

Safeguarding Policy and Procedure

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1. PURPOSE & AIMS

1.1 The purpose of **London Dance and Cheer Academy (LDCA)**'s safeguarding policy is to ensure every child is safe and protected from harm. This means we will always work towards:

- providing help and support to meet the needs of children as soon as problems emerge
- protecting children from maltreatment, whether that is within or outside the home, including online
- preventing impairment of children's mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care

1.2 This policy will give clear direction to staff, volunteers, those in receipt of our services and parents/carers about expected behaviour and our responsibilities to safeguard and promote the welfare of all children.

1.3 **LDCA** fully recognises the contribution it can make to protect children from harm and supporting and promoting the welfare of those coming into contact with our organisation. The elements of our policy are prevention, protection and support.

1.4 This policy applies to all those receiving services from or providing services on behalf of **LDCA**.

2. LEGISLATION AND STATUTORY GUIDANCE

This policy is based on the Department for Education's statutory guidance [Working Together to Safeguard Children 2023](#). We also comply with the procedures set out by our Local Safeguarding Children Partnership.

This policy is also based on the following legislation/guidance:

- [The Children Act 1989](#) (and [2004 amendment](#)), which provides a framework for the care and protection of children
- [The Rehabilitation of Offenders Act 1974](#),
- [The Protection of Freedoms Act 2012](#)
- [Domestic Violence, Crime and Victims \(Amendment \) Act 2012](#)
- [The Equality Act 2010](#)
- [Sexual Offences Act 2003](#)
- [The Human Rights Act 1998](#)
- Schedule 4 of the [Safeguarding Vulnerable Groups Act 2006](#)
- The [Childcare \(Disqualification\) Regulations 2009](#) and [Childcare Act 2006](#).
- [The Childcare \(Disqualification\) and Childcare \(Early Years Provision Free of Charge\) \(Extended Entitlement\) \(Amendment\) Regulations 2018](#)
- [What to do if you're worried a child is being abused', DfE \(March 2015\)](#)
- [Information sharing: advice for practitioners providing safeguarding services \(May 2024\)](#)
- [Child Sexual Exploitation: A definition and guide for practitioners, local leaders and decision makers DfE \(2017\)](#)
- [Statutory guidance on FGM](#)
- [Criminal exploitation of children and vulnerable adults: county lines - GOV.UK \(www.gov.uk\) \(February 2020\)](#)
- [The Revised Prevent duty guidance](#)
- Barnet, Camden, Ealing and Haringey Safeguarding Children Partnership Procedures

3. DEFINITIONS

Children includes everyone under the age of 18.

Safeguarding Children means:

- providing help and support to meet the needs of children as soon as problems emerge
- protecting children from maltreatment, whether that is within or outside the home, including online
- preventing impairment of children's mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- promoting the upbringing of children with their birth parents, or otherwise their family network⁴ through a kinship care arrangement, whenever possible and where this is in the best interests of the children
- taking action to enable all children to have the best outcomes in line with the outcomes set out in the Children's Social Care National Framework

Child Protection is part of this definition and refers to activities undertaken to prevent children suffering, or being likely to suffer, significant harm.

Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse, including where they see, hear, or experience its effects. Children may be abused in a family or in an institutional or extra-familial contexts by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

Neglect The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing, and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate caregivers)
- ensure access to appropriate medical care or treatment
- provide suitable education

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Physical Abuse – A form of abuse which may involve hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Sexual Abuse – Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts, such as masturbation, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Discrimination is abuse, which centres on a difference or perceived difference particularly with respect to race, gender or disability or any of the protected characteristics of the Equality Act.

Emotional abuse is the persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them, or making fun of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Cyber Bullying occurs when someone repeatedly makes fun of another person online or repeatedly picks on another person through emails or text messages, or uses online forums with the intention of harming, damaging, humiliating or isolating another person. It can be used to carry out many different types of bullying (such as racist bullying, homophobic bullying, or bullying related to special educational needs and disabilities) but instead of the perpetrator carrying out the bullying face-to-face, they use technology as a means to do it.

Forced Marriage is a term used to describe a marriage in which one or both of the parties are married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both parties consent to the assistance of a third party in identifying a spouse. The Anti-social Behaviour, Crime and Policing Act 2014 make it a criminal offence to force someone to marry.

Extremism is defined in the Prevent strategy as the vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces.

4. OUR ETHOS

Children:

4.1 The child's welfare is of paramount importance. **LDCA** will establish and maintain an ethos where children feel secure, are encouraged to talk (where appropriate), are listened to and are safe. Children will be able to talk freely to any member of staff or volunteer if they are worried or concerned about something.

