Concern Identified (inc. inappropriate sexual behaviour, criminal or violent conduct)

Is a child in immediate danger or in need of medical attention?

CEO notified of referral/incident/concern

Board member contacts the BW CMP to convene meeting. Meeting should consist of a minimum of 2 and a maximum of 3 members

BW CMG meeting to recommend the route of the case

LO to keep appropriate parties informed of progress and if agreed timescales cannot be met informs them for the reason for the delay

LO coordinates contact by telephone to Board member with safeguarding responsibilities

Not urgent?

Urgent?

LO to provide case summery information (anonymised with outcomes) to Management and Board Members

Referring LO will inform CMP of progress on each case

Where a referral is to be made to a statutory agency, confirmation must be given to the committee that this has occurred within 24 hours

Referring LO will take appropriate action based upon the information provided by BW management

Decision made on the level of risk and information given on appropriate action to referring LO

Recommendation to BW Case Management Panel

Telephone call to discuss/recommend the route of a case

LO to keep case records secure and confidential

Referral/Incident/Concern reported to NGB Lead Officer. Where concerns are urgent refer directly to the police and/or social services.  
 \* Remember delay may place the child at further risk

Complete CP Incident Referral form and refer to Welfare Officer at nearest available point.

NO

YES

Refer matter straight to the police.   
Seek appropriate medical advice. Inform doctor or paramedic that the matter relates to child protection.

Is there a trained Welfare Officer available?

NO

YES

Notification to relevant agencies and enforcement as appropriate

No case to answer  
Sanctions imposed as set out in BW Child Protection Policy and Procedures

Appeal

**Please ensure that you complete an incident report form and keep complete records at every stage of your involvement.  
Please forward a COPY of all documentation to the National Lead Officer.**