



Jamiah Farooqiah Bradford

432 Barkerend Road, Bradford BD3 8QJ

Charity No 1156647

www.JamiahFarooqiah.Wix.com/index

Email: JamiahFarooqiah@gmail.com

Stages to follow for Child Protection

Stage 1:

- Initially TALK to the child/young person about what you are observing. It is okay to ask questions, for example: “I’ve noticed that you don’t appear yourself today, is everything ok?” But NEVER ask leading questions.
- LISTEN carefully to what the child/young person is saying – take it seriously and try not to make any judgement.
- NEVER investigate or take a sole responsibility for a situation where a child/young person makes a disclosure.
- Always explain to the child/young person
- Be sensitive, be supportive – advise that you will try and support but that you must pass the information on in the interests of the child/young person.
- Notify the faith setting’s NAMED PERSON for child protection.
- RECORD what was said as soon as possible after any disclosure. Write down exactly what you have heard, while it is still fresh in your mind, including the date and time of your conversation and details of the incident disclosed. Use the child’s own words where possible.
- The person who receives the disclosure or has the concern should COMPLETE THE RELEVANT FORM and date and sign it.
- FORWARD THE INFORMATION to your line manager or Named Person immediately.
- Respect CONFIDENTIALITY and file documents securely.

Stage 2:

- The NAMED PERSON will take immediate action if there is a suspicion that a child/young person has been or is likely to be abused.
- In this situation the Named Person will contact the police or Bradford's local authority Children's Social Care as necessary.
- If a referral is made direct to the Bradford's Children's Social Care, this must be followed up in writing.

Recording child protection concerns

This form must be completed by any worker who receives an allegation/disclosure of abuse from a child/young person OR who has concerns about a child/young person. Fill in the information given to you or write down your concerns. Do not try to establish further details, or ask investigating questions. If you do not know then leave the section blank.

Details of the young person:

Name:	Date of Birth:
--------------	-----------------------

Address:	Telephone No:
-----------------	----------------------

Who has Parental Responsibility?

Name:
Address:

Name & address of other significant adults:

Name	Relationship	Address	Date of Birth

Details of siblings:

Name	Address	Date of Birth/Age

Name of any professionals that you are aware of that are currently in contact with the child/young person, e.g. teacher, youth worker, social worker, health visitor, doctor etc.?

Name	Agency	Address	Contact Number

Please record the details of what information was given/shared with you by the child/young person, you must use their words. Alternatively please record in detail your concerns about the child/young person.

Please read the above and ensure that it contains fact and not workers opinion.

State date & time of the above

Date...../...../..... Time..... Venue.....