

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 S. Glos Access & Response Team and to Ofsted immediately. Follow up in writing within 48 hours.

South Gloucestershire Children's Services:
Access & Response Team (ART) 01454 866000
accessandresponse@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.