

## **Reporting Procedure for Child Protection Concerns**

The Work Experience Co-ordinator in conjunction with the DSP **must** ensure that there are arrangements in place for either the learner or placement provider to report child protection concerns before, during and after the placement.

### ***A child protection concern raised with a member of staff from the placement provider***

If a child protection concern is raised by a learner, to an adult who works at the placement, the adult who has heard the concern must respond in the following way:

- do not investigate, or ask leading questions, or examine the learner;
- do not promise confidentiality;
- reassure the learner that s/he has acted correctly;
- as soon as possible, write a dated and timed note of what has been disclosed, noticed, said or done;
- contact the Work Experience Co-ordinator immediately and pass on the written record; the Work Experience Co-ordinator will then inform the DSP;
- not discuss the matter with anyone until advised to do so;
- if this has not already been done, inform the pupil (or other party who has raised the concern) what action you have taken.

The DSP will then follow the normal procedural steps required for a child protection concern.

### ***A child protection concern raised with a Tutor/Teacher***

If a child protection concern is raised by a learner to an adult who is either visiting the placement or reviewing the placement when it has ceased, the adult who has heard the concern must respond in the following way:

- do not investigate, or ask leading questions, or examine the learner;
- do not promise confidentiality;
- reassure the learner that s/he has acted correctly;
- as soon as possible, write a dated and timed note of what has been disclosed, noticed, said or done;
- report to the DSP immediately and pass on the written record;
- not discuss the matter with anyone until advised to do so;
- if this has not already been done, inform the pupil (or other party who has raised the concern) what action you have taken.

The DSP will then follow the normal procedural steps required for a child protection concern. If you are unable to contact the Work Experience Co-ordinator and/or DSP please refer directly to the local Children's Service Duty team in your locality.

If a serious concern is raised during 'out of normal working hours' then contact must be made with Emergency Duty Team on 0116 255 1606.