



## Child Protection Procedures Flow Chart as of September 2023

On discovery or suspicion of child abuse or radicalisation  
If in doubt – ACT



Inform your Designated Safeguarding Lead (DSL) or Deputy DSL.  
Dan Burns - Headteacher (DSL)  
**Deputy DSL**  
Emma Dixon (Deputy Headteacher)  
**Who should then take following steps**



**Where it is clear that a Child Protection Referral is needed contact MAST – Multi Agency Screening Team Tel No 01422 393336 without delay.**

If the concern is out of normal working hours the out of hours Emergency Duty Team can be contacted at [EDT@calderdale.gov.uk](mailto:EDT@calderdale.gov.uk) 01422 288000 (Outside office hours support)

NSPCC are also available to give advice –Tel No 0808 800 5000 or 0800 028 0285 or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk) or go to <https://www.nspcc.org.uk/what-you-can-do/report-abuse/>

If there are concerns over the welfare or attendance of a child in the morning of school contact the Education Welfare Team to discuss and seek further advice – Tel No 01422 266125 or 07833049343.

Where the DSL is not sure whether it is a child protection further advice can be gained by consulting Steve Barnes, Schools Safeguarding Advisor, Email: [Steve.Barnes@calderdale.gov.uk](mailto:Steve.Barnes@calderdale.gov.uk) Telephone: 01422 288326 or 07540672735

Where there is a risk that an individual is impacted by radicalisation and/or extremism contact Calderdale Prevent Team [prevent@calderdale.gov.uk](mailto:prevent@calderdale.gov.uk) .

**If you feel that the case requires urgent and immediate response report this to the Police as an emergency 999.**



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 written record of all events and action taken, date and sign each entry to this record. Keep records confidential and secure and separate from the child's curriculum file.**



Ensure immediate completion and dispatch of the Common Safeguarding Children Referral form. This form can be accessed <https://safeguarding.calderdale.gov.uk/report-concerns/>  
Paper copies are available from the Designated Safeguarding Lead.