

TRACKS Child Protection Procedures Flow Chart – December 2017

All members of staff are required to follow these
Safeguarding Procedures

Remember...



**IF IN DOUBT –
“SPEAK OUT”**

If you have a concern about any child’s safety or welfare
Your role is to carry out the following procedures

INFORM YOUR DESIGNATED SAFEGUARDING LEAD (DSL)
(They will tell you what information they need)

Jayne Tidwell
SENCo
Tel: 01274 582995



Hannah Whittaker
Head of School
Tel: 01274 582995



Laura Brown
ESW
Tel: 07872 030848



Ceri Forbes
ESO
Tel: 07872 030841



Craig Farrell
Transition Officer
Tel: 07714 258252



Children’s Initial
Contact Point
Tel: 01274 437500

AGREE HOW YOU WILL FOLLOW UP THIS REFERRAL (DAILY/WEEKLY/2 OR 4 WEEKLY?)

It is **your legal responsibility** to know that this referral has been passed to the BSCB, and any other appropriate authorities, that the initial concern has been investigated, addressed appropriately and resolved so that the child is safe