

APPENDIX 1

PROCEDURES FOR REPORTING CONCERNS

Remember that all staff/Board of Directors have a professional responsibility to ensure any Child Protection concerns, where the safety or development of a child is ultimately referred without delay to the Western Trust's Gateway Team. Staff should follow up any concerns that have been passed to the Group Leader or Designated/Deputy Child Protection Officers to ensure the concern has been dealt with appropriately.

If there is cause for concern about the safety or wellbeing of a child.



If initially unsure, a CCA can talk to the child's Room Leader before contacting the DCPO directly.

The ***member of staff who raised the concern*** should write down their observation/conversation before going directly to the DCPO. It is important to get the information to the DCPO as quickly as possible, with minimal external input initially.

A decision will then be made about referring the case.

Designated Child Protection Officer (DCPO)

Nicola Carson: 07936 066754

Deputy Child Protection Officer

Fiona Mc Grenaghan: 07851279725

2nd Deputy Child Protection Officer

Kerri-Ann Collins: 07596 645522

In their absence, all current Deputy's are listed and named on the Parents and Staff Boards.



CONTACT GATEWAY TEAM

028 71314090

Monday- Thursday 9am-5pm

Friday 9am-4.30pm

OUT OF HOURS AND PUBLIC HOLIDAYS

Monday through Thursday 5pm-9am

Friday 5pm until Monday at 9am