



The Caedmon Company

**Safeguarding & Child Protection
Policy & Procedures**

This document is updated annually and was last updated April 2026

- **Company overview**

- The Caedmon Company originates and delivers theatre and education projects in educational settings for socially disadvantaged children and young people who may also be classed as vulnerable.
- The children and young people who participate are signposted by the school's leadership teams in accordance with Caedmon's core objectives.
- We ensure that whenever possible there is more than one school member of staff present during activities with children or, if this isn't possible, that we are within sight or hearing of other adults.
- When delivering educational projects in school settings all Caedmon staff and volunteers always maintain an attitude of 'it could happen here' (i.e *sexual, physical, emotional abuse, and neglect*).
- All Caedmon staff and volunteers know and understand the school's safeguarding processes and the appropriate escalation route.
- We encourage a culture of honesty, where everyone feels comfortable to point out attitudes or behaviours they do not like.

- **Policy Statement**

- The Caedmon Company acknowledges its duty of care to safeguard the welfare of all children and young people (defined as those under 18) while participating in their theatre and education programmes.
- All children and young people, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to protection from all types of harm or abuse and have their particular needs taken into account.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- The Caedmon Company will therefore endeavour to ensure the safety and protection of all young people involved with the company through these child protection guidelines adopted by the board of the company.
- It is the responsibility of all adults working with the company to assist the board in this endeavour.

- **Purpose**

- to protect children and young people who receive The Caedmon Company's services from harm.
- to provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.
- to reassure parents/guardians/carers that their children will receive the best practicable care possible whilst participating in our programmes
- this policy applies to anyone working on behalf of The Caedmon Company including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students.

- **Supporting Documents**

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents:

- role description for the designated safeguarding officer
- dealing with disclosures and concerns about a child or young person
- managing allegations against staff and volunteers
- recording concerns and information sharing
- child protection records retention and storage
- code of conduct for staff and volunteers
- behaviour codes for children and young people
- photography and sharing images guidance
- safer recruitment
- anti-bullying
- managing complaints
- whistleblowing
- health and safety

- **We believe that:**

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

- **We recognise that:**

- the welfare of children is paramount in all the work we do and in all the decisions we take
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse.

- **We will seek to keep children and young people safe by:**

- valuing, listening to and respecting them
- appointing a nominated child protection lead for children and young people, a deputy and a lead trustee/board member for safeguarding
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- developing and implementing an effective online safety policy and related procedures providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes
- confidently and competently recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made recording and storing and using information professionally and securely, in line with data protection legislation and guidance *[more information about this is available from the Information Commissioner's Office: ico.org.uk/for-organisations]*
- sharing information about safeguarding and good practice with children and their families via leaflets, posters, group work and one-to-one discussions
- making sure that children, young people and their families know where to go for help if they have a concern using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately using our procedures to manage any allegations against staff and volunteers appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise ensuring that we have effective complaints and whistleblowing measures in place ensuring that we provide a safe physical environment for our children,

young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance

- building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.

- **Definitions**

The Children Act 1989 definition of a child is: anyone who has not yet reached their 18th birthday, even if they are living independently, are a member of the armed forces or is in hospital.

Child and Adult Abuse: Children and adults may be vulnerable to neglect and abuse or exploitation from within their family and from individuals they come across in their daily lives. There are 4 main categories of abuse, which are: sexual, physical, emotional abuse, and neglect. It is important to be aware of more specific types of abuse that fall within these categories, they are:

Bullying and cyberbullying

Child sexual exploitation

Child Criminal exploitation

Child trafficking

Domestic abuse

Female genital mutilation

So-called 'honour'-based abuse (HBA), including forced marriage and other harmful practices

Grooming

Historical abuse

Online abuse

Safeguarding children: Safeguarding children is defined in [Working Together to Safeguard Children 2018](#) as:

- protecting children from maltreatment.
- preventing impairment of children's health or development.
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- taking action to enable all children to have the best outcomes.

