



# LEWISHAM MUSIC SAFEGUARDING POLICY

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# LEWISHAM MUSIC SAFEGUARDING POLICY

*Terms used in this policy:*

**Lewisham Music (LM)**, registered charity number 1169721, the lead music education hub organisation for Lewisham

**DBS** Disclosure Barring System

**DfE** Department for Education

**DO** Designated Officer for safeguarding for the local authority

**DSL** Designated Safeguarding Lead

**LA** Local authority

**LSCB** Lewisham Safeguarding Children Board

**MASH** Multi-Agency Safeguarding Hub

## **INTRODUCTION**

Lewisham Music is committed to ensuring its activities take place within a safe and secure environment for children, staff and visitors. We also seek to promote a climate where children and adults will feel confident about sharing any concerns which they may have about their own safety or the well-being of others.

## **POLICY AIMS**

The aims of the policy are to:

- Establish a culture of vigilance and awareness about child protection issues amongst staff, parents and pupils
- Ensure LM staff and associate practitioners observe statutory requirements in respect of safeguarding and that they safeguard the welfare and wellbeing of all pupils in all settings, including schools, out of school projects, live events, holiday courses and educational trips and tours
- Ensure staff are developing their professional practice in their awareness of key issues and that they are adopting working practices, behaviours and attitudes that support and promote children's safety and wellbeing
- Support a culture of safeguarding, building resilience and a collective responsibility for the safety and well-being of others in which it is recognised that safeguarding is '**everyone's responsibility**'
- Promote a culture of trust amongst pupils, parents and carers, partners and stakeholders through setting out our procedures to identify and support children at risk and to respond to concerns and disclosures
- Work constructively with partner agencies to ensure timely and appropriate support for vulnerable children and their families
- Ensure the use of safer recruitment practices as a means to deter and prevent unsafe adults from abusing positions of trust.

This policy draws upon the principles of the *Every Child Matters* agenda, duties conferred by the *Children Acts* (1989 and 2004), S175/157 of the 2002 Education Act, the *Education & Inspections Act* 2006, the *Childcare Act* 2006 and the *Childcare (Disqualification) Regulations* 2009, the guidance contained in *Working Together to Safeguard Children* (DfE, July 2018) and *Keeping Children Safe in Education* (DfE, September 2018) as well as procedures and protocols adopted by the Lewisham Safeguarding Children Board (LSCB) (see Appendix 4). The policy cross-references with other key LM documents including our Staff Code of Conduct, Safe Recruitment Policy and policies for Saturday

and out of school programmes that set out procedures and expectations for pupil behaviour, parental responsibilities, and health and safety.

This policy is applicable to all LM activities taking place in schools and under the direction of schools (where the responsibility for children's safeguarding lies with the school), and to LM out of school activities undertaken by pupils whilst they are the responsibility of LM (for example, After School Ensembles, Saturday Music Centre, projects, holiday courses and live events).

**At the start of each academic year, and/or on appointment, all members of staff and trustees are required to sign a Safeguarding Declaration Form which states that they have read and understood this policy document and the appendices, as well as *Keeping Children Safe in Education (Part One and Annex A)* and associated safeguarding policies. Staff and trustees involved with programmes for children up to the age of 8 years of age are also required to sign a declaration that they are aware of the 2018 Disqualification guidelines and will notify LM about anything that affects their suitability for working with children.**

## **RESPONSIBILITIES**

### **Staff**

- All LM members of staff working with children (including volunteers and students on placement) are required to report immediately instances of actual or suspected child abuse or neglect to the appropriate Designated Safeguarding Lead (DSL) immediately (see Appendix 2 and 3 for guidance on procedures for reporting concerns or incidents). LM staff members should not assume another colleague will take action.
- LM staff members will look out for any child or vulnerable adult who may benefit from early help, but will be particularly alert to the needs of a child who:
  - is disabled and has additional needs;
  - has special education needs;
  - is a young carer;
  - is showing signs of anti-social or criminal behaviour;
  - is frequently missing;
  - is misusing drugs or alcohol;
  - is at risk of modern slavery, trafficking or exploitation;
  - is in a family where the child is exposed to substance abuse, adult mental health problems or domestic abuse;
  - has returned home from care;
  - is showing early signs of abuse and/or neglect;
  - is at risk of being radicalised or exploited;
  - is a privately fostered child.
- In schools, LM staff members are required to appraise themselves of school safeguarding procedures and ensure they know how to contact the school DSL. We also have our own Safeguarding Team (see Appendix 1) to ensure that staff in out of school settings will always have immediate access to a trained DSL. Our School Service Level Agreement requires schools to ensure our staff members are advised of their own safeguarding and health and safety procedures.
- All LM staff have a legal duty to report to the police personally if they discover an act of female genital mutilation (FGM) has been carried out in addition to reporting this to the appropriate DSL(s). If the FGM issue is an at risk or suspected case, the legal duty does not apply, but the member of staff must still follow safeguarding procedures and report this to the appropriate DSL(s).

