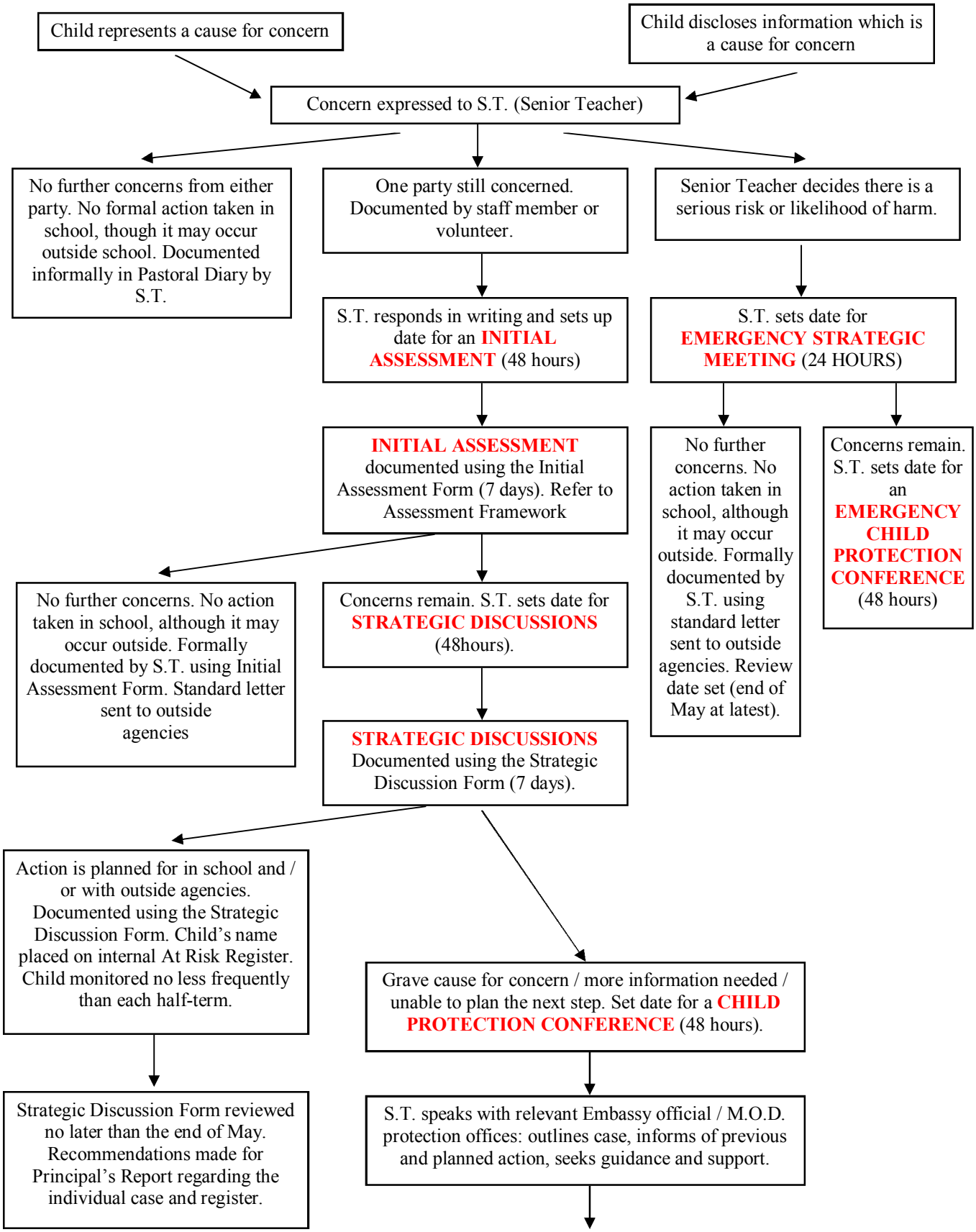
PROCEDURES FOR REPORTING AND DEALING WITH CASES OF POSSIBLE ABUSE



CHILD PROTECTION CONFERENCE

↓

DRAFT CHILD PROTECTION PLAN

↓

DRAFT CHILD PROTECTION PLAN
Shared and finalised with Principal of School (48 hours). Time set for meeting with child and child's parents (following working day). Child put on internal At Risk Register. G.P. consulted if not already involved.

↓

MEETING TO ARRANGE THE CHILD PROTECTION PLAN WITH THE CHILD
Documented using the Child Protection Plan Meeting Format, Part One. Minutes signed by all present. Child receives own age-appropriate copy of the Child Protection Plan.

↓

MEETING TO ARRANGE THE CHILD PROTECTION PLAN WITH THE PARENTS
Documented using the Child Protection Plan Meeting Format, Part Two. Minutes signed by all present. S.T. sets date for Child Protection Review Conference (no later than 3 months).

↓

EMERGENCY REVIEW OF THE CHILD PROTECTION PLAN (where appropriate)

↓

PLANNING FOR THE CHILD PROTECTION REVIEW CONFERENCE (3 weeks prior to the conference). S.T. collects updated plans from all parties. Sets date for pre-meeting with the Principal of School (1 week prior to the conference).

↓

PRE-MEETING WITH PRINCIPAL OF SCHOOL Discuss new evidence and plan the review.

↓

CHILD PROTECTION REVIEW CONFERENCE

↙ ↘

Child no longer considered to be at risk of significant harm. Child Protection Plan is discontinued, though all paperwork is collected and forwarded to subsequent school. Standard letter sent to all involved (including Embassy) who will be responsible for further monitoring. S.T. plans additional support and services as required for the child and their family.

Child is still considered to be at risk of significant harm. Child protection Plan is continued. S.T. sets date for Review Conference (no later than 6 months). S.T. plans additional support and services as required for the child and their family.