

SAFEGUARDING AND CHILD PROTECTION POLICY AND PROCEDURES

WRITTEN BY RACHAEL DUNPHY | DATE: 16/09/2023

Designated Lead for Safeguarding at Windy Nook Childminding: Rachael Dunphy

Early Years and Foundation Stage (EYFS) and Childcare Register Requirements: Arrangements for safeguarding children – childminders must keep and implement a written statement of procedures to be followed for the protection of children, intended to safeguard the children being cared for from abuse or neglect.

THE LEAD PRACTITIONER FOR SAFEGUARDING AND CHILD PROTECTION AT WINDY NOOK CHILDMINDING

As a childminder, I am the Designated Lead for Safeguarding (DSL) in my setting. My first responsibility and priority is towards the children in my care. If I have any cause for concern, I will report it to the relevant bodies, following the Wakefield Safeguarding Children Partnership (WSCP) procedures. The EYFS and Childcare Registers state that the lead practitioner is responsible for liaising with local statutory children’s services agencies, and with the WSCP. One of the roles of the DSL is to work closely with other professionals and agencies to safeguard children. More information can be found in my Confidentiality Policy. The lead practitioner must provide support, advice and guidance to any other staff (or volunteers) on an on-going basis, and on any specific safeguarding issue as required.

Note: The DSL does not have to be on the premises all the time but must be accessible/contactable and a deputy might be in place if the DSL is, for example, on holiday.

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TRAINING AND DEFINITIONS

My Training: I am qualified to Level 3 in Child Protection (2nd March 2019).

Note: Training must be updated as required by Wakefield Safeguarding Children Partnership. It is my responsibility to ensure that I keep my training updated every two years, while keeping myself up to date with any changes at the very least, annually. I must ensure that I have evidence of updates e.g. attending meetings, training online, and emails.

As the lead practitioner, I must attend a child protection training course that enables me to identify, understand and respond appropriately to signs of possible abuse and neglect. The regularity of the training is specified by the Wakefield Safeguarding Children Partnership, not Ofsted or the EYFS and Childcare Registers.

Everyone in the provision (staff and volunteers) is responsible for safeguarding children and must have a working knowledge of the Safeguarding and Child Protection Policy and Procedures. Training made available by the provider must enable staff to identify signs of possible abuse and neglect at the earliest opportunity, and to respond in a timely and appropriate way.

Note: One of the roles of the DSL is to ensure that any staff or volunteers are trained in safeguarding and child protection (if relevant).

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MY DUTY OF CARE

If I have concerns about children’s safety or welfare, I must notify agencies with statutory responsibilities without delay. This means that the local children’s social care services and, in emergencies, the police, will be contacted where abuse is suspected. I also am required to take action where others (for example: staff and volunteers) report their concerns to me.

Note: ‘without delay’ literally means the same or, if not possible, the next day. Ofsted must also be informed immediately – I cannot delay informing them while I investigate internally.

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WAKEFIELD SAFEGUARDING CHILDREN PARTNERSHIP (WSCP)

An WSCP is a multi-agency set up in every Local Authority. Each WSCP has an independent Chair, someone who doesn’t work for social services. Windy Nook Childminding comes under the Wakefield Safeguarding Children Partnership. In the event of a safeguarding or child protection concern, I am under obligation to contact our WSCP without delay.

The Safeguarding Business Team can be contacted at:

Address: Wakefield Safeguarding Children Partnership, Room 236, County Hall, Bond Street, WF1 2QW

Email: wscp@wakefield.gov.uk

Telephone: 01924 306497

For more information, please visit their website at: www.wakefieldscp.org.uk

If Windy Nook Childminding looks after children from a different Local Authority, their WSCP might need to be contacted in the event of a concern. It is important therefore, that the details of the child’s WSCP are outlined in the contract.

Note: It is my responsibility to keep updated with changes to WSCP’s information and procedure.

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LOCAL AUTHORITY DESIGNATED OFFICER (LADO)

A LADO must be contacted directly for any allegations against people who work with children. At Windy Nook Childminding, this would include me or any staff and volunteers who may work with the children. Allegations must be reported to the LADO within 1 working day of the disclosure. The alleged perpetrator should NOT be spoken to about the allegation. To do so may jeopardise any investigation or evidence, and may lead to further risk to the child in the future.