### Designated Safeguarding Lead

- LM's DSL co-ordinates our responses to safeguarding issues and he/she is the first point of contact for external or partner agencies pursuing Child Protection investigations. When an individual concern or incident is brought to the notice of the DSL, he/she will decide what needs to happen next. Where there is any doubt as to the seriousness of this concern, or disagreement between the DSL and the member of staff reporting the concern, advice will be sought from the Multi-Agency Safeguarding Hub (MASH).
- The DSL is responsible for implementing LM's statutory responsibilities for safeguarding.
- The DSL is required to be aware of all local safeguarding board and government directives on changes in safeguarding policy and to ensure guidance is disseminated to LM staff and trustees, with policies and procedures updated as required.

### Lewisham Music

- We will refer to the DBS anyone who has harmed or poses a risk of harm to a child or vulnerable adult where the harm test is satisfied in respect of that individual, where the individual has received a relevant conviction or caution, or where the individual has been removed from working in regulated activity.
- We recognise the importance of working together with local agencies for the effective assessment of children who may benefit from early help services. Early help processes for children with whom we work (as set out in *Working together to safeguard children, 2018*) would normally be the responsibility of a school DSL or a social service lead professional. Information on such processes may be provided to us, and we will cooperate in full with any actions that are necessary.
- We recognise the *General Data Protection Regulation* law (May, 2018) places duties on organisations and individuals to process personal information fairly and lawfully. However, it is not a barrier to sharing information where the failure to do so would result in a child being placed at risk of harm. Fears about sharing information **will not** be allowed to stand in the way of the need to promote the welfare and protect the safety of children.
- In circumstances where a child has an unexplained or suspicious injury that requires urgent medical attention, the referral process should not delay the administration of first aid or emergency medical assistance. **If a pupil is thought to be at immediate risk because of parental violence, intoxication, substance abuse, mental illness or an unauthorised or forcible removal of the child from a LM programme by an adult, urgent Police intervention will be requested.**
- In situations where pupils sustain injury or are otherwise affected by an accident or incident whilst they are our responsibility, parents will be notified as soon as possible. Accident and Incident Report forms as required will be completed by LM staff.
- We recognise the need to be alert to the risks posed by strangers or others (including the parents or carers of other pupils) who may wish to harm pupils travelling to any locations where its programmes take place. LM staff members will take all reasonable steps to lessen such risks through staff awareness and vigilance. Information will be shared with the Police and other partner agencies as necessary.

### Local Authority

- The local authority is expected to make a decision within one working day of the referral being made. The DSL will follow up the outcome or if information is not forthcoming.
- Where a child sustains a physical injury, or is distressed because of reported chastisement, or alleges that they have been chastised by the use of an implement or substance, this will immediately be reported for investigation. Referrals to MASH will be confirmed in writing, using the Common Assessment Framework or relevant inter-agency referral form.

## **Parents and Carers**

- Parents/carers and schools will normally be contacted before a referral is made to the MASH. However, if the concern involves alleged or suspected sexual abuse or the DSL has reason to believe that informing the parent at this stage might compromise the safety of the child or an adult, nothing will be said ahead of the referral.
- Parents and carers with their children in LM out of school projects and programmes will be asked to provide two emergency contact numbers for their children. They will be informed of our safeguarding responsibilities and the existence of this policy and its availability on the LM website.
- Our Board of Trustees oversees our safeguarding procedures including reviewing procedures annually and ensuring they meet the requirements of the Charity Commission. A designated member of the Board is assigned to be the lead trustee for safeguarding.

