

Laugh and Learn Pre-School

Safeguarding Children/Child Protection Policy

(Including Whistleblowing/Mobile Phones/Cameras)

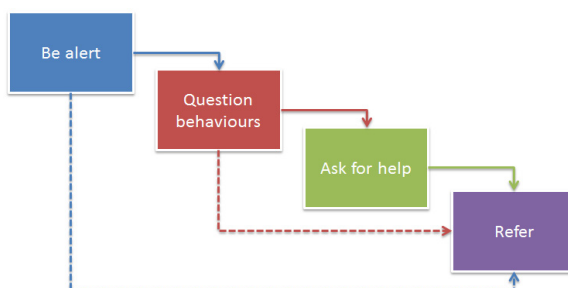
General Welfare Requirements in accordance with the EYFS

Providers must take all necessary steps to keep children safe and well. Providers must be alert to any issues for concern in the child's life at home or elsewhere. Providers must have and implement a policy, and procedures, to safeguard children. Providers must have regard to the Governments Statutory guidance "Working Together to Safeguard Children".

Policy Statement

In line with the EYFS we believe that children learn best when they are healthy, safe and secure, when their individual needs are met, and when they have positive relationships with the adults caring for them. We believe strongly that safeguarding is everyone's responsibility, and we will ensure the suitability of our staff and provide them with appropriate training so that they are alert to the signs of abuse and neglect and know where to go to ask for help. We feel that every child has the right to be protected and we will work with children, parents/carers and any relevant agencies to ensure the rights and safety of children. We will endeavour to provide early help and support to children and families we believe are at risk from harm or abuse and will work with them in a child-centred approach to ensure that the child's individual needs and wants are heard.

The four key steps we follow to help to identify and respond appropriately to possible abuse and/or neglect.



❖ Designated Persons within Laugh and Learn:

- The Designated Safeguarding Lead Person who co-ordinates child protection issues and who will liaise with IFD (Integrated Front Door):

Sharon Bennett, Owner/Manager Mobile: 07809254917

Email: laughandlearnbennett@yahoo.co.uk

- The Deputy Designated Safeguarding Person's who will support the Lead Person in carrying out her role is: **Jessica Fedarb Deputy Manager/SENCO and Sara Leamon Senior Lead Practitioner**

Email (via Owner/Manager): laughandlearnbennett@yahoo.co.uk

- ❖ **Raise a concern- IFD (Integrated Front Door): 01403 229900 (Monday to Friday 9.00am to 5.00pm). Email WSChildrenservices@westsussex.gov.uk**
- ❖ **Online form to report a concern at <https://www.westsussex.gov.uk/education-children-and-families/keeping-children-safe/request-support-or-raise-a-concern-about-a-child/>**
- ❖ **Emergency Duty Team (EDT) outside of office hours, call 033 022 26664. If unavailable and there is an emergency safeguarding concern, call 07711 769657. Or if child at immediate risk phone Police on 999**
- ❖ **The Local Authority Designated Officer (LADO) Team: Phone: IFD or Email: LADO@westsussex.gov.uk**

Procedures

Suitable People

- ❖ Recruitment checks meet the requirements of the EYFS.
- ❖ We will ensure that all staff, work experience students and volunteers who are looking after the children or who will have regular contact with them are suitable, have the relevant qualifications (which we will check), training and have passed the required checks to fulfil their role.
- ❖ We will not allow anyone whose suitability has not been checked, including through criminal records check to have unsupervised contact with children being cared for.
- ❖ We will obtain an enhanced criminal records disclosure check for every person aged 16 and over (including any unsupervised volunteers and supervised volunteers who provide personal care)
- ❖ We will ensure that we record details of staff qualifications, any identity checks and vetting processes that have been completed, as well as the criminal records disclosure, reference number, date the disclosure was obtained and who obtained it.
- ❖ We will ensure that staff are aware of the need to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the setting). A signed declaration of this is requested at every staff supervision.
- ❖ After consent is obtained staff members on the DBS update service will have their status checked every 6 months, where the check identifies a change a new enhanced DBS enclosure must be applied for.
- ❖ If any member of staff, work experience student or volunteer should be disqualified we will take appropriate action to ensure the safety of the children and will not continue to employ/allow them to come into contact with the children unsupervised. We will make a referral to the disclosure and barring service and provide the necessary information to Ofsted as soon as reasonably practicable, but at the latest within 14 days of the date we became aware of the disqualification or ought reasonably to have become aware of it.
- ❖ We will not allow any practitioner to work under the influence of alcohol or any other substance which may affect their suitability to care for children, and we will ask staff to declare any long term medication in order for us to assess its suitability, and to discuss safe storage procedures where necessary. We will ask staff to sign a declaration in respect of this every year at the staff appraisal.
- ❖ We have procedures for recording the details of visitors to the setting and take security steps to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
- ❖ We take steps to ensure children are not photographed or filmed on video for any other purpose than to record their development or their participation in events organised by us. Parents are asked to sign a consent form and will have access to records holding visual images of their child.
- ❖ The layout of our building allows staff to be positioned in such a way as to ensure that all children and staff are within in sight or hearing of each other and this allows for constant supervision with all staff and children. Staffing arrangements meet the needs of all children to ensure their safety ensuring they are adequately supervised.