4.2 Everyone who comes into contact with children and their families has a role to play in safeguarding children. We recognise that staff/volunteers at **LDCA** can play a role as they are in a position to identify concerns and provide help for children to prevent concerns from escalating. All staff/volunteers are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a child, staff/volunteers must always act in the best interests of the child.

4.3 All staff and volunteers will, through induction and training, know how to recognise emerging needs and indicators of concern, how to respond to a disclosure from a child and how to record and report this information. They will not make promises to any child and will not keep secrets. Every child will know what the adult will have to do with any information they have chosen to disclose should it outline a safeguarding concern.

5. ROLES AND RESPONSIBILITIES

Role	Name	Contact Details
Designated Safeguarding Lead (DSL)	<i>Ellie Stone</i>	<i>020 3633 0211</i>

5.1 It is the responsibility of every member of staff/volunteer to ensure that they carry out the requirements of this policy and, at all times, work in a way that will safeguard and promote the welfare of all children who we provide services to. This includes the responsibility to provide a safe environment.

The Senior Lead for Safeguarding

5.2 The Senior Lead for Safeguarding at LDCA is accountable for ensuring the effectiveness of this policy and our compliance with it.

5.3 The Senior Lead for Safeguarding will ensure that:

- The safeguarding policy is in place and is reviewed at *the start of the academic year*, its available to the public and has been written in line with statutory guidance and the requirements of Local procedures.
- A senior member of staff is designated to take the lead responsibility for safeguarding.
- All staff/volunteers receive a safeguarding induction and are provided with a copy of this policy and the staff code of conduct.
- All staff/volunteers undertake appropriate safeguarding training relevant to their role. Procedures are in place for dealing with allegations against members of staff and volunteers who work with children in line with statutory guidance.
- Safer recruitment practices are followed to prevent individuals who may pose a risk to children from having access to children within the organisation.
- Any weakness with regard to safeguarding arrangements that are brought to their attention will be remedied without delay.
- Policies and procedures, particularly concerning referrals of cases of suspected abuse and neglect, are followed by staff/volunteers.
- All staff and volunteers feel able to raise concerns about poor or unsafe safeguarding practice and such concerns are addressed sensitively in accordance with agreed internal procedures.
- Liaison will take place with the Designated Officer for the Local Authority (commonly known as 'LADO') in the event of an allegation of abuse being made against a member of staff/volunteer where their role involves working with children.

The Designated Safeguarding Lead (DSL)

5.4 The Designated Safeguarding Lead is a member of staff who takes lead responsibility for safeguarding and child protection at LDCA. The DSL will carry out their role in accordance with the responsibilities outlined in [Working Together to Safeguard Children 2023](#) and *Barnet, Camden, Ealing or Haringey council Safeguarding Children Partnership Procedures*.

5.5 The DSL will provide advice and support to other staff/volunteers. Any concern for a child's safety or welfare will be recorded in writing and given to the DSL.

5.6 During operational hours, the DSL and/or a deputy will always be available for staff/volunteers to discuss any safeguarding concerns. If a DSL and/or a deputy is not available in person, we will ensure that they are available via telephone and/or any other relevant media.

5.7 Through appropriate training, knowledge and experience our DSL will liaise with Police and Children's Services where necessary and make referrals of suspected safeguarding concerns or abuse.

5.8 The DSL will maintain written records ensuring that they are kept confidential and stored securely.

5.9 The DSL is responsible for ensuring that all staff members and volunteers are aware of this safeguarding policy and the procedure they need to follow. They will ensure that all staff and volunteers have received appropriate safeguarding information during induction and that appropriate training needs are identified.

5.9 The DSL is responsible for ensuring that they have completed the relevant training in order to know how to refer to statutory agencies as well as the processes these agencies will follow.

6. TRAINING AND INDUCTION

6.1 When new staff or volunteers join our organisation, they will be informed of the safeguarding arrangements in place. They will be given a copy of *LDCA's* safeguarding policy *along with our code of conduct* and told who our Senior Lead for Safeguarding and Designated Safeguarding Lead (DSL) are. All staff/volunteers are expected to read these key documents.

6.2 Every new member of staff or volunteer that comes into regular contact with children will receive safeguarding training during their induction period. This programme will include information relating to how to manage a disclosure from a child, how to record concerns, and the remit of the role of the DSL. The training will also include information about whistle-blowing in respect of concerns about another adult's behaviour and suitability relating to their work with children.