## **Trustees**

- LM trustees understand and participate in the culture of safeguarding. They comply with LM's Safeguarding policies and procedures and those of its partner organisations including schools.
- Safeguarding is an agenda item at all trustee meetings, and ongoing safeguarding key performance indicators are checked at every meeting.
- There is a designated trustee overseeing all aspects of LM's safeguarding policies and procedures including monitoring of the effectiveness of its systems.

## **VULNERABLE CHILDREN**

- Particular vigilance will be exercised in respect of looked after and previously looked after pupils, where we are made aware children are the subjects of Child Protection or Child in Need Plans and where we are informed of any incidents or concerns involving these children. We will observe procedures put in place for these children by their schools or external agencies and report relevant issues as required.
- If a pupil discloses that they have witnessed domestic abuse, or it is suspected that they may be living in a household which is affected by family violence, this will be referred to the DSL as a safeguarding issue. We acknowledge the additional needs for support and protection of children who are vulnerable by virtue of disability, homelessness, refugee/asylum seeker status, the effects of substance abuse within the family, those who are young carers, mid-year admissions and pupils who are excluded from school.
- If we are made aware that a child attending an out of school programme has been excluded from school, we will seek guidance from the school as to whether it is appropriate for the child to attend and our managers will assess if attendance can be permitted. If the child's continued attendance is approved, a Risk Assessment will be prepared in these circumstances.
- We recognise that children who are affected by abuse or neglect may communicate their needs and distress through their words, actions, behaviour, demeanour, or disclosure to other children. We have a strong commitment to an anti-bullying policy and will consider all coercive acts and inappropriate child on child behaviour, sexual activity and cyber-bullying within a safeguarding context.
- Where it comes to our notice that a child under the age of 16 might be sexually active, this will result in an immediate referral to the child's school and, if necessary, Children's Services.

- Children with special educational needs can face additional safeguarding challenges. We will not assume that indicators of possible abuse are merely related to the child's disability. SEN/D children may be more prone to bullying, or peer to peer isolation and may not outwardly show signs of the impact these factors have upon them due to communication difficulties. Any concerns about SEN/D children will be further explored with school and/or LM senior managers and extra pastoral support put in place if necessary.
- We will consider and take note of any issues of which we become aware that relate to 'contextual safeguarding' – that is, factors outside school or other setting that present a threat to children's safety or wellbeing.
- We recognise that children are capable of abusing their peers. We will engage with parents and carers, LM staff, relevant external professionals and children themselves to ensure we provide appropriate support for any victims and/or perpetrators.
- **Prevent** is a national strategy designed to safeguard people in Lewisham from being drawn into terrorism or supporting terrorism by the process of radicalisation. Safeguarding people from radicalisation should be considered in the same way we would safeguard an individual from gang involvement or drug abuse. Any concerns about children's or parents' behaviour will be reported to the Chief Executive and the Police.

#### **LEWISHAM MUSIC STAFF CODE OF CONDUCT, DBS CHECKS AND RECRUITMENT**

- Our staff and trustees are required to have awareness of current safeguarding issues and how behaviours may be linked to issues such as abuse, neglect, missing from education, peer to peer abuse and other factors that may put children, young people and vulnerable adults in danger.
- Our LM staff and trustees are required to follow our safeguarding policies and procedures including this Safeguarding Policy, our Staff Code of Conduct and Behaviour Policy.
- DBS checks on all staff and trustees are updated in a 3 yearly cycle. No staff member or trustee can work for us until we have received DBS clearance and all staff members and trustees are immediately suspended from their duties if their DBS clearance has expired. If they fail to comply with renewal of their enhanced DBS certificate, or fail to do so in a timely manner, this constitutes a disciplinary matter under LM policy.
- Our Staff Handbook sets out Safeguarding procedures, with particular reference to matters that are relevant to music teaching and learning.
- The LM Safeguarding Staff Code of Conduct and Behaviour Policy complement the guidance in this document in addition to setting out expectations in relation to a range of issues including communication, health and safety, and child protection.
- Safer recruitment processes are followed, and all staff and trustees will be subject to appropriate identity, qualification and health checks. (See LM Safer Recruitment Policy). Selection and interviews appointments are conducted by a recruitment panel that will include at least one person who has successfully completed safer recruitment training. Records will be kept demonstrating compliance with this duty.