Training

- ❖ We will ensure that all staff have an up-to-date knowledge and training of safeguarding issues, This will enable staff to be alert to and identify the signs of possible abuse and neglect at the earliest opportunity and to know the procedures for reporting and recording any concerns they may have.

- ❖ Safeguarding training is refreshed annually on signs and symptoms of possible abuse and neglect, staff's roles and responsibilities and guidelines for making referrals and renewed every 2 years to ensure that staff are confident in their role.
- ❖ We provide all staff with an "aide memoire" card to keep with them detailing where they can report an issue or obtain advice.
- ❖ We ask all staff, long term volunteers and long-term work experience students to read the Government's advice booklet "What to do if you're worried a child is being abused" March 2015.
- ❖ We ensure all staff understand their responsibilities under the General Data Protection Regulations and the circumstances under which they may share information about our families and their child with other agencies.
- ❖ The Designated Lead receives additional training in accordance with that recommended by the Local Safeguarding Children Board to enable them to confidently fulfil their role. They ensure awareness, training, support, advice, and guidance for all staff to ensure they meet their safeguarding responsibilities.
- ❖ Regular supervision and 1:1 team briefing, staff meetings, reviewing's safeguarding procedures are held as a staff team.

Curriculum

- ❖ We introduce key elements of keeping children safe into our programme to promote the personal, social and emotional development of all children, so that they may grow to be strong, resilient and listened to and so that they develop an understanding of why and how to keep safe.
- ❖ We create within the setting a child centred environment and promote a culture of value and respect for individuals, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background. Threaded through our provision will be the promotion of British Values which include Democracy, The Rule of Law, Individual Liberty and Mutual Respect and Tolerance. We also have due regard to the need to prevent people from being drawn into terrorism in accordance with the Governments advice "The Prevent duty" April 2021.
- ❖ We promote a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and in the development of our provision.
- ❖ We ensure that all of the above is carried out in a way that is developmentally appropriate for the children.

Personal Mobile Phone, smart watches, cameras and videos

- ❖ Personal mobile phones belonging to members of staff are not used on the premises during working hours.
- ❖ At the beginning of each individual's shift, personal mobile phones and smart watches are to be put in the lockable tin in the office.
- ❖ In the event of a personal emergency, personal mobile phones may be used in the office area, with permission from the Manager and under supervision by the session leader.
- ❖ Members of staff must ensure that the telephone number of the setting is known to immediate family and other people who need to contact them in an emergency.
- ❖ Members of staff will not use their personal mobile phones for taking photographs of children.
- ❖ Parents and visitors are requested not to use their mobile phones whilst on the premises. Visitors will be advised of a quiet space where they can use their mobile phone if necessary, where there are no children present and they can be supervised by a member of staff.
- ❖ Members of staff must not bring their own cameras or video recorders into the setting.
- ❖ Photographs and recordings of children are only taken for valid reasons, i.e. to record their learning and development, or for displays within the setting.

- ❖ Photographs or recordings of children are only taken on equipment belonging to the setting.
- ❖ Camera and video use is monitored by the setting Manager.
- ❖ Where parents request permission to photograph or record their own children at special events, permission will first be gained from all parents for their children to be included.
- ❖ Photographs and recordings of children are only taken of children if there is written permission to do so (found on the individual child's Registration Forms).

Early Help Intervention

- ❖ Throughout our ongoing observations, discussions with parents/ carers, and progress reviews we will be observant for signs in the children and their families where an additional need, vulnerability or emerging difficulty has been identified that may need addressing to prevent them from escalating and becoming entrenched. In such instances we will record the concern, discuss the issue with parents/carers where appropriate, and (if required) refer to IFD (Integrated Front Door): to obtain guidance on "Early Help Intervention". We will then follow any procedures as instructed by the Network Leader.

