

## FLOW CHART: CHILD PROTECTION PROCEDURES

Child discloses concern/Staff member has a concern about a child/young person.

Staff member speaks to Child Protection Co-ordinator or Depute Head Teacher.

Child Protection Co-ordinator gathers further information from other staff, including that about any siblings. If necessary, seek advice from Education Safeguarding Manager  
**NB: Consultation with Education Safeguarding Manager should not delay the reporting of concerns.**

Child is not in need of protection but may be in need of further assessment by Social Work.

Discuss concerns and need for referral with parent(s).

Make referral to local social work using RfA.

Record action taken and outcome, and enter log on chronology.

Child is in need of protection.

Discuss with Head Teacher  
Consider whether parents should be notified prior to making referral to social work (see S.2.4 for guidance).

Contact Social Work Single Access Point (there is always a duty officer)  
Use Referral Checklist Appendix 2.

Agree Action  
Including how parents will be informed and timescales for.

Complete RfA within 24 hours sent to Social Work Access Team.  
Start or update chronology.

Share information with other staff as required (see Section 2.10 for guidance).

**Check Action Takes Place.**

Child is not in need of protection or referral to Social Work for assessment.

Decide action to be taken within school.  
Discuss concerns with parent(s).  
Update/start a chronology.