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## **Child Protection Procedures Flow Chart September 2023-24**

On discovery or suspicion of child abuse

If in doubt – ACT

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Inform one of your Designated Safeguarding Officer for Child Protection

## Kirsty Ratcliffe, Cath Wilkinson, PC Louise Whiteley-Guest, Beki Vargassoff

Who should then take following steps Sign in to CPOMS and fill in details

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Where it is clear that a Child Protection Referral is needed contact Children's Initial Contact Point without delay **Tel No 01274 435600** 

Early Help Gateway Tel No 01274 435600

Out of hours Emergency Duty Team Tel No 01274 431010

The Designated Safeguarding Officer may also seek advice from the Education Social Work Service **Tel No 01274 439651** 

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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.

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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.

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Following a referral to Children's Social Care a Multi-Agency Referral Form (MARF) should be completed and sent to (retain a copy in school):

- Children's Social Care
- Suzanne Ellis Lead Officer, Education Safeguarding, 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
Children's Specialist Services: 01274 435600

Police: Javelin House, Child Protection Unit: 01274 376061

Police non-emergency 101

Emergency (if a child is at risk of immediate harm) 999 Prevent Co-ordinator, Michael Churley: 01274 432816