6.3 Guidance about acceptable conduct will also be given to all staff/volunteers during induction. These are sensible steps that every adult should take in their daily professional conduct with children. All staff/volunteers are expected to carry out their work in accordance with this guidance and will be made aware that failure to do so could lead to disciplinary action.

6.4 In addition to the safeguarding induction, we will ensure that mechanisms are in place to assist staff/volunteers to understand and discharge their role and responsibilities. In order to achieve this, we will ensure that:

- All staff/volunteers undertake appropriate safeguarding training based on their role
- All staff/volunteers receive safeguarding updates (for example, via email, e-bulletins, staff meetings), as required to provide them with the relevant skills and knowledge to safeguard children effectively

6.5 Our Senior Lead for Safeguarding will also undertake appropriate training to ensure they are able to carry out their duty to safeguard all of the children coming into contact with *LDCA*.

7. PROCEDURES FOR MANAGING PATHWAYS TO HELP AND SUPPORT

7.1 LDCA adheres to safeguarding procedures that have been agreed locally by *Barnet, Camden, Ealing or Haringey council* Safeguarding Children Partnership. Where we identify children and families in need of support, we will carry out our responsibilities in line with this guidance.

7.2 Every member of staff (including volunteers) working with LDCA are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a child, staff/volunteers should always act in the interests of that child and have responsibility to take action as outlined in this policy.

7.3 All staff/volunteers are encouraged to report and record any worries and concerns that they have and not see these as insignificant. On occasions, a referral is justified by a single incident such as an injury or disclosure of abuse. More often however, worries and concerns accumulate over a period of time and are evidenced by building up a picture of harm over time; this is particularly true in cases of emotional abuse and neglect. In these circumstances, it is crucial that staff/volunteers record and pass on worries and concerns in accordance with this policy to allow the relevant authorities to build up a picture and intervene with support at the earliest opportunity. A reliance on memory without accurate and contemporaneous records of concern could lead to a failure to protect.

7.4 It is not the responsibility of staff/volunteers to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff/volunteers, however, have a duty to recognise concerns and pass the information on in accordance with the procedures outlined in this policy.

7.5 The DSL should be used as a first point of contact for worries, concerns and queries regarding any safeguarding matter at LDCA. Any staff/volunteers who receive a disclosure of abuse or suspect that a child is at risk must report it immediately to the DSL. In the absence of a DSL, the matter should be brought to the attention of the Senior Lead for Safeguarding.

7.6 All concerns about a child should be reported without delay and recorded in writing using the agreed procedures.

7.7 Following receipt of any information raising concern, the DSL will consider what action to take. All information and actions taken, including the reasons for any decisions made, will be fully documented.

7.8 The DSL will decide whether to make a referral to the Police or Children's Services where there are safeguarding concerns.

7.9 If a referral to Children's Services has not met the threshold for support or statutory intervention, the DSL will make a full written record of the decision and outcome.

7.10 If, at any point, there is an imminent risk of harm to a child, contact should be made with the Police. Anybody can make a referral.

7.11 Staff/volunteers should always follow the reporting procedures outlined in this policy in the first instance. However, they may also share information directly with Children's Services or the Police if:

- The situation is an emergency and the DSL and the Senior Lead for Safeguarding are unavailable
- They are convinced that a direct report is the only way to ensure the child's safety.

7.12 Any staff/volunteer who does not feel that concerns about a child have been responded to appropriately and in accordance with the procedures outlined in this policy should raise their concerns with the Senior Lead for Safeguarding. If any member of staff/volunteers does not feel the situation has been addressed appropriately at this point, they should contact Children's Services directly with their concerns.

7.13 We recognise that children are also vulnerable to physical, sexual and emotional abuse by their peers or siblings. Abuse perpetrated by children can be just as harmful as that perpetrated by an adult, so it is important to remember the impact on the victim of the abuse as well as to focus on the support for the child or young person exhibiting the harmful behaviour. Such abuse will always be taken as seriously as abuse perpetrated by an adult and staff/volunteers must never tolerate or dismiss concerns relating to child-on-child abuse.

7.14 We recognise that children with special educational needs and disabilities (SEND) can face additional safeguarding challenges. These additional barriers can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability
- Children with SEND can be disproportionately impacted by issues such as bullying without outwardly showing any signs
- Communication barriers and difficulties in overcoming these barriers

7.15 At LDCA we recognise that our staff/volunteers may be placed to identify concerns to help prevent child sexual exploitation and have a vital role in identifying signs that sexual exploitation may be taking place. Any staff/volunteer that has a concern regarding sexual exploitation should inform the DSL who will liaise with Police and Children's Services.

