

### Child Protection Procedures Flow Chart September 2024

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



Complete a YELLOW CFC FORM AND hand to/inform one of your Designated Safeguarding Leads

**Kirsty Ratcliffe, PC Louise Whiteley-Guest,**

**Beki Farrar, Rich Morris**

Who should then sign in to CPOMS and fill in details/scan the yellow



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.

#### 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](mailto:danielle.king@bradford.gov.uk) 01274 437770, 07870 991647

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

Police **999** or non-emergency **101**

Emergency (if a child is at risk of immediate harm) **999**

NSPCC 0800 028 0285

#### EDUCATION SAFEGUARDING CONTACTS

Elective Home Education [ElectiveHEducation@bradford.gov.uk](mailto:ElectiveHEducation@bradford.gov.uk) 01274 439340

Children Missing Education [CME@bradford.gov.uk](mailto:CME@bradford.gov.uk) 01274 439393

Access Team [Education.Access@bradford.gov.uk](mailto:Education.Access@bradford.gov.uk) 01274 439393

Holidays in term time fines [PN@bradford.gov.uk](mailto:PN@bradford.gov.uk) 01274 439651

Prosecution/Penalty Notice [Attlegal@bradford.gov.uk](mailto:Attlegal@bradford.gov.uk) 01274 439651

Attendance Team [Attendance@bradford.gov.uk](mailto:Attendance@bradford.gov.uk) 01274 439684

Complaints and advice [EdSafeTeam@bradford.gov.uk](mailto:EdSafeTeam@bradford.gov.uk) 01274 437043