

**Flowchart/Reporting procedures for dealing with safeguarding concerns within Tiddlywinkers**

**Step one:** Inform the designated child protection officer of your concern or deputy designated officer

**Designated officer (Nursery) Christie Bell 02894467847**

**Deputy Designated officer Kristina Fryers 02894467847**

**Step Two:** Record your concern including as much detail as possible. Then sign and date it and pass it to the designated child protection officer.

**Step Three:** The Designated Child Protection officer will contact the ‘single point of entry for referrals to childcare’ and follow advice given.

**Between 9am&5pm: Telephone 03001234333 or 02894424459**

**Out of hour’s number: 02895049999**

**Step Four:** The Designated Child Protection Officer will inform the social worker at the early years team Ballymena.

**Telephone Number: 02825635110.**

**Step Five:** The Designated Child Protection Officer will inform the registered person that a referral has been made.

**Miriam Fryers: 07702249131.**

**Step Six:** Parents will be informed of the referral in consultation with the Early Years Team/single point of entry for referrals to childcare.

**Manager: \_\_\_\_\_**

**Registered person: \_\_\_\_\_**

**Date: \_\_\_\_\_**