Child Protection Procedures Flow Chart

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

Inform your Designated Safeguarding Lead (DSL) for Child Protection

Designated Safeguarding Lead Carly Waerea

If DSL cannot be located, then please contact one of the following:

Deputy DSL **Chris Lloyd**	**Deputy DSL** **Amelia Hodson and Leah Wigglesworth**	**Deputy DSL** **Paul Wallis**

In the event the identified people are not available and there is a safeguarding concern, please refer to Children's Initial Contact Point on 01274 433999.

On receipt of the information the DSL should take the following steps:

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

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

Where the DSL is not sure whether it is a child protection issue, they may seek advice from the Education Safeguarding Team **Tel: 01274 437043**

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.

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

Always Demonstrate professional curiosity by following up with the DSL whether action has been taken and where appropriate how it has been resolved.
Staff should not assume a colleague, or another professional, will take action and share information that might be critical in keeping children safe.
Always remember, safeguarding is everyone's responsibility.

Children's Initial Contact Point: 01274 433999
Emergency Duty Team 01274 431010
Education Safeguarding Team: 01274 437043
NSPCC Whistleblowing Helpline: 0800 0280285

USEFUL CONTACTS

Team	Email	Telephone
Access Team	Education.Access@bradford.gov.uk	01274 439393
Attendance Support Team	Attendance@bradford.gov.uk	01274 435743
CE Hub	Child.Exploitation@bradford.gov.uk	01274 435080
Child Employment / Entertainment	cee@bradford.gov.uk	01274 437607
Children Missing Education	CME@bradford.gov.uk	01274 438877
Council switchboard		01274 432111
Customer Contact Centre	childrens.enquiries@bradford.gov.uk	01274 432111
Early Years	earlyeducationfund@bradford.gov.uk	01274 437503
Educational Psychology Team	EducationalPsychologyTeam@bradford.gov.uk	01274 439444
Elective Home Education	electiveheducation@bradford.gov.uk	01274 439340
Holidays in term time fines	PN@bradford.gov.uk	01274 439651
LADO	LADO@bradford.gov.uk	01274 435600
Missing team	Childrens.enquiries@bradford.gov.uk	01274 439999
Prevent Coordinator	Danielle.King@bradford.gov.uk	07788264621
Prosecution/Penalty Notice	Attlegal@bradford.gov.uk	01274 439651
Safeguarding complaints, compliance & advice	EdSafeTeam@bradford.gov.uk	01274 437043
School Admissions Team	schooladmissions@bradford.gov.uk	01274 439200
Social Communication Interaction & Learning Team (SCIL)	SCILTeam@bradford.gov.uk	01274 439500
Special Educational Needs & Disability Team (SEND)	SEN@bradford.gov.uk	01274 435750