- **Legal framework**

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation is available from www.nspcc.org.uk/learning

The Caedmon Company had in place arrangements that reflect the importance of safeguarding and promoting the welfare of children and young people in educational settings

The Prevent duty: Some organisations in England, Scotland and Wales have a duty, as a specified authority under section 26 of the Counterterrorism and Security Act 2015, to identify vulnerable children and young people and prevent them from being drawn into terrorism. This is known as the **Prevent duty**. These organisations include:

- Schools
- Registered childcare providers
- Local authorities
- Police
- Prisons and probation services
- NHS trusts and foundations.

Other organisations may also have Prevent duties if they perform delegated local authority functions.

Children can be exposed to different views and receive information from various sources. Some of these views may be considered radical or extreme.

Radicalisation is the process through which a person comes to support or be involved in extremist ideologies. It can result in a person becoming drawn into terrorism and is in itself a form of harm.

Extremism is 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.

- **Training and Awareness**

The Caedmon Company will ensure an appropriate level of safeguarding training is available to its Trustees, Employees, Volunteers and any relevant persons linked to the organisation who requires it (e.g. special guest artists)

For all employees who are working or volunteering with children, this requires them as a minimum to have awareness training that enables them to:

- Understand what safeguarding is and their role in safeguarding children.
- Recognize a child potentially in need of safeguarding and take action.
- Understand how to report a safeguarding Alert.
- Understand dignity and respect when working with children.
- Have knowledge of the Safeguarding Children Policy.

- **Keeping records**

The Caedmon Company recognises that it is vital to record and store details about any child protection concerns that arise. We will record information, even if the concerns have not been shared with the police or the local authority safeguarding team. These records are extremely sensitive and will password protected and stored on a computer with protection against hackers and viruses.

It is the responsibility of the designated safeguarding lead to ensure that the following information is recorded about every safeguarding concern:

- The date and time of the incident/disclosure/concern
- The date and time of the report
- The name and role of the person to whom the concern was originally reported and their contact details
- The name and role of the person making the report (if this is different to the above) and their contact details
- The names of all parties who were involved in the incident, including any witnesses
- The name, age and any other relevant information about the child who is the subject of the concern (including information about their parents or carers and any siblings)
- That was said or done and by whom
- Any action taken to look into the matter
- Any further action taken (such as a referral being made)
- The reasons why the organisation decided not to refer those concerns to a statutory agency (if relevant)
- Each record will be signed and dated by the person making the report.

- **Confidentiality, consent and information sharing**

Timely information sharing is key to keeping children safe and responding appropriately to concerns about their welfare. In general, The Caedmon Company expects all committee members, volunteers and staff to maintain

confidentiality and act in accordance with the UK General Data Protection Regulations (GDPR).

Parents/carers are normally the first point of contact for any concerns about a child. If there is a disclosure or suspicion of abuse, however, we will take guidance from the NSPCC Helpline and/or local authority safeguarding team as to whether we should make parents/carers aware of it or whether it should be left to other authorities to speak with the parent/carers.

Whenever The Caedmon Company information about a child with any other organisation, we will follow the principles below. We will:

- Have a clear and legitimate purpose
 - Keep clear records of why we chose to share the information
 - Ensure we are not putting the child at risk by sharing information
 - Be as factual as possible
 - Seek consent. If the child is deemed old and capable enough, consent should come from them. If not, we will ask their parent/carer, unless doing so would put the child at risk of harm. In any situation where consent is refused, but we believe the information needs to be shared in order to protect the child from significant harm or to promote their welfare, we will seek advice from the NSPCC Helpline. If advised, we will share information with the police and/or local authority safeguarding team without consent.
- **Safe Recruitment & Selection:**

The Caedmon Company is committed to safe employment and safe recruitment practices, that reduce the risk of harm to children from people unsuitable to work with them or have contact with them.

The Caedmon Company has policies and procedures that cover the recruitment of all Trustees, employees and volunteers.

The Caedmon Company volunteers that work with children will be given an induction which covers the safeguarding policy and procedures. They will be trained in: our code of conduct; definitions of abuse and harm; recognising signs of abuse; and how to respond to concerns and disclosures. All volunteers will know who is the designated safeguarding lead, and that they should go to them with any concerns.

The designated safeguarding lead will keep up to date with government guidance and to when necessary to take further training to ensure they are clear about their role, and what action to take in response to different concerns.

