

Safeguarding: Child Protection Procedure (A)

Member of staff has a concern about a child's welfare

Discuss concern with child's parent/carer unless there is a suspicion this will endanger the child.

Discuss concern with designated 'safeguarding' person

Still has concern

No longer has concern

No further action needed
but keep records

**Refer to First Point and Ofsted immediately.
Follow up in writing within 48 hours.**

South Gloucestershire Children's Services:

FIRST POINT 01454 866000

FirstPoint@southglos.gov.uk

Ofsted : 0300 123 1231.

In emergency call Police on 999

-Make a separate, individual record to be kept
confidential and secure.

[child's name, address, date of birth, time and date of
observation,

-describe what raised concern

-discussion with parent/carer, their comments and
signature.

Do not comment or interpret information.

Recorder to sign and date.]

Keep records indefinitely.