Telephone: 01977 727032

Email: ladoreferrals@wakefield.gcsx.gov.uk

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PREVENT DUTY

The Prevent duty is now mentioned in the Childcare Register. I have recently participated in training. I have risk assessed and know how to protect children from radicalisation and exposure to extremism. I am aware of when to report a concern to the local area Prevent Officer WSCP. At Windy Nook Childminding, I actively promote British values to comply with the Prevent duty. British values are democracy, rule of law, individual liberty and mutual respect and tolerance of others.

In the event of having any concerns around radicalisation, I will contact the **Prevent Duty Officer:** 01924 306645 / 01924 306776

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THE MAIN TYPES OF ABUSE (SIGNS AND SYMPTOMS)

It is important that I am aware of the 4 main types of abuse, as well as their signs and symptoms, in order to safeguard and protect the children in my care.

- 1) **Physical abuse:** non-accidental injuries and harm.
- 2) **Emotional abuse:** emotional maltreatment that can result in psychological harm.
- 3) **Sexual abuse:** when children are forced to take part in sexual activities. This does not always have to be physical and can include Female Genital Mutilation (FGM) and Child Sexual Exploitation.
- 4) **Neglect:** the on-going failure to meet a child's basic needs.

Note: It is my responsibility to know that possible signs and indicators of abuse. Possible indicators may include:

Physical Abuse Signs and Indicators

- Bruises
- Defense wounds on arms
- Burns or scalds
- Marks in the shape of objects and/or hands
- Swollen eye/black eye
- Bite marks
- Fractures and/or broken bones
- Multiple breaks at different stages of healing
- Scarring
- Effects of poisoning such as vomiting, drowsiness, or seizures
- Respiratory problems from drowning, suffocation or poisoning

Emotional Abuse Signs and Indicators

- Withdrawn
- Anxious
- Panic when they have done something wrong that parents/carers will find out
- Eating disorders
- Bed wetting
- Soiling clothes
- Clingy
- Risk-taking behaviour
- Obsessive behaviour
- Absence
- Self-harm
- Aggression
- Depression
- Lack of self-confidence
- Overly afraid of failure and making mistakes
- Parent behaviour around the child

Sexual Abuse Signs and Indicators

- Stay away from certain people
- Sexual promiscuity at a very young age
- Using sexual language that isn't expected
- Anal or vaginal soreness
- Discharge
- Stomach aches
- Bruising/cuts
- STIs
- Pregnancy
- Self-harm

Neglect Signs and Indicators

- Poor appearance and hygiene
- Smelly and/or dirty
- Unwashed clothes
- Inadequate clothing
- Hungry
- Frequent and untreated medical problems
- Repeated accidental injuries due to lack of supervision
- Absence
- Missing appointments
- Tiredness
- Unhealthy weight and/poor muscle tone
- Poor language/communication skills

General Signs and Indicators

- Significant changes in children's behaviour
- Deterioration in children's general well-being
- Unexplained bruising, marks or signs of possible abuse or neglect
- Children's comments which give cause for concern
- Any reasons to suspect neglect or abuse outside the setting
- Inappropriate behaviour displayed by other members of staff, or any other person working with the children, for example: inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.

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FEMALE GENITAL MUTILATION (FGM)

Female genital mutilation is described by the WSCP (Wakefield Safeguarding Children Partnership) as being a gender-based violence that places girls at significant risk. I am trained to identify the signs and indicators of FGM, and understand that I must make a referral to Social Care Direct and in immediate cases, the police.

FGM Signs and Indicators

- have difficulty walking, standing or sitting
- spend longer in the bathroom or toilet
- appear withdrawn, anxious or depressed

CHILD MINDING

- have unusual behaviour after an absence from school or college
- be particularly reluctant to undergo normal medical examinations
- ask for help, but may not be explicit about the problem due to embarrassment or fear
- severe pain
- shock
- bleeding
- infection such as tetanus, HIV and hepatitis B and C
- organ damage
- blood loss and infections that can cause death in some cases
- Talking about going on a 'special holiday' or being excited about becoming a woman
- Absence
- Older female relatives already mutilated
- Descended from northern countries in Africa

Social Care Direct: 0345 8503503

Police: 999

Prevent: 01924 306645 / 01924 306776

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CHILD SEXUAL EXPLOITATION

Child sexual exploitation occurs where anyone under the age of 18 is persuaded, coerced or forced into sexual activity in exchange for, amongst other things, money, drugs/alcohol, gifts, affection or status. In the event that a child indicates he/she may be being exploited in this way, I will first use the Risk Assessment Tool from WSCP. I will also make a referral to them or Social Care Direct.