We will apply for enhanced Disclosure and Barring Service (DBS) checks for all volunteers and staff for whom we are legally required to do so.

- **Social Media**

All employees and volunteers should be aware of The Caedmon Company social media policy and procedures and the code of conduct for behaviour towards the children we support. Any media of CYP for marketing purposes will not be shared without parental consent.

- **Use of Mobile Phones and other Digital Technology**

All employees, trustees and volunteers are made aware of The Caedmon Company's policy and procedures regarding the use of mobile phones and any digital technology and understand that it is unlawful to photograph children and young people without the explicit consent of the person with parental responsibilities.

- **Whistleblowing**

It is important that people within The Caedmon Company have the confidence to come forward to speak or act if they are unhappy with anything. Whistle blowing occurs when a person raises a concern about dangerous or illegal activity, or any wrong- doing within their organisation. This includes concerns about another employee or volunteer. There is also a requirement by The Caedmon Company to protect whistle blowers.

- **Important details and phone numbers**

Reporting allegations or suspicions of abuse, if you have any concerns about a child being abused you should inform the designated person who will investigate the matter in compliance with Caedmon's safeguarding procedures:

Lead Safeguarding Officer

Steven Hevey (creator and founder of The Caedmon Company)

07717648896

steve@thecaedmoncompany.co.uk

Deputy Safeguarding Officer

Emma Barr (principal artist Emma)

Tel. 07779 537755

Email: emma_barr17@hotmail.com

The senior safeguarding lead for the Caedmon Company is trustee Vanessa Lindsay

Email: v.lindsay@wix.essex.sch.uk

Other Emergency Numbers should you for some reason not able to contact either the *Lead Safeguarding Officer* or the *Deputy Designated Safeguarding Officer*

NSPCC

Child Protection Helpline 0808 800 5000

- **Monitoring and review of this policy and its procedures**

We are committed to reviewing our policy and good practice annually.

This policy will be regularly monitored by the Trustees and reviewed every 6 months or in response to significant new legislation.

This policy was implemented on: March 2021

This policy was last reviewed on: September 2026

Signed: Steven Hevey

Date: 18th September 2026

SAFEGUARDING PROCEDURES

Part 1: categories of abuse and their definitions

Children and adults may be vulnerable to neglect and abuse or exploitation from within their family and from individuals they come across in their daily lives.

There are 4 main categories of abuse, which are: **sexual, physical, emotional abuse, and neglect**. It is important to be aware of more specific types of abuse that fall within these categories, they are:

- Bullying and cyberbullying
- Child sexual exploitation
- Child Criminal exploitation
- Child trafficking
- Domestic abuse
- Female genital mutilation
- So-called ‘honour’-based abuse (HBA), including forced marriage and other harmful practices
- Grooming
- Historical abuse
- Online abuse

There are many signs and indicators that may suggest a child is experiencing abuse or neglect. There may be other explanations too, but Caedmon will not ignore any of these signs if they are apparent.

A child may confide (disclose) to a trustee, volunteer, or other member of The Caedmon Company that they are experiencing abuse, inside or outside the activities of the group. Or someone else may notice signs in a particular child.

Different forms of abuse and neglect may have different signs. All staff members and volunteers responsible for delivering theatre and educational projects in educational settings will look out for all those listed below.

1. Physical Abuse

Visible signs

- Injuries to any part of the body
- Children who find it painful to walk, sit down, move their jaws or exhibit other signs of pain
- Injuries which are not typical of the bumps and bruises associated with children’s activities
- The regular occurrence of unexplained injuries
- The child who is frequently injured where even apparently reasonable reasons are given

Behavioural signs

- Furtive or secretive behaviour
- Uncharacteristic aggression or withdrawn behaviour
- Compulsive eating or sudden loss of appetite
- The child who suddenly becomes ill co-ordinated
- The child who finds it difficult to stay awake
- The child who is repeatedly absent

What to listen for

- Confused or conflicting explanations about how injuries were sustained
- Evaluate carefully what is said and preferably document it verbatim
- Consider if the explanation is in keeping with the nature and site of the injury

What to consider

- What you know about the family?
- Is there a history of known or suspected abuse?
- Has the family been under stress recently?
- Do you have concerns about the family?

