**Distance Learning Child Protection Procedures for all Staff.**

**Staff member has a concern about a Child/Young Person from online communication**

**OR**

**Child/Young Person makes a disclosure online**

**Discuss your concerns immediately with the Child Protection Co-ordinator (CPC) for your establishment or if he or she is unavailable the Depute Child Protection Co-ordinator. If neither are available, email or phone any senior member of staff.**

**As soon as practicable, using the same language used by the child or young person, make an accurate and detailed digital record of the information shared with you. Record the date and time of the disclosure and sign the record. Share your information by emailing and/or phoning the Child Protection Co-ordinator immediately.**

**! Remember !**

**Always** pass on your concerns

to the CP Co-ordinator **as soon as possible.**

**Depute Child Protection Co-ordinator**

**Andy Carder**

**DHT**

[**andy.carder@aberdeenshire.gov.uk**](mailto:andy.carder@aberdeenshire.gov.uk)

**07930736505**

**Child Protection Co-ordinator**

**Lindsay Threadgold**

**DHT**

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**07799694585**

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