

31. Reporting

All suspicion or complaints of abuse must be reported to the Designated Teacher, or if the complaint involves the Designated Teacher, to the Headmaster.

32. Action by the Designated Senior Person for Child Protection

The Designated Senior Person will:

- a) Ascertain information about the child from School Records, Pastoral Notes and Incident Records and make contact with Social Care - **Telephone: 020 8825 8000 / Out of hours: 020 8825 8000 Email: ECIRS@ealing.gov.uk**
- b) Unless we feel it could place the child/young person at risk, we will inform the parents/carers afterwards. Although parental/carer consent is not needed, parental cooperation will almost always benefit the child/young person and ease the investigative process. We will make sure that we discuss with children's social care about what – if anything – we should say to the child's parents/carers
- c) If the initial referral is made by telephone, the Designated Teacher will confirm the referral in writing to SSD within 24 hours. If no response or acknowledgment is received within three working days, the Designated Teacher will contact Social Services again. The Designated Teacher will agree with the recipient of the referral what the child and parents will be told, by whom and when.

See Appendix 2 - Dealing with concerns about a child/young person flowchart as advised by 'Ealing Child Protection Procedures' (Yellow Book)

33. Referral guidelines

Our policy is to refer all matters of concern to the Local Authority Designated Officer (LADO)/Social Services Department (SSD).

Low Level Monitoring

34. Low Level Child Protection Monitoring in School

Any indication of a potential child protection issue must be discussed with the Designated Teacher. The Designated Teacher will contact either the duty social worker or the duty education welfare/social worker/LADO to seek advice and clarification on what action should be taken.

35. Allegations against staff members, volunteers or Governors

- a) The School has procedures for dealing with allegations against staff (and volunteers who work with children) that aim to deal with allegations very quickly, in a fair and consistent way that provides effective protection for the child and at the same time supports the person who is the subject