



4.6b

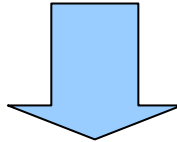
Eltham College



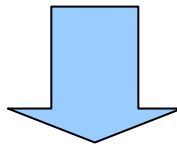
CHILD PROTECTION

A FLOW CHART FOR ACTION

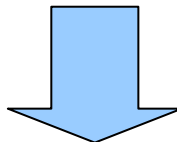
Staff member has concerns that a pupil is being / has been abused
Or
A pupil has disclosed (abuse) to a staff member
(Remember **DO NOT** promise confidentiality and **DO NOT** use leading questions, allow them to use their own words and just listen)



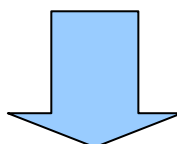
Staff member reports immediately to the
Designated Child Protection Officer.



If reported in the first place to the School Nurse,
School Nurse will report immediately to the
Designated Child Protection Officer.



The *Designated Child Protection Officer* will inform the Headmaster
(or Master of the Junior School) **AND** immediately refer to the
appropriate Social Services Area Office by telephone,
following up with a written referral within 48 hours.
Social services should acknowledge your written referral within one
working day of receiving it, so if you have not heard back within 3
working days, contact social services again.

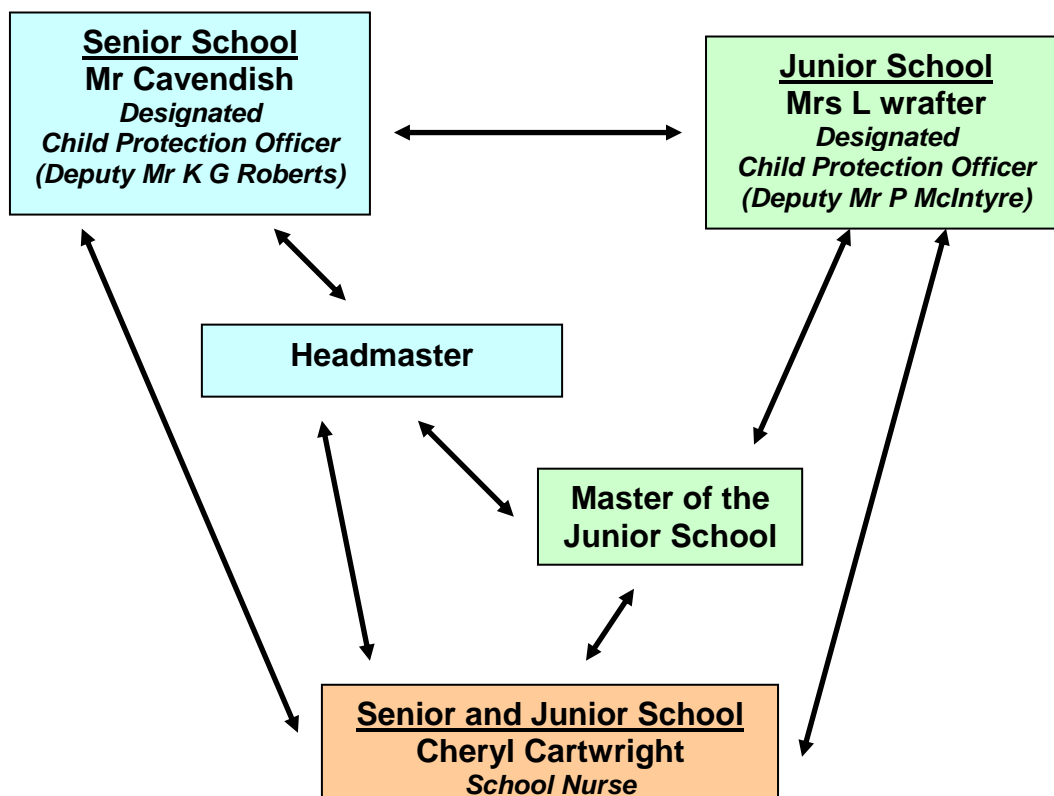


The *Designated Child Protection Officer* will discuss with the
Duty Social Worker whether it is advisable for the school to
communicate directly with the parents in order to inform them of the
referral. This will depend on the level of risk to the pupil.
Agree with social services what the child and parents will be told,

by whom and when.

CHILD PROTECTION TEAM

INTERNAL LINES OF COMMUNICATION



In the event of an allegation of abuse being made against a member of the Child Protection Team

- If the allegation is about the **Designated Child Protection Officer** then report this immediately to the **Headmaster** or **Master of the Junior School** (as appropriate).
- If the allegation is about the **Headmaster** or **Master of the Junior School** then report this immediately to the appropriate **Designated Child Protection Officer**.
- If the allegation is about the **School Nurse** then report this immediately to the appropriate **Designated Child Protection Officer**.

CHILD PROTECTION

PHONE NUMBERS FOR SOCIAL SERVICES

BROMLEY Social Services

Opening hours: Monday to Friday 8.45am – 5.00pm

For the West of the Borough:

(covers Crystal Palace, Penge and Cator, Clockhouse, Copers Cope, Kelsey and Eden Park, Shortlands, West Wickham, Bromely Town, Hayes and Coney Hall, Plaistow and Sundridge, Mottingham, and Chislehurst North)

Tel: 020 8461 7089

Fax: 020 8461 7018

For the East of the Borough:

(covers Cray Valley West, Cray Valley East, Orpington, Chelsfield and Pratts Bottom, Darwin, Biggin Hill, Farnborough and Crofton, Petts Wood and Knoll, Chislehurst, Bickley and Bromley Common, and Keston)

Tel: 020 8461 7379

Fax: 01689 897475

For the Emergency Duty Team after 5pm, at the weekend, or during public holidays telephone Bromley Social Services on: 020 8464 4848

BEXLEY Social Services

Opening hours: Monday to Friday 9.00am – 5.00pm

West Child Care Centre:

(covers Belvedere, Bostall, Brampton, Blackfen, Christchurch, Danson, East Wickham, Falconwood, Lamorbey, St Michael's, Thamesmead East and Upton)

Tel: 020 8310 0566

East Child Care Centre:

Barnehurst, Barnehurst North, Blendon and Penhill, Cray, Crayford, Erith, North End, Northumberland Heath, Sidcup East and West and ST Mary's.

Tel: 020 8303 7777 ext 2628

For the Emergency Duty Team after 5pm, at the weekend, or during public holidays telephone Bexley Social Services on: 020 8303 7777

GREENWICH Social Services

**Opening hours: Monday to Thursday 9.00am – 5.30pm
Fridays 9.00am – 4.30pm**

Tel: 020 8921 3172

For Emergency Duty Team after 5.30pm Monday to Thursday and after 4.30pm on Fridays, and at the weekend and during public holidays telephone Lewisham Social Services on: 020 8854 8888

LEWISHAM Social Services

Opening hours: Monday to Friday 9.00am – 5.00pm

Tel: 020 8314 6000

For Emergency Duty Team after 5pm, at the weekend, or during public holidays telephone Lewisham Social Services on: 020 8314 6000