## **TRAINING**

- Training on safeguarding issues will be organised on an annual basis, with regular updates for management staff and trustees as required. Tutors unable to attend LM safeguarding training sessions will be required to provide evidence that they have attended alternative appropriate and legitimate training to Level 1. All newly recruited staff (teaching and non-teaching) will be briefed on this policy and will be encouraged to attend relevant LA or Safeguarding Board training. The DSL and other members of the Safeguarding Team will attend dedicated induction training and then refresher training at least every two years up to Level 3. The Safeguarding Team will attend appropriate meetings and to participate in the multi-agency training programme organised by the LSCB as required.
- A safeguarding briefing and, where necessary, Level 1 training will be included in the induction programme for all new staff. Information about our safeguarding policies and procedures will be issued as required to temporary staff and visiting staff from external music organisations or agencies in out of school settings.

## **EXTERNAL ORGANISATIONS**

- LM will only work with external providers and/or hub partner or associate organisations that can demonstrate positive vetting of their staff and with which we are satisfied have appropriate and rigorous safeguarding procedures in place. LM will seek written confirmation that appropriate safeguarding checks have been carried out on any individuals from external organisations involved in any LM partnership regulated activities involving children and young people. External staff involved in a programme or project will be checked against photographic identification provided in advance by their agency or by themselves if they are a self-employed contractor. External staff taking part in an out of school programme on a permanent or temporary basis will be expected to sign a self-declaration that they have read and adhere to this policy. We will report any misconduct of external staff to the organisation concerned and, if necessary, to the local authority Designated Officer.

## **VOLUNTEERS**

- Volunteers involved in regulated (unsupervised) activity require an enhanced DBS with barred list information and need to provide details of two referees. Volunteers who help on an occasional basis (e.g. trips, concert events, provision of refreshments) are supervised, in accordance with legislation. LM managers will undertake a risk assessment and use their professional judgement and experience when deciding whether to obtain an enhanced DBS certificate for any volunteer not engaging in regulated activity. Volunteers will be required to observe the same code of conduct as paid LM employees.
- Schools, external agencies and voluntary sector groups that engage volunteers in their work with LM, and/or provide off-site services for our pupils, will be expected to adhere to this policy or operate a policy that is compliant with the procedures adopted by the Lewisham Safeguarding Children Board.

## **COMPLAINTS OR ALLEGATIONS MADE AGAINST STAFF OR VOLUNTEERS**

- We take seriously all complaints made against members of staff or volunteers. Our Whistleblowing, and Complaints policies set out procedures whereby pupils, parents and

staff can share any concerns that they may have about the actions of any member staff or volunteer. All such complaints will be brought immediately to the attention of the Chief Executive.

- The Chief Executive will take action in relation to any complaints, allegations or accusations in accordance with LM's procedures and report the matter to the Board of Trustees. In the following cases additional advice will be sought from the Designated Officer for the local authority (DO), HR, school headteacher and/or the police:
  - the allegation is one of actual bodily harm – i.e. an injury has necessitated first aid or medical treatment
  - there is reason to suspect parental instigation or collusion
  - the allegation has been reported to the Police or Children's Services by the child or parent
  - the child is Looked After in Public Care
  - the child is the subject of a Child Protection Plan
  - the child has a disability or Statement of Special Educational Needs
  - the member of staff concerned has been subject to previous complaints or the allegation is one of sexual abuse.
- Temporary and visiting staff will be subject to the same procedures; as will concerns about an individual's behaviour towards their own children or in their private lives or community activity.
- If the complaint concerns alleged abuse by the Chief Executive, this should be reported to the Trustee with responsibility for safeguarding (see Appendix 1).
- Staff who are dismissed for the serious mistreatment of pupils (or who resign before a management investigation or disciplinary action can be completed), will be reported to the Independent Safeguarding Authority.

### **CONFIDENTIALITY**

- Members of staff and volunteers may have access to confidential information about pupils in order to undertake their responsibilities. In some circumstances the information may be highly sensitive. Confidential or personal information about a pupil and or their family must never be disclosed to anyone other than on a 'need to know' basis. In circumstances where the pupil's identity does not need to be disclosed the information should be used anonymously. Information must never be used to intimidate, humiliate, or embarrass a pupil.
- There are some circumstances in which a member of staff may be expected to share information about a pupil, for example when abuse is alleged or suspected. In such cases, individuals have a duty to pass information on without delay to those with designated pupil protection responsibilities.
- Confidential information about pupils must be held securely. Information must only be stored for the length of time necessary to discharge the task for which it is required. If a member of staff is in any doubt about the storage or sharing of information s/he must seek guidance from a senior member of staff. Any media or legal enquiries must be passed to senior management.

