

## **Child Protection Procedures**

### **Designated Person: - Jo Copeland**

**Designated Person (DP) – Jo Copeland**

**Deputy DPs – Anne-Marie Bahlol**

**Designated Governor – Susan Badman**

- Any minor concerns should be recorded in the class incident book or the lunch time incident book. If a pattern of incidents emerges that causes concern alert the Designated Person as soon as reasonably possible.
- If there are further or more serious concerns about a child including absence, then always report these to the Head Teacher and the Designated Person. Follow up a verbal report with a written internal referral form on as soon as possible on the same day - always include any previous concerns. Internal referral forms can be accessed on the shared area in the Child Protection Folder.
- If a child makes a disclosure ensure you have another adult present. Record the disclosure on the internal referral form/separate piece of paper if the nature of the referral is too sensitive for the Incident Book, date and sign your record. Do not use any leading questions, at this point you are a listening ear. You will need to reassure the child for their safety you need to inform the Head Teacher and the Designated Person as this is your duty.
- The Designated Person will then decide whether to report these concerns to Social Services or EWAS. A form will then have to be completed and sent to the appropriate agency. You will be fully informed of how far the procedure has got, however we are not always informed immediately by the agency until they decide what action to take. Whatever is decided, either that it is not a matter for EWAS or Social Services or that it will be referred to another agency, it is then up to the Designated Person to contact and inform the parent/s.
- Parents will be issued with a letter. It also states in the School's Prospectus and Child Protection Policy, that if the school has any child protection worries it is our duty by law to report them, however this is not an accusation against the parents.
- If you have knowledge that the parents could be violent or abusive, please advise the Designated Person so that necessary precautions can be taken. If there are serious concerns the Police may be called.
- Social Services may need the child to have a medical; normally the Designated Person would speak with the child and explain what is happening. It is important that the child is fully informed and reassured as much as possible during this time.
- Refer to the Child Protection Policy for further details when making a referral.

## Child Protection Concerns Internal Referral Form

Name of Child:..... DOB:..... Year Group:.....

Name of Person Raising the Concern:.....

<b>Description of Concern:</b>
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<b>Action Taken:</b>
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<b>Decision:</b> (DP/DDP)
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<b>Name of DP/DDP completing the form:</b>
<b>Signed:</b> _____ <b>Date:</b> _____

**This report does not form part of the child's school records. It will be retained by the DP and filed securely and forwarded to the DP in any receiving school separately and under a confidential cover when the child leaves primary school.**