2. Emotional Abuse

Watch for parent/carer behaviours

- Poor attachment with the child
- Unresponsive or neglectful behaviour towards the child's emotional needs
- Persistent negative comments about the child
- Inappropriate or inconsistent developmental expectations of the child
- Parental problems that supersede the needs of the child
- Dysfunctional family relationships, including domestic violence

Watch for child behaviours

- Signs of low self-esteem, unhappiness, fear, distress, anxiety
- Attention seeking, opposing, withdrawn, insecure
- Failure to thrive/faltering growth, delay in achieving developmental, cognitive or educational milestones

3. Sexual Abuse

There may be no obvious signs of sexual abuse, but the following may be signs that a child is, or has been, sexually abused:

Physical signs

- Signs of blood or discharge on the child's under clothes
- Awkwardness in walking or sitting down
- Tummy pains
- Regression into bed-wetting
- Tiredness

Behavioural signs

- Extreme variations in behaviour (e.g. anxiety or withdrawal)
- Sexually provocative behaviour or knowledge that is incompatible with the child's age or understanding
- Drawings and/or writing that is sexually explicit (this can be an indirect disclosure)
- Direct disclosure; it is important to recognise that young children have neither the experience nor the understanding to be able to make up stories about sexual assault.

4. Neglect

Physical signs

- Abnormal growth including failure to thrive
- Underweight or obesity
- Recurrent infection
- Unkempt, dirty appearance
- Smelly
- Inadequate/unwashed clothes
- Hunger
- Listlessness

Behavioural signs

- Attachment disorders
- Indiscriminate friendliness
- Poor social relationships
- Poor concentration
- Developmental delays

- Low self-esteem

Environmental signs

- Insufficient food, heating and ventilation at home
- Risk from animals in the household
- Inappropriate sleeping arrangements and inadequate bedding
- Dangerous or hazardous environment

5. Radicalisation

Behavioural signs

- Becoming isolated from family and friends
- Talking as if from a scripted speech
- Being unwilling to discuss opinions
- A hostile attitude towards others
- Increased levels of anger
- Increased secretiveness, especially around internet use

6. Bullying / Cyberbullying

Physical signs

- Belongings getting lost or damaged
- Coming home with physical injuries, like unexplained bruises
- Torn clothes

Behavioural signs

- Being afraid to go to school
- Being mysteriously 'ill' each morning
- Skipping school
- Doing less well at school
- Being nervous or losing confidence
- Becoming quiet and withdrawn
- Asking for or stealing money (to give to bullies)
- Problems eating or sleeping
- Bullying other children

7. FGM (Female Genital Mutilation)

Signs that FGM might happen

- A special occasion or ceremony is going to take place where a girl 'becomes a woman' or is 'prepared for marriage'
- A relative or someone known as a 'cutter' is visiting from abroad
- A girl has an unexpected or long absence from school/regular activities
- A girl runs away – or plans to run away – from home

Behavioural/physical signs that FGM might have taken place

- Difficulty or discomfort walking, standing or sitting
- Complaints of pain between legs
- Spending longer than normal in the bathroom or toilet (due to difficulties urinating)
- Appearing quiet, anxious, or depressed
- Trying to get out of physical education or sporting activities
- Mentioning that someone did something to them that they are not allowed to talk about
- Reluctant to go to the doctors or have routine medical examinations
- Asking for help, but possibly avoiding being explicit about the problem because they're scared or embarrassed
- Acting differently after an absence (e.g. acting withdrawn or bleeding, discharge, urinary infections, clutching their body)

8. 'Honour'-Based Abuse (HBA)

'Honour'-based abuse is abuse committed, or threatened, to protect or defend the perceived 'honour' of an individual, family or community following an alleged or perceived breach of expected behaviour.

HBA is a harmful practice and can involve psychological, physical, sexual, financial or emotional abuse. It may include violence, threats, intimidation, coercion or controlling behaviour, and can include forced marriage and female genital mutilation (FGM). Girls and women are disproportionately affected, but boys and men can also experience HBA. There may be multiple perpetrators, including relatives or members of the wider community.