## **PHOTOS, VIDEOS AND RECORDINGS**

- From time to time we record images at its activities. These may be undertaken as part of the curriculum, extra-curricular activities, for publicity, or to celebrate achievement. An image of a child is personal data and it is, therefore, a requirement under *General Data Protection Regulation* law (May, 2018) that consent is obtained from the parent of a child for any images made such as those used for websites, productions or other purposes. We provide information for schools about consent and use of any images taken in its projects and events. This has implications for and includes any requests from parents or families to video or photograph a performance. Still and moving images of pupils should not be taken or recorded on personal cameras or equipment. It is also important to consider the wishes of the child, remembering that some children do not wish to have their photograph taken (see further guidance in the Safeguarding Policy).
- When using a photograph the following guidance will be followed:
  - If the photograph is used, we will avoid naming the pupil
  - Images will be securely stored and used only by those authorised to do so
  - Images will not be stored on personal equipment
  - We will be clear about the purpose of the activity and about what will happen to the photographs when the activity is concluded
  - We will ensure that parents, carers and supervising staff are aware that the photography/image equipment is being used and for what purpose
  - We will not take, display or distribute images of pupils unless we have consent to do so
  - Images will never show young people in compromising situations or inappropriate clothing (e.g. gym kit, swimming costumes)
  - We will be cautious when making images in one to one situations.

## **RECORDS**

- Accurate written notes will be kept of all incidents and child protection or child in need concerns relating to individual pupils using the LM Incident Report Form (see Appendix 5). This information may be shared with other agencies as appropriate including the child's school. We will take into account the views and wishes of the child who is the subject of the concern, but staff will be alert to the dangers of colluding with dangerous "secrets".
- Child protection records shared by schools or other agencies with the LM are not open to pupils or parents. Records are kept securely by the DSL and separately from educational records. They may only be accessed by the DSL, the Deputy DSL and other senior managers.
- We require documentary proof of pupils' eligibility for concessionary rates for out of school services.
- We will maintain accurate contact records of those with parental responsibility, emergency contacts and school details. This information will be made available to managers, ensemble leaders and relevant administrative staff working in out of school settings. Records will only be kept for as long as is necessary and in accordance with LM's Data Protection Policy & Procedure.
- We maintain a Single Central Record (SCR) for all our staff members and trustees. Details are kept in accordance with the requirements as set out in *Schedule 2 to the School Staffing*

*(England) Regulations 2009 (see <http://www.legislation.gov.uk/uksi/2009/2680/contents/made>).*

### **SAFETY ON EXTERNAL PREMISES USED BY LEWISHAM MUSIC**

- Entry to premises used by LM will be controlled by doors that are secured physically or by constant staff supervision or video surveillance. Authorised visitors will be logged into and out of the premises by LM or premises members of staff. Unidentified visitors will be challenged by staff or reported to the relevant lead member of staff. Internal doors must always be able to be opened from the inside but in secondary schools may be card-only entry from the outside.
- LM staff will cooperate with premises regulations. Our managers complete a premises checklist for all hired premises (see LM Health & Safety Policy) and will ensure premises staff are aware of our procedures.
- The presence of intruders and suspicious strangers seen loitering near hired premises or approaching pupils will be reported to premises management staff and/or the Police.
- Parents, carers or relatives may only take still photographic or video images of pupils involved in LM activities with our prior consent and then only in designated areas. If parents do not wish their children to be photographed or filmed and express this view in writing, their rights will be respected.
- Staff members are required to wear identity badges at all times whilst they are working for LM in schools and out of school settings.
- A risk assessment is completed for each setting in which regular out of school activities take place as well as for all projects and live events.

### **WORKING IN PARTNERSHIP WITH PARENTS AND CARERS**

- It is our policy to work in partnership with parents or carers to secure the best outcomes for children. We will therefore communicate as clearly as possible our commitment to safeguard children and to promote their welfare and well-being:
  - We will use clear statements in our brochures and websites.
  - We will liaise with agencies in the statutory, voluntary and community sectors and locality teams that are active in supporting families if required and appropriate.
  - We will be alert to the needs of parents/carers who do not have English as their first language.
  - We will keep parents informed of our procedures through making our policies available on our website.
  - We will thoroughly investigate parental complaints and consider the implications of any findings for the development of our policies and procedures.
- The LM code of conduct documents for parents and carers sets out expectations and requirements in relation to the provision of programmes at the Saturday Music Centre and those that take place out of school hours. The Pupil Practice Diary sets out guidance on how parents and carers can support their children's learning at home.

