ANNEX G

REPORTING A CONCERN

Do you have a concern about a child or about a member of staff's conduct or behaviour?

Are you in the Outreach Department or the Early Years Education Centre (EYEC)?

No

Outreach

Follow the Outreach reporting procedures and report to LADO

Yes

Does the concern relate to the conduct or behaviour of a College member?

No

EYEC

Follow the EYEC reporting procedure and report to LADO

Notify the College Child Protection Officer that a report had been made

Yes

Follow the Child Protection Policy guidelines, particularly Appendix A

Report your concerns to one of the College Child Protection Officers (Appendix H)
Keep records of conversations and decisions

The College Child Protection Officers should take such steps as s/he considers necessary to ensure the safety of the child or any other child who might be at risk. They will notify HR where necessary. The College Child Protection Officers will consider whether they need to make a referral to the DBS or another external agency.