7.16 At LDCA we recognise that our staff/volunteers may be placed to identify concerns to prevent children from becoming victims of Female Genital Mutilation (FGM) and other forms of so-called 'honour-based' violence (HBV). If staff have a concern regarding a child that might be at risk of HBV they should inform the DSL who will liaise with the Police and Children's Services.

7.17 We recognise that safeguarding against radicalisation and extremism is no different to safeguarding against any other form of vulnerability in today's society. At LDCA, we will ensure that:

- Through training, staff and volunteers have an understanding of what radicalisation and extremism is, why we need to be vigilant and how to respond when concerns arise.
- The DSL has received relevant training in this area and will act as the point of contact for any concerns relating to radicalisation and extremism.
- The DSL will make referrals to Children's Services and will represent our organisation at meetings as required, unless this is done by the Senior Lead for Safeguarding.

7.18 When Dealing with Disagreement and Escalation of Concerns, the DSL or other appropriate member of staff will:

- Contact the line manager in Children's Services if they consider that the social care response to a referral has not led to the child being adequately safeguarded and follow this up in writing
- Use the *Barnet, Camden, Ealing or Haringey council* Safeguarding Children Partnership Escalation Policy if this does not resolve the concern

8. RECORDS AND INFORMATION SHARING

8.1 If staff/volunteers are concerned about the welfare or safety of any child at LDCA, they will record their concern on Appendix 1 below. Any worries or concerns should be passed to the DSL without delay.

8.2 Any information recorded will be kept in a secure cabinet or electronically. These files will be the responsibility of the DSL/Senior Lead for Safeguarding. The information will only be shared on a 'need to know in order to safeguard the child' basis and on the understanding that it remains strictly confidential.

8.3 Any information sharing of safeguarding concerns will be done in accordance with the guidance 'Information sharing: advice for practitioners providing safeguarding services (May 2024)'

8.4 Our safeguarding records regarding children will be kept until the relevant child reaches 25 years of age.

8.5 Safeguarding records that relate to an allegation of abuse will be kept until the accused person has reached normal pension age, or for a period of 10 years from the date of the allegation if that is longer.

9. SAFER RECRUITMENT

9.1 At LDCA we will use the recruitment and selection process to deter and reject unsuitable candidates/volunteers who may have a role in providing services to children.

9.2 We require evidence of original academic certificates where relevant. We do not accept testimonials and insist on taking up references prior to interview. We will question the contents of application forms if we are unclear about them, we will undertake Disclosure and Barring Service checks where required to do so and use any other means of ensuring we are recruiting and selecting the most suitable people to work with children that receive services from our organisation.

9.2 We will maintain a record of all safer recruitment checks carried out in line with statutory requirements. We follow the Safer Recruitment guidance issued within the *Barnet, Camden, Ealing or Haringey council* Safeguarding Children Partnership Procedures.

9.3 We will ensure that those responsible for recruiting staff/volunteers who may come in to contact with children in their role have completed appropriate 'safer recruitment' training. At all times we will ensure that safer recruitment practices are followed in accordance with our statutory requirements.

9.4 For those staff and volunteers who have new or historical entries on their DBS that may raise concerns of a safeguarding nature but not exclude them from being able to undertake their role, a risk assessment will be completed and kept on file outlining any measures that will be in place to manage any assessed risk.

10. MANAGING ALLEGATIONS AGAINST STAFF & VOLUNTEERS

10.1 Our aim is to provide a safe environment which secures the wellbeing of children in receipt of a service from our organisation. We do, however, recognise that sometimes allegations of abuse are made.

10.2 We recognise that allegations, when they occur, are distressing and difficult for all concerned. We also recognise that some allegations are genuine and that there are individuals who deliberately seek to harm or abuse children.

10.3 We will take all possible steps to safeguard children and to ensure that those working for or on behalf of our organisation are safe to work with them.

10.4 We will always ensure that the procedures outlined by [Working Together to Safeguard Children 2023](#) are adhered to and will seek appropriate advice from the Designated Officer for the Local Authority (LADO) where appropriate.

10.5 If an allegation is made or information is received about any member of staff (or volunteer) who works with children (both within our organisation or outside our organisation) who has:

- Behaved in a way that has harmed a child, or may have harmed a child.
- Possibly committed a criminal offence against or related to a child.
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children.
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children.