CSE Signs and Indicators

- go missing from home, care or education.
- be involved in abusive relationships, intimidated and fearful of certain people or situations
- hang out with groups of older people, or antisocial groups, or with other vulnerable peers
- associate with other young people involved in sexual exploitation
- get involved in gangs, gang fights, gang membership
- have older boyfriends or girlfriends
- spend time at places of concern, such as hotels or known brothels
- not know where they are, because they have been moved around the country
- be involved in petty crime such as shoplifting
- have unexplained physical injuries
- have a changed physical appearance, for example lost weight.

Social Care Direct: 0345 8503503

Police: 999

Prevent: 01924 306645 / 01924 306776

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PEER ON PEER ABUSE

Peer on peer abuse is a form of bullying and abuse; it is not a normal part of growing up. It normally affects older children and may be in relation to, for example, smoking, drinking alcohol, taking drugs, being exposed to radicalisation or extremism, online pornography or 'sexting' etc.

In the event of me being worried that a child is being abused or coerced into doing something they don't want to do by another child, I will follow the procedures outlined in my Behaviour Policy and Procedures. It may be necessary to inform the safeguarding and child protection bodies.

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CRIMINAL EXPLOITATION AND COUNTY LINES

County Lines is where criminals deliberately target vulnerable children – those who are homeless, experiencing learning difficulties, going through family breakdowns, struggling at school, living in care homes or trapped in poverty, for example. These criminals groom children into trafficking their drugs for them with promises of money, friendship and status. Once they've been drawn in, these children are controlled using threats, violence and sexual abuse, leaving them traumatised and living in fear. In this event, I would follow the necessary procedures and report it to the relevant authorities stated.

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CUCKOOING

'Cuckooing' is when professional criminals target the homes of vulnerable adults so they can use the property for drug-dealing and other criminal activities. They move quickly between vulnerable people's homes for just a few hours, a couple of days or sometimes longer. This helps gangs evade detection. In this event, I would follow the necessary procedures and report it to the relevant authorities stated.

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BREAST IRONING

Breast ironing, also known as breast flattening, is the pounding and massaging of a pubescent girl's breasts, using hard or heated objects, to try to make them stop developing or disappear. In this event, I would follow the necessary procedures and report it to the relevant authorities stated.

TOXIC TRIO

The 'toxic trio' is made up of three issues: domestic abuse, mental ill-health, and substance misuse. These issues often co-exist, particularly in families where significant harm to children has occurred. One reason why these issues often co-exist is that parents misusing drugs or alcohol are more likely to be in relationships where domestic abuse occurs – those who misuse drugs or alcohol have a greater chance of experiencing mental ill-health too. Furthermore, adults with mental health problems are more likely to abuse drugs or alcohol; there are many different situations that could lead to all three of the toxic trio arising. It is important to be aware of the toxic trio, because it is viewed as a key indicator of increased risk of harm to children and young people.

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WITCHCRAFT

This is the belief in concepts of:

- witchcraft and spirit possession, demons or the devil acting through children or leading them astray (traditionally seen in some Christian beliefs)
- the evil eye or djinns (traditionally known in some Islamic faith contexts) and dakini (in the Hindu context)
- ritual or muti murders where the killing of children is believed to bring supernatural benefits or the use of their body parts is believed to produce potent magical remedies
- use of belief in magic or witchcraft to create fear in children to make them more compliant when they are being trafficked for domestic slavery or sexual exploitation.

This is not an exhaustive list and there will be other examples where children have been harmed when adults think that their actions have brought bad fortune, such as telephoning a wrong number which is believed by some to allow malevolent spirits to enter the home.

Reasons for the child being identified as 'different' may be a disobedient or independent nature, bed wetting, nightmares or illness. Attempts to exorcise the child may include:

- beating
- burning
- starvation
- cutting or stabbing
- isolation within the household.

Children with a disability may also be viewed as different, and various degrees of disability have previously

been interpreted as 'possession', from a stammer to epilepsy, autism or a life limiting illness.