Possible signs may include

- Sudden or unexplained absence from school or regular activities
- Prolonged or unexpected travel abroad
- Technology, a phone or other means of communication being withdrawn
- Being constantly accompanied, monitored or chaperoned
- Changes in behaviour, including becoming anxious, fearful or withdrawn
- Unexplained physical injuries
- References to family or community 'honour', 'shame', an unwanted marriage, or fear of consequences for not meeting family or community expectations

Responding to concerns

Any concern about HBA must be treated as a child protection concern and reported immediately in accordance with The Caedmon Company's safeguarding procedures. Staff and volunteers must not investigate the concern themselves. The child's immediate safety and lived experience must remain the primary focus.

Where there is concern that involving a parent, carer, family member or member of the wider community could increase the risk to the child, they must not be contacted before advice has been sought from the school's Designated Safeguarding Lead and/or the appropriate statutory safeguarding agency.

Source: Safeguarding Network, 'Honour-based Abuse' (updated June 2026).

Part 2: procedures for responding to suspected abuse

The Caedmon Company recognises that it can be difficult for many reasons to speak up if you think a child is being abused or neglected. However, we expect our members, volunteers, trustees, and staff to take immediate action in response to any concerns.

1. Procedure for disclosures

If a child discloses that abuse has or is taking place the following 3 steps should be actioned immediately:

Breathe

- Listening to a child disclosing that abuse has or is taking place listen can be extremely distressing to hear. In the event that a child approached to you make a disclosure try to remain calm and within your window of tolerance. Be aware of your body language and remember to **BREATHE**. It's important that you remain the **EMOTIONALLY AVAILABLE ADULT** for the child or young person who is making the disclosure.
- Show that you take the child seriously. **ACTIVELY LISTEN** to what they are saying, reassure them that they can trust you, that they are **SAFE** and that you will pass on this information to people who will be able to support them and more importantly that they have done nothing **WRONG** or **BAD** for doing so
- **DO NOT** write anything down in front of the child. This may cause further distress.
- Do not promise to keep the situation secret as information relating to child protection cases must be referred to the Duty Social Worker. However, the information provided by the child should only be shared with those who need to know.
- Do not ask the child or adult questions to obtain more information or investigate the concerns. It is appropriate to ask simple **OPEN** questions to clarify what the child or adult has said and express how you **RESPECT** them for their courage

Record

As soon as you can, write down everything what the child has said or your concerns detailing the following information:

- The child's name
- Date and time of information received / concern identified
- The child's account of what has happened or in the case where it is you that suspect abuse, detail your concerns
- Sign and date the record

Report

- Immediately inform Steven Hevey
- He will make contact with the schools safeguarding team to advise them of your concern or the child's or disclosures, or help you to do so.
- Contact should be made as soon as possible if the concerns about the child or adult indicate immediate risk
- Ask Steven if you require emotional support

2. Procedures for Situations where immediate actions may be required

Emergency incidents

These are when there's a life-threatening situation where there's imminent danger and harm to a child or young person within the school setting – *Bullying, cyberbullying, Child Criminal exploitation* (county lines), radicalisation, peer on peer sexual/physical/emotional abuse. You should:

- Immediately inform Steven Hevey who will contact a member of staff or the schools safeguarding lead
- Make sure the child's current situation is safe.
- Establish how the other children in the group are coping – do they need any immediate support?

Protection and welfare concerns

These are when there are suspicions or disclosures that a child is at current risk of, or is experiencing, abuse or harm.

- If the child is at immediate risk, inform a member of the school staff
- If the child is showing signs but there has not been a direct disclosure, you can consult with Steven Hevey and be guided by him on any further actions

3. Allegations concerning staff or volunteers

This is when someone has alleged that member of staff or volunteers have harmed or abused a child.

- Contact Steven Hevey as soon as possible within 24 hours.
- Be guided by him on any further actions required of you.

If an allegation is made against Steven Hevey (or if you are not satisfied with how he managed your concern) then you can contact the deputy safeguarding lead:

Deputy Safeguarding Officer
Emma Barr (principal artist Emma Barr)
Tel. 07779 537755
Email: emma_barr17@hotmail.com

4. Escalation routes'

Escalation routes' refers to higher-ranked individuals that a member of staff can consult to resolve a concern.