## **MONITORING, COMPLAINTS AND EVALUATION**

- All complaints arising from the operation of this policy will be considered under our Complaints Policy & Procedure, with reference to the Board of Trustees, if necessary.

**This policy will be reviewed and updated annually.**

**This policy must also be read in conjunction with the following appendices and policies:**

- APPENDIX 1 The Designated Safeguarding Team
- APPENDIX 2 What to do if you are worried about a child (in school)
- APPENDIX 3 What to do if you are worried about a child (out of school)
- APPENDIX 4 HM Government and DfE statutory guidance

## **SUPPLEMENTARY LEWISHAM MUSIC GUIDANCE AND POLICIES**

### All staff

- Complaints Policy
- Health & Safety Policy
- Safeguarding Staff Code of Conduct
- Safer Recruitment Policy
- Staff Handbook
- Whistleblowing Policy

### Staff working in out of school programmes and projects

- Behaviour Policy
- Essential Information for Pupils, Parents and Carers (Saturday Music Centre)
- Essential Information for Pupils, Parents and Carers (After School Groups, Projects, Live Events and Holiday Courses)

# APPENDIX 1

## The Designated Safeguarding Team

### Lewisham Music

Name	Role	Responsibility	Contact
<b>Peter Hayward</b>	Chief Executive	Designated Safeguarding Lead (DSL) for LM	<a href="mailto:peter.hayward@lewishammusic.org">peter.hayward@lewishammusic.org</a> <b>07525 671341</b>
<b>Sarah Plummer</b>	Schools Music Leader	Deputy DSL. Liaison with schools on safeguarding for school programmes	<a href="mailto:sarah.plummer@lewishammusic.org">sarah.plummer@lewishammusic.org</a> <b>07710 705056</b>
<b>Maria Turley</b>	Senior Manager	Deputy for CEO. Advice and support on safeguarding for out of school programmes and events	<a href="mailto:maria.turley@lewishammusic.org">maria.turley@lewishammusic.org</a> <b>07588 036004</b>
<b>Emma Chalk</b>	Business Manager	Administrative safeguarding procedures and responsibility for administrative staff	<a href="mailto:emma.chalk@lewishammusic.org">emma.chalk@lewishammusic.org</a> <b>07710 387896</b>
<b>Paul Brown</b>	Head of Saturday Centre	Safeguarding procedures at the Saturday Centre	<a href="mailto:paul.brown@lewishammusic.org">paul.brown@lewishammusic.org</a> Saturday Centre mobile: <b>07464 352893</b>
<b>Carolyn Unsted</b>	Trustee	Overseeing LM safeguarding procedures on behalf of the Board and Charity Commission	<a href="mailto:info@lewishammusic.org">info@lewishammusic.org</a> 020 3637 8088 The Green Man, 355 Bromley Rd, London SE6 2RP