ALLEGATION/DISCLOSURE PROCEDURES

Early Years and Foundation Stage (EYFS) and Childcare Register Requirements: Registered providers must inform Ofsted of any allegations of serious harm or abuse by any person living, working, or looking after children at the premises (whether the allegations relate to harm or abuse committed on the premises or elsewhere). Registered providers must also notify Ofsted of the action taken in respect of the allegations. These notifications must be made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made. A registered provider, who, without reasonable excuse, fails to comply with this requirement, commits an offence.

Below is a list of procedures that I will follow should I become concerned about a child's welfare. If a child makes an allegation against another person or discloses information that raises a concern, I will follow these procedures. It is important to note that if a child makes an allegation about me, as the DSL, I have no professional superior. Therefore, the concern would need to be reported to the LADO (Local Authority Designated Officer) directly. This person is qualified to deal with allegations made against people who work with children specifically.

It is imperative that a person in receipt of a disclosure from a child takes the child seriously and keeps an open mind. It may have taken the child a great deal of courage to make an allegation and behaving in an unsupportive way could cause him/her considerable harm. It is not the responsibility of the listener to investigate the disclosure, as there are procedures in place for qualified professionals to follow that he/she may not be aware of. By investigating incorrectly, it is entirely possible that the case could be disrupted in such a way that it could negatively affect the outcome.

All allegations/disclosures made by children at Windy Nook Childminding should be brought to me in the first instance as the DSL, unless that allegation is against me. I am responsible for ensuring the safety and wellbeing of the children at the setting and have had the training to deal with such circumstances. However, if a volunteer, parent or child is uncomfortable in discussing the matter with me, it is better to report it to someone else, rather than to ignore the problem. The child's needs are always the most important element of any investigation. You can always directly report a disclosure to the WSCP, LADO, Social Care Direct or police personally.

I will follow these procedures in the event that a child makes a disclosure about their family members or if an allegation is made against parent, a staff member, a visitor, another child etc.

- **Listen** – I will not interrupt or ask questions that can lead the child (I am not qualified to investigate)
- **Record** – I will write down the verbatim as quickly as possible so my record keeping is accurate, but not while the child is disclosing the information
- **Report** – I will report it to Ofsted Agency and your WSCP immediately
- **Follow-up** – I will follow the advice from the bodies qualified to investigate as appropriate

Note: If the allegation is made against a staff member or volunteer, I will follow my policy and remove them from the premises immediately. Also, I will report any allegations made against me (as the provider) or a member of staff (or volunteer) to the LADO and Ofsted immediately, as per the requirements of the EYFS, Childcare Registers and the Local Authority.

WHISTLEBLOWING STATEMENT

If I have a concern about a child's safety in any setting or situation, I will contact the relevant authorities – Ofsted, the Local Authority, the Police etc. – without delay.

This might mean that I will be re-inspected by Ofsted and/or investigated by the WSCP. I must keep written records to show the procedures followed.

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PROCEDURES FOR REPORTING CONCERNS ABOUT A CHILD

It is required that I must be alert to any issues of concern in the child's life at home or elsewhere. I will follow my allegation/disclosure procedures in any event of this nature. I will report the matter to the relevant bodies, which would most likely include the WSCP or the police, with Ofsted being informed afterwards.

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MOBILE PHONES AND CAMERAS

I understand that children may have access to many electronic devices, such as mobile phones, cameras, tablets and other Internet enabled devices. It is my policy that these can be brought to the setting, but cannot be switched on. They will be placed in a locked cupboard in the cabin, that the children do not have access to, and will be returned to the child (along with any other valuables) upon leaving the premises. If we are in the house and my partner, Rich Clutton is working in his office, the device will be passed on to him to protect. This is to ensure that the children are protected from the potential dangers of using these devices without supervision. I also understand that adults may have access to mobile phones, among other electronic devices while they are at the setting. It is policy that adults do not use these devices in front of the children to prevent the children from coming to any harm, for example, to prevent them from being photographed by an adult without permission from their parents. I will need to explain this to visitors upon arrival at the premises.

However, I will need to have my mobile phone on me at all times (especially on outings) in case of an emergency. I will need to use my mobile phone to store parents'/emergency contacts' numbers so they are available when I go on outings. In order to keep that information safe, I will do everything possible to keep my mobile phone safe and the information stored on it secure so the details are not misused. I am also registered with the ICO (Information Commissioner's Office).