Recording suspicions of abuse and disclosures

- ❖ Where a child makes comments to a member of staff that give cause for concern (disclosure), or a member of staff observes signs or signals that give cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect; that member of staff will:
 - listen to the child taking account of their wants and needs, offer reassurance and give assurance that she or he will take action;
 - not question the child;
 - make a written record on the relevant forms stored in the Safeguarding/ Child Protection folder which will form an objective record of the observation or disclosure that includes: the date and time of the observation or the disclosure; the exact words spoken by the child as far as possible; the name of the person to whom the concern was reported, with the date and time; and the names of any other person present at the time.
- ❖ These records are signed and dated and kept in the Safeguarding/Child Protection folder, which is kept securely and confidentially.
- ❖ The member of staff will speak to the Designated Lead Person immediately and, where appropriate, they will assist the member of staff in recording their concern correctly.
- ❖ Where IFD stipulates the process for recording and sharing concerns, we include those procedures alongside this procedure and follow the steps set down by the Local Safeguarding Children Board.
- ❖ Where the concern involves the Designated Lead Person the member of staff will speak to the Deputy Designated Person or telephone IFD directly to discuss the matter and take advice.

Taking Action

- ❖ We acknowledge that abuse of children can take different forms - physical, emotional, sexual/exploitation, and neglect. All members of staff will be alert to the signs of abuse and neglect and will question the behaviour of children and parents/carers.
- ❖ When children are suffering from physical, sexual or emotional abuse, or experiencing neglect, this may be demonstrated through:
 - significant changes in their behaviour;
 - deterioration in their general well-being;
 - unexplained bruising, marks or signs of possible abuse or neglect;
 - their comments which may give cause for concern;

- any reasons to suspect neglect or abuse outside the setting, for example in the child's home; and /or
- ❖ inappropriate behaviour displayed by other members of staff, or any other person working with the children. For example, inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images.
- ❖ We take into account factors affecting parental capacity, such as social exclusion, domestic violence, parent's drug or alcohol abuse, mental or physical illness or parent's learning disability.
- ❖ We are aware of other factors that affect children's vulnerability such as, abuse of disabled children; fabricated or induced illness; child abuse linked to beliefs in spirit possession; sexual exploitation of children, such as through internet abuse; and Female Genital Mutilation; that may affect, or may have affected, children and young people using our provision.
- ❖ We also are aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour based violence or may be victims of child trafficking. While this may be less likely to affect young children in our care, we may become aware of any of these factors affecting older children and young people who we may come into contact with.
- ❖ All members of staff will be trained in understanding that they need to be alert to the signs of abuse and neglect and question the behaviour of children and parents/carers.
- ❖ Staff should be alert to symptoms that would indicate FGM has occurred or may be about to occur and take appropriate safeguarding action. Designating safeguarding leads should contact the police immediately and refer to children's services.
- ❖ Where the member of staff believes that a child in our care or that is known to us may be affected by any of these factors they should speak to the Designated Lead Person immediately. The Designated Lead Person will help them record their concerns appropriately using the relevant forms kept in the Safeguarding/Child Protection folder.
- ❖ Should a member of staff, work experience student or volunteer suspect that a child is in need or that abuse has taken place either at home or elsewhere they should immediately inform the Designated Lead Person (Sharon Bennett, Owner/Manager), including cases where they believe another member of staff is responsible. Should they suspect that it is the Designated Lead Person who is under suspicion then they should inform the Deputy Designated Person (Jessica Fedarb Deputy Manager or Sara Leamon Senior Lead Practitioner), or telephone IFD for advice.
- ❖ The Designated Lead Person will ensure that all concerns are recorded appropriately and will contact IFD (depending on whom the allegation is against) immediately to discuss. Where IFD deems the concerns meet the appropriate threshold for an allegation the Designated Lead Person will inform OFSTED immediately or at least within 14 days.
- ❖ Where appropriate, and after taking the advice of IFD, the Designated Lead Person will inform the parents and the person against whom the allegation is made as soon as possible.
- ❖ We will co-operate fully in any subsequent investigation. NB: In some cases this may mean the police or another agency identified by the Local Safeguarding Children Board.
- ❖ We take care not to influence the outcome either through the way we speak to children or by asking questions of children.
- ❖ We take account of the need to protect young people aged 16-19 as defined by the Children Act 1989. This may include students or school children on work placement, young employees or young parents. Where abuse is suspected we follow the procedure for reporting any other child protection concerns. The views of the young person will always be taken into account, but the setting may override the young person's refusal to consent to share information if it feels that it is necessary to prevent a crime from being committed or intervene where one may have been, or to prevent harm to a child or adult. Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of having shared it.