10.5 The member of staff/volunteer receiving the information should inform the DSL and/or the Senior Lead for Safeguarding immediately.

10.6 We will also seek consultation with the LADO to evaluate whether a matter is a 'low level concern' or one meeting threshold for LADO oversight.

10.7 Should an allegation be made against the DSL, this will be reported to the Senior Safeguarding Lead.

10.8 The Senior Lead for Safeguarding will seek advice from the Designated Officer for the Local Authority within one working day. No member of staff/volunteer will undertake investigations before receiving further advice.

10.9 Any member of staff or volunteer who does not feel confident raising their concerns within our organisation should refer to our Whistleblowing Policy.

10.10 LDCA will refer to the Disclosure and Barring Service (DBS) any member of staff/volunteer who has harmed, or poses a risk of harm, to a child. This referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from our Human Resources department/advisor.

11. LINKS WITH OTHER POLICIES

This policy forms part of an overall set of policies and procedures that fall under our safeguarding umbrella. Please see below the additional policies in place that underpin our safeguarding practice:

Organisations should outline below any other related policies that would impact on safeguarding practice (examples below).

1. *Staff/Volunteer Code of Conduct*
2. *Whistleblowing Policy*
3. *Safer Recruitment Policy*
4. *Data Protection Policy*

12. LOCAL AUTHORITY CONTACTS

Barnet Council MASH / Children's Service:

Telephone: *020 8359 4066*

Out of Hours: *020 8359 2000*

Barnet Council LADO (concerns relating to individuals working with children):

Name: *Mr Rob Wratten*

Email: *LADO@barnet.gov.uk*

Telephone: *020 8359 4066*

Out of Hours: *020 8359 2000*

Camden Council MASH / Children's Service:

Telephone: *020 7974 3317*

Out of Hours: *020 7974 4444*

Email: *LBCMASHadmin@camden.gov.uk*

Camden Council LADO (concerns relating to individuals working with children):

Name: *Jacqueline Fearon*

Email: *LADO@camden.gov.uk*

Telephone: *020 7974 4556*

Out of Hours: *020 7974 4444*

APPENDIX 1 – Safeguarding Report for Concerns Regarding a Child

To be completed as fully as possible if you have concerns regarding a child.

If it is safe to do so, it is important to inform the parents/carers about your concerns and that you have a duty to pass the information onto the Designated Safeguarding Lead. The Safeguarding Lead will then look at the information and start to plan a course of action.

Section 1 – Details of child (you have concerns about)	
Name of child	
Address	
Date of Birth/ Age	
Contact number (if relevant)	
Emergency contact if known	
Consent to share information with emergency contact?	
Section 2 – Details of the person completing this form/ Your details	
Name	
Contact phone number(s)	
Email address	
Line Manager or alternative Contact	
Name of organisation	
Your Role in organisation	
Section 3 – Details of concern	
Please explain why you are concerned. Please give details about what you have seen/been told/other that makes you concerns for the welfare of the child or that they are being abused or neglected (include dates/times/evidence from records/photos etc.)	
Section 4 – Details of the person thought to be causing harm (if relevant/known)	
Name	
Address	
Date of Birth/Age	
Relationship/connection to child	

Role in organisation	
Do they have contact with other children in another capacity? E.g. in their work/family/as a volunteer	
Section 5 - Have you discussed your concerns with the parents/carers? What are their views?	
Section 6 – Risk to others	
Are any other children at risk Yes/No/Not known – delete as appropriate If yes please fill in another form answering questions 1-6	
Section 7 – What action (if any) have you taken if any to reduce the risk?	
Actions by organisation: e.g. person causing harm suspended, arrangements changed.	
Section 8: Other agencies contacted	Who contacted/reference number/contact details/advice gained/action being taken
Police	
Ambulance	
Other – please state who and why:	
Section 9: Contact with others within the organisation	
Who else has been informed of this issue? – and what was the reason for information sharing?	
Consultation with Designated Safeguarding Lead	Dates and times
Completed Form copied to Designated Safeguarding Lead; Date and time	
Signed:	

Date:

DESIGNATED SAFEGUARDING LEAD USE ONLY

Section 10 – Sharing the concerns (To be completed by Designated Safeguarding Lead)

Details of your contact with parents/carers/the child. Have they consented to information being shared outside of LDCA?

Details of contact with the Local Authority Safeguarding Team/MASH where the child lives – advice can still be sought without giving personal details if you do not have consent for a referral.

Details of any other agencies contacted (LADO?):

Details of the outcome of this concern: