

**TONBRIDGE & MALLING BOROUGH COUNCIL
EXISTING CHILD PROTECTION POLICY & PROCEDURES**

Reporting Procedure

- Staff responding to a suspicion of abuse or poor practice should complete an Incident Report form, in liaison with their line manager.
- The incident should be reported to the most relevant **Designated Person** (See ANNEX E for a list of Designated Persons).
- The Designated Person will report the incident immediately to a Senior Officer. If the Designated Person was unavailable in the previous step, the Senior Officer should be contacted direct.
- The Senior Officer informed will assess the incident in liaison with the **Duty Director**. They will decide what appropriate action needs to be taken and whether **external child protection agencies** or the **police** need to be involved.
- The Council will co-operate fully with any investigation carried out by these agencies in line with their procedures.

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REPORTING CHILD PROTECTION CONCERNS
ALLEGATIONS AGAINST STAFF

