



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



**Inform your Named Person for Child Protection**

					
Jackie Bracewell DSL	Antonia Addison Deputy DSL	Charlotte Wood Named Person	Emma Woodward Named Person	Duncan Jacques Named Person	Ruth Beddoes Named Person

**Who should then take following steps**



Where it is clear that a Child Protection Referral is needed contact Children's Initial Contact Point without delay **Tel No 01274 437500**  
Out of hrs Emergency Duty Team **Tel No 01274 431010**  
Named Persons may also seek advice from the Education Social Work Service  
**Tel 01274 385761**



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 Child Protection Referral form. This form can be accessed via Bradford Schools online (BSO)  
Retain a copy in school. Send copies to:

- Children's Social Care
- Principal Education Social Worker Margaret McMillan Tower, Princes Way, Bradford BD1 1NN

**USEFUL TELEPHONE NUMBERS**

Children's Social Care Initial Contact Point: 01274 437500  
Emergency Duty Team: 01274 431010  
Education Social Work Service: 01274 385761  
Police: Javelin House, Child Protection Unit: 01274 376061