Ordinarily, I will take photographs of children on a camera (as this is not linked to any online data storage systems, such as the 'Cloud'. With parental permission, I may take photographs on my mobile phone (as it is not linked to any internet-based storage system) if a camera is not available or I need to use particular software. For example, I may need to use software on my phone to edit the photographs. This will allow me to blur identities on photographs among other things.

If parents would like a copy of a photograph sending to them over the internet, I can do this over WhatsApp, as messages are encrypted. I will not send photographs via email without parental permission as it is more difficult to ensure that the information remains safe. In the event of asking for permission, I will ask the parent to complete a Permission Form and sign and date it.

Photographs may be taken by staff and volunteers at Windy Nook Childminding for a number of reasons. For example, they can be used for learning journey booklets, daily diaries, displays in the house, training courses, on the Internet to advertise my business or on the Windy Nook Childminding Facebook page to share achievements. Parents should make me aware of any instances whereby they may wish for me to refrain from using images of their child in this way. Before displaying any images of children on my Facebook page, I will ensure I have written permission from parents to do this.

In order to protect and safeguard children, I will ensure that the photographs are appropriate and stored on separately from my personal photographs on a Windy Nook Childminding account on my computers in password-protected users. They will also be deleted when they are no longer needed and will only be printed on a dedicated printer in the setting or from a professional photo printer in a shop or online.

It is important to note that a number of people may wish to look at the photographs. For example, these could include Ofsted, the local authority, the child's parent/carer, or the WSCP in the event of a concern. Please see my Privacy Notice, Multimedia Policy, Retention Policy and Internet Policy for more information.

Note: I am registered with the Information Commissioner's Office - ICO - as a data handler because I take, store and retain digital photos of children

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DISQUALIFICATION AND DISQUALIFICATION BY ASSOCIATION

It is a requirement that everyone living at the setting of childcare premises over the age of 16 has police, CRB or DBS check in place. Only my partner, Richard Clutton and I live at the property and we both have DBS checks linked to the update service, which means that they renewed annually and activated automatically.

It is my responsibility to know what to do if I am concerned a disqualification status has changed. This also includes if I am concerned that me or someone in my family might be disqualified by association with someone who is disqualified from working with children.

I ask any staff or volunteers for information about changes to their DBS status regularly during supervisions. I have access to the following documents:

- 'Working Together to Safeguard Children' 2015
- 'Prevent Duty Guidance' 2015
- 'What to do if you're worried a child is being abused' 2015
- 'Keeping children safe in education' 2016
- 'Information Sharing' 2018

LOST/MISSING CHILD PROCEDURES

These are the procedures I will follow if I lose a child or they go missing on, for example, an outing. I will:

- keep other children safe and look for the child;
- alert the police;
- alert the parents/carers;
- inform Ofsted as soon as is practical.

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FAILURE TO COLLECT PROCEDURES

The following are the procedures I am to follow should a parent/carer fail to collect their child at the end of their session.

I will:

- make every attempt to contact parent/s within 60 minutes;
- make every attempt to contact emergency contacts;
- inform Social Services if you cannot contact any family members or nominated adults;

Note: Parents should include at least 2 emergency contacts in children's contract. If parents/carers cannot provide me with emergency contacts, or those emergency contacts fail to respond, I will have no alternative but to ring social services if they do not arrive to collect their child.

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E-SAFETY

The use of technology is growing and children are exposed to technology from a very young age. I recognise the benefit of using electronic devices to support children's learning in my provision and to help me comply with the record keeping aspects of the EYFS and Childcare Registers.

E-safety covers all electronic devices including cameras, computers, videos and DVD recorders, mobile phones and other devices capable of taking photographs or linking to the Internet. It also includes the use of social media, software, emails, chat rooms, blogs, laptops, games consoles and new technology, as I am aware that Internet and technology is constantly evolving.

I understand that while technology is useful for learning and enjoyment, it can also present safety problems when misused and this section has been written to clarify appropriate technology use within the provision and by parents of children who attend my provision when related to childminding and minded children.

All Internet enabled devices are monitored to ensure safe Internet use. Any technology used by children has Internet safety controls in place so children cannot access inappropriate sites. Every effort will be made to keep Internet security updated and online usage by children will be monitored. Any uploading of personal information onto websites must be carried out in compliance with the GDPR, and will not be done without prior written permission from the parent involved.