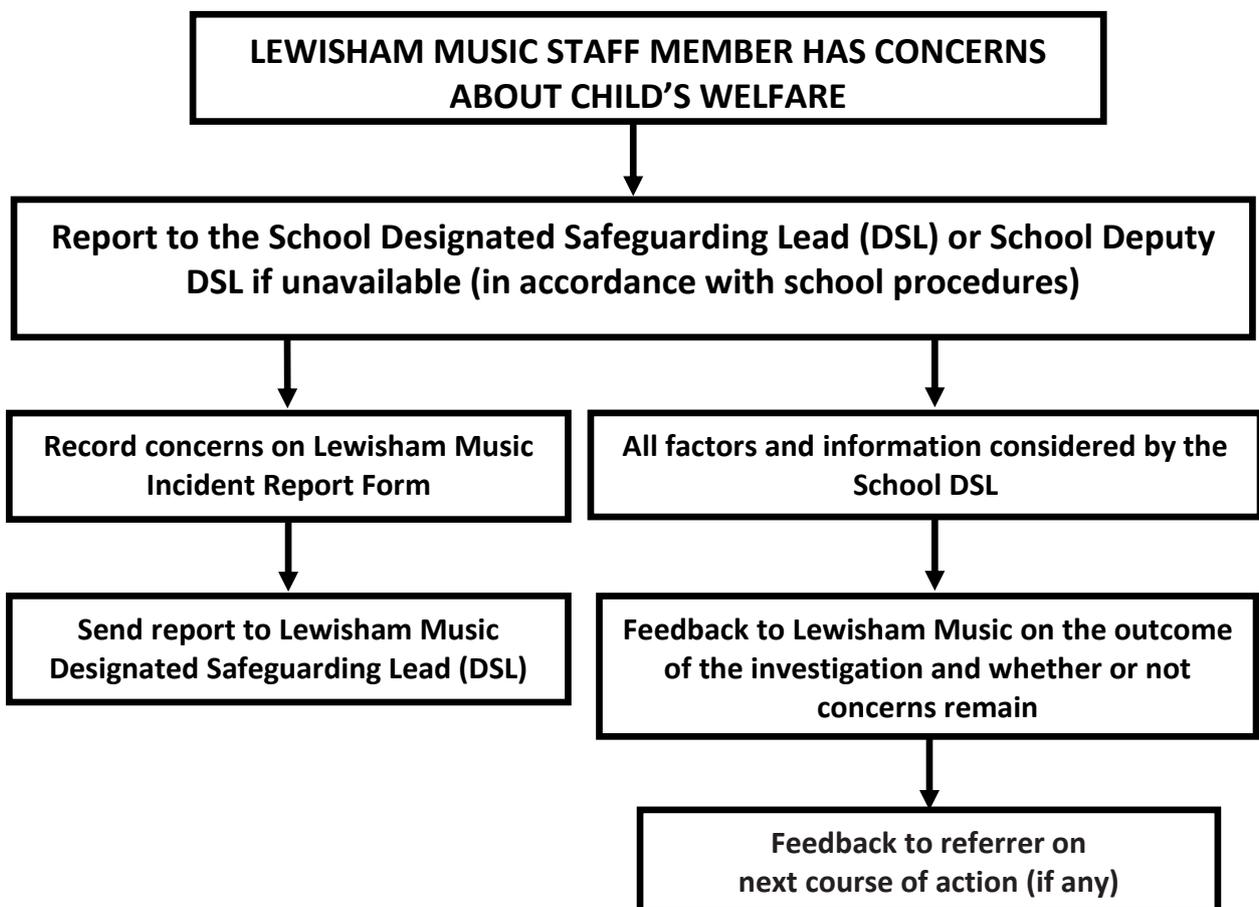
### Lewisham Council

<b>Multi-Agency Safeguarding Hub (MASH)</b>	A partnership of agencies with a duty to keep children safe	A single point of access to the services that help keep children safe	<b>Opening hours:</b> <b>Monday–Friday 9am–5pm</b> <a href="mailto:mashagency@lewisham.gov.uk">mashagency@lewisham.gov.uk</a> ; <a href="mailto:mashgcsx@lewisham.gcsx.gov.uk">mashgcsx@lewisham.gcsx.gov.uk</a> <b>020 8314 6660</b> Out of hours: <b>020 8314 6000</b> (out-of-hours duty social worker)
<b>Sharon Aggor</b>	Designated Officer for the London Borough of Lewisham (DO)	Council officer with responsibility for safeguarding	<a href="mailto:LewishamLADO@lewisham.gov.uk">LewishamLADO@lewisham.gov.uk</a> 020 8314 3114