Should you feel that neither the Lead Safeguarding Officer nor the Deputy Safeguarding Officer has conducted the investigation into your allegation in a professional manor you can contact Caedmon's senior Designated Safeguarding lead Emma Hoxworth (director): v.lindsay@wix.essex.sch.uk

As Caedmon's senior safeguarding lead, Vanessa supports the trustees with ensuring that Caedmon's senior management is at all times **responding appropriately** to any safeguarding incidents involving children or young people and to allegations made against members of staff and senior management.

5. managing allegations and incidents

If a child protection or safeguarding incident occurs, trustees should make sure that the safeguarding lead has responded appropriately. This includes:

- checking safeguarding and child protection procedures are being followed by the designated safeguarding lead
- Senior Safeguarding lead Vanessa Lindsay acting as a 'critical friend' to review what happened and improve policies and procedures for the future
- reporting the incident to the necessary bodies and agencies

6. Reporting serious incidents to the Charity Commission

A 'Serious Incident' involves any incident that the trustees consider presents a significant risk to the charity, its beneficiaries, its reputation or its assets.

Charities should report a serious incident as soon as possible after it has occurred. In all likelihood, this will be after consulting with the police or local authority.

Serious Incidents should also be included in the annual returns to the Charity Commission. Once reported the Charity Commission will then determine if the charity has acted appropriately in relation to the risks to the charity.

They may determine that the charity has taken suitable action and take no further action. Should they feel, using a risk-based and proportionate approach, that the charity hasn't responded appropriately, then they will take action, which could ultimately result in a statutory inquiry being undertaken.

See here for more guidance click:

<https://www.gov.uk/government/publications/keeping-children-safe-in-out-of-school-settings-code-of-practice/keeping-children-safe-during-community-activities-after-school-clubs-and-tuition-non-statutory-guidance-for-providers-running-out-of-school-settings#fn:9>

7. Concerns about the school or other organisations

This is a situation where the safeguarding concern is about the school, their staff, volunteers or the people they work with.

- Immediately inform Steven who will contact a member of staff or the schools safeguarding lead
- In some circumstances you may decide to follow up with the organisation to confirm they have acted on the issue.
- If at any point you think the School has not acted and the child or young person is at risk, you should contact the police or local child protection services.

In England, this includes the local authority's designated officer (sometimes called the LADO or DOLA) who manages allegations against people who work with children.

ESSEX SCHOOL PROJECTS (DARLINGHURST/WRABNESS AND WIX/SPRING MEADOWS:

There are four LADOs for Essex County Council and they are based within the Children's Safeguarding Team.

They can be contacted by phone on 03330 139 797 or by e-mail: lado@essex.gov.uk (please note this is not a secure address so any information sent must be password protected).

Any referral should be followed up with a referral form. This can be accessed via the [Essex Safeguarding Children Board website](#).

If a concern is raised outside of office hours, and an immediate referral to Social Care is required, this should be made to Essex Social care on 0845 606 1212. The LADO should then be informed at the first available opportunity.

Further information about the role of the LADO is available on the [Essex Safeguarding Children Board website](#)

LADO'S for LONDON SCHOOLS PROJECTS

Soho Parish Primary School

For advice regarding concerning an allegation against a professional or volunteer please contact:

Westminster

Tel: 020 7641 7668 and ask to speak to the Duty Child Protection Advisor/LADO.
You can send LADO referrals to: lado@westminster.gov.uk

Our Lady and St George (Walthamstow)

<https://www.walthamforest.gov.uk/families-young-people-and-children/information-professionals/concerned-about-someone-who-works-children>

You must also **[report serious childcare incidents to Ofsted](#) within 14 days**. The day of the incident is the first of these 14 days.

You must tell Ofsted about:

- any allegation of serious harm or abuse by any person living, working or looking after children on the premises
- if a person looking after a child has something significant affecting their health
- an event that might affect the smooth running of the childcare, such as fire or a flood at the premises
- the death of a child
- serious accidents, injuries or illnesses to a child
- food poisoning affecting two or more children