If there is a concern about e-safety within the provision, I will act on the concern to comply with the requirements of the EYFS, Childcare Registers, Ofsted and the ICO. Please see my Safeguarding in ICT Policy for more information.

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PRE-EXISTING INJURIES

Parents must inform me about any marks, including bruises or head injuries their child has sustained while at home and I will record this information for their child's file and ask them to sign. This is an important part of safeguarding. If a child is able to communicate, I will ask them to comment and record this also.

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ATTENDANCE MONITORING

I take a register when a child arrives and note the time they arrive and leave too. If a child fails to attend, I will first contact the parent to find out why this is. It is important to note that lack of attendance might be linked to children being taken away under the Prevent Duty – or for FGM – or patterns of non-attendance might be linked to child safety. In these events, I may need to start the Child Protection and Safeguarding Procedures mentioned earlier in the document. Any child that doesn't attend will be followed up on the first day of absence and the reasons why will be documented.

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DISCRIMINATION AND ANTI-DISCRIMINATORY PRACTICE

I will record discriminatory incidents (including racist comments) made by children. This is to ensure the protection of the child in receipt of the comments, but also to help the perpetrator with understanding why this type of behaviour is unacceptable. I will endeavour to support both parties in whatever way I can. More information can be found in my Behaviour Policy and Procedure. Also, I recognise the additional needs that children with SEND have, and take seriously any discriminatory behaviour based on a child's further needs. My SEND Policy gives further information on this.

CONFIDENTIALITY

I will keep information confidential wherever it is lawful for me to do so. However, the Data Protection Act is not a barrier to information sharing and in some instances, I will be required to inform the relevant authorities before speaking to parents, such as, if I have a concern about a child or if an allegation or disclosure is made. More information can be found in my Confidentiality Policy.

DOCUMENT RETENTION

The following outlines how long I keep information about children and their families related to the safeguarding and child protection/welfare requirements in the EYFS and Childcare Registers.

- Information relating to safeguarding and welfare requirements of the EYFS and Childcare Registers – until the child is 21 years and 3 months old for insurance purposes.
- Information relating to the learning and development requirements – handed over to parents when the child leaves, unless I have written consent to hold it for evidential purposes.
- Photos of the child – handed over to parents or destroyed unless the provider has specific written permission from parents to keep them (this permission may be recalled at any time).

If I have a safeguarding concern about a child, the information I might need to record and retain on file includes:

- Child's name and date of birth
- Child's address
- Date and time of the record
- Factual details as presented to you by the child or a witness
- Details of any previous concerns
- Parent comments relating to, for example, the injury or incident
- Action taken as a result of the disclosure
- Follow-up records such as a list of other agencies and professionals involved, with dates and times of contact.

Other relevant information might also be attached to a referral such as:

- Accident and First Aid Record Forms
- Incident record Forms
- Accident and Injury at Home Record Forms
- Documents relating to the child's care and learning in the provision.

Note: It is not my responsibility and I am not trained to investigate concerns and will always refer to the relevant agency.

I have access to the following documents:

- 'Working Together to Safeguard Children' 2015
- 'Prevent Duty Guidance' 2015
- 'What to do if you're worried a child is being abused' 2015
- 'Keeping children safe in education' 2016

Please see my Retention Policy for more information.

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IMPORTANT CONTACT DETAILS

- **Ofsted:** 0300 123 4666 / enquiries@ofsted.gov.uk
- **Police local/ non-emergency:** 101
- **Police emergency:** 999
- **FGM concerns:** Police (999) or Social Care Direct (0345 8503503)
- **Wakefield Safeguarding Children Partnership:** 01924 306497 / wscp@wakefield.gov.uk
- **Prevent Officer at the Wakefield Safeguarding Children Partnership:** 01924 306645 / 01924 306776 / communitysafety@wakefield.gov.uk
- **Department for Education helpline for reporting concerns relating to the Prevent duty:** 020 7340 7264 / email – counter.extremism@education.gsi.gov.uk.
- **LADO:** Marie Petman – 01977 727032 / lado.referrals@wakefield.gcsx.gov.uk
- **MASH/Social Care Direct:** 0345 8503503
- **Wakefield West Children First Hub:** 01924 303272

If you have any questions about my policy/procedures or would like to make any comments,

please ask.

SIGNED

DATED
