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**Child Protection & Safeguarding Procedures**

**Flow Chart**

**TGC staff (core, freelance & volunteers):**

**On discovery, suspicion or disclosure of abuse take the following steps:**

**If in doubt – ACT.**

**As soon as possible make a written record of all events and action taken, date and sign each entry to this record. Remember: do not ask leading questions, just listen and record. Do not promise to keep the conversation a secret.**

**Inform TGC’s Designated Safeguarding and Child Protection Officer Amy Williamson (07436 580438) or Deputy Designated Child Protection & Safeguarding Officer Rohan Knox (07484 085356) who will then take the following steps.**

If it is a school session: inform the school of report and gather further information on the child.

Where it is clear that a Child Protection Referral is needed, designated persons to contact the child’s local Children’s Social Care Dept.

**Islington CP & Safeguarding Team:**

Tel: 020 7527 7400

For a report concerning school staff Tel: 020 7527 8102 or email lado@islington.gov.uk

Islington’s out of hour’s emergency duty team Tel: 020 7226 0992

Designated persons may also seek advice from the NSPCC for 24/7 advice Tel:0808 800 5000

Designated persons to follow up referral until a satisfactory decision has been made.

Designated persons to file and store referral information securely for reference in future if required.