Sara Williams	Director of Children's Services	Responsibility for all children's services in Lewisham	<a href="mailto:Sara.Williams@lewisham.gov.uk">Sara.Williams@lewisham.gov.uk</a> 020 8314 6301
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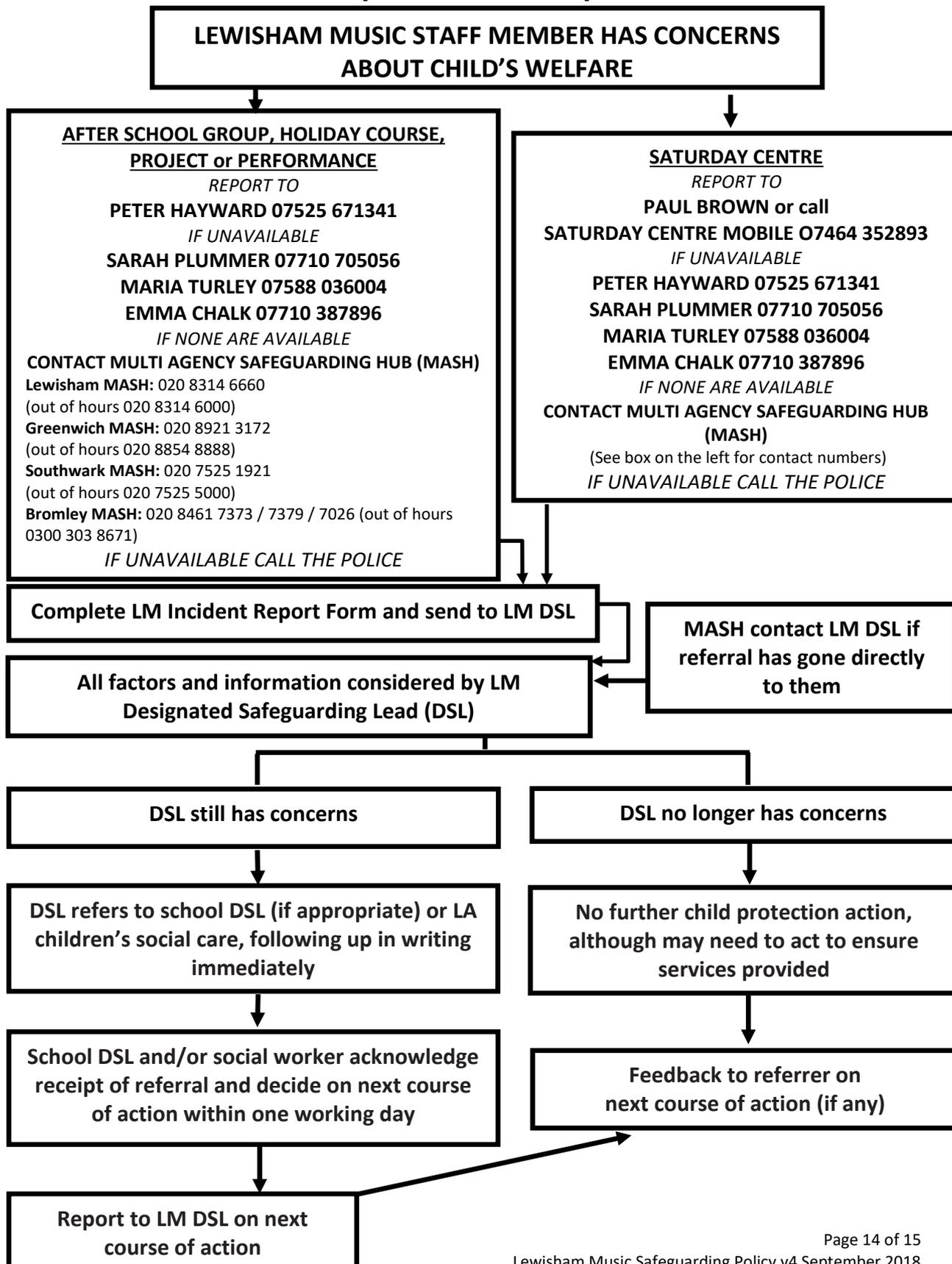
## APPENDIX 2

### WHAT TO DO IF YOU ARE WORRIED ABOUT A CHILD (in school)



# APPENDIX 3

## WHAT TO DO IF YOU ARE WORRIED ABOUT A CHILD (out of school)



## APPENDIX 4

*Keeping Children Safe in Education, 2018*

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

*Working Together to Safeguard Children, 2018*

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

*Disqualification under the Childcare Act 2006, revised 2018*

<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>

*Children Act, 2004*

<http://www.legislation.gov.uk/ukpga/2004/31/contents>

*Children and Families Act, 2014*

<http://www.legislation.gov.uk/ukpga/2014/6/contents/enacted>

*Lewisham Safeguarding Children Board (LSCB)*

<http://www.safeguardinglewisham.org.uk/lscb>

*School Staffing (England) Regulations, 2009*

<http://www.legislation.gov.uk/uksi/2009/2680/contents/made>

*Sexual violence and sexual harassment between children in schools and colleges, 2017*

<https://www.gov.uk/government/publications/sexual-violence-and-sexual-harassment-between-children-in-schools-and-colleges>