

Child Protection Safeguarding Procedures Flow Chart

On discovery or suspicion of child abuse or a serious safeguarding concern
If in doubt – ACT

↓
Inform

Michelle Blanchard
(Designated Safeguarding Lead)



Donna Kane

Katy Walsh

Barry Dolan

Jeni Malcolm

Lizzie Goff

Tara Throup

If there is a safeguarding concern and in the event of the identified people not being available, please refer immediately to Children's Social Care on 01274 437500

↓
On receipt of information the Named Person should do the following:

Where a child protection referral is needed, contact Children's Initial Contact Point without delay -
Tel No 01274 437500

Out of hrs Emergency Duty Team - Tel No 01274 431010

Named Persons (may also seek advice from the Education Social Work Service) - Tel 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 record of all events and action taken, you should enter details on CPOMS straight away. If you are unsure, write it down and then ask your line manager or one of the people named above to enter the details for you. Keep records confidential and secure and separate from the child's curriculum file.**

↓
In the event of a referral to Children's Social Care ensure immediate completion and dispatch of the Common Child Protection Referral form. This form can be accessed [here](#)
The form should be sent using the Galaxkey secure email system to the following email address earlyhelp@bradford.gov.uk in the subject line please enter **Referral for a Social Worker Assessment.**

Retain a copy in school and a paper copy should be posted to:

- Principal Education Social Worker 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

Police: Javelin House, Child Protection Unit: 01274 376061

Prevent Team: 01274 43777 - Out of hours non emergencies – 111, Out of hours emergencies – 999