosecution/Penalty Notice	Attlegal@bradford.gov.uk	01274 439651
Attendance Team	Attendance@bradford.gov.uk	01274 439684
Safeguarding Complaints/compliance/advice	EdSafeTeam@bradford.gov.uk	01274 437043
NSPCC		0800 028 0285