

**Child protection** is the process of protecting individual children identified as either suffering, or likely to suffer, significant harm as a result of abuse or neglect. It involves measures and structures designed to prevent and respond to abuse and neglect.

Staff must report any concerns they may have in relation to a child's welfare on CPOMS promptly and accurately, as confirmed in your safeguarding training, which may include concerns over a student's emotional, physical or mental state, and neglect. If you are ever unsure please seek clarification from [childprotection@sentamuacademy.org](mailto:childprotection@sentamuacademy.org)

Referrals – staff in authorised positions submitting referrals for outside agency support or internal services must send the draft referral in the first instance to [childprotection@sentamuacademy.org](mailto:childprotection@sentamuacademy.org) to check the referral bank and approve. Upon approval the CP Coordinator will send to the agency from the child protection email address to centralise agency communication, enabling us to effectively monitor and manage all ASA support referrals.

All Child Protection and outside support agency calls must be referred to Julie Allinson (Ext 4080, MOB: 07960424488) in the first instance or secondly Claire Boyton (Ext 4069, MOB: 07764993120) to allow us to monitor and record all correspondence for the CP system.

Upon attending CP training, staff must familiarise with the information and policies received to ensure the safety and welfare of our students.

Staff seeking guidance on a student or an update following a CPOMS should email [childproection@sentamuacademy.org](mailto:childproection@sentamuacademy.org) for clarification.