Informing parents

- ❖ Parents are normally the first point of contact. We discuss concerns with parents to gain their view of events, unless we feel this may put the child in greater danger.
- ❖ We will inform parents when we make a record of concerns in our Safeguarding/Child Protection folder and that we also make a note of any discussion we have with them regarding a concern.
- ❖ If a suspicion of abuse warrants referral parents are informed on the same day that the referral will be made, except where the guidance of the Local Safeguarding Children Board/IFD does not allow this, for example, where it is believed that the child may be placed in greater danger.
- ❖ This will usually be the case where the parent is the likely abuser. In these cases the social workers will inform parents.

Sharing Information

- ❖ We will work within the Local Safeguarding Children Board guidelines.
- ❖ We understand that early sharing of information is the key to providing effective early help where there are emerging problems or concerns about a child and that no single professional can have a full picture of a child's needs and circumstances. We also understand that if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to effective safeguarding of children which can only be achieved by putting children at the centre of the system, and by every individual and agency playing their full part, working together to meet the needs of our most vulnerable children in identifying concerns, sharing information and taking prompt action.
- ❖ We work with regard to "Working Together to Safeguard Children" December 2023
- ❖ When a child attends our setting we will be in continual discussion with the parent/carer to discuss the child's progress and any concerns that may develop. We will seek parents' permission to regularly share information with any other setting, child minder, school, or any other professional the child regularly comes into contact with to enable us to obtain a full picture of the child's needs and circumstances, and to ensure that we provide consistent and appropriate care.

Allegations against staff

- ❖ We ensure that all parents know how to complain about the behaviour or actions of staff, work experience students or volunteers within the setting which may include an allegation of abuse.
- ❖ We respond to any inappropriate behaviour displayed by members of staff or any other person working with the children, which includes:
 - ❖ inappropriate sexual comments
 - ❖ excessive one-to-one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images.
- ❖ We follow the guidance of the Local Safeguarding Children Board when responding to any complaint that a member of staff, work experience student or volunteer within the setting has abused a child.
- ❖ We respond to any disclosure by children or staff that abuse by a member of staff, work experience students or volunteer within the setting, or anyone living or working on the premises occupied by the setting, may have taken, or is taking place, by first recording the details of any such alleged incident and then referring any such complaint immediately to IFD and the LADO to advise if the criteria is met for an investigation.
- ❖ We co-operate entirely with any investigation carried out by the LADO and children's social care in conjunction with the police.
- ❖ Where the LADO advises the management team to do so the owner will suspend the member of staff on full pay, or the work experience student or volunteer, for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place but is to protect the staff as well as children and families throughout the process.

- ❖ Where the LADO deems the concerns meet the appropriate threshold for an allegation the Designated Lead Person will inform OFSTED immediately or at least within 14 days, with details of what measures have been taken.

Disciplinary action

Where a member of staff, work experience student or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will make a referral to the Disclosure and Barring Service, so that individuals who pose a threat to children (and vulnerable groups) can be identified and barred from working with these groups. We are aware that it is an offence to fail to make this referral without good reason.

Confidentiality

- ❖ All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Local Safeguarding Children Board.

Support to families

- ❖ We believe in building trusting and supportive relationships with families, staff, work experience students and volunteers in the group.
- ❖ We make clear to parents our role and responsibilities in relation to safeguarding/child protection, such as for the reporting of concerns, information sharing, monitoring of the child, and liaising at all times with the local children's social care team.
- ❖ We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- ❖ We follow any Child Protection Plan as set by the child's social care worker in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to any investigation.
- ❖ Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the Confidentiality and Client Access to Records procedure and only if appropriate under the guidance of the Local Safeguarding Children Board.

Whistle Blowing

We aim to provide a happy and caring environment for all of our staff as well as the children and their families. We therefore operate a grievance and whistle blowing policy concerning malpractice within the setting:

- ❖ All staff are required to be positive role models at all times
 - ❖ All staff are to be considerate to the needs and views of others
- This policy provides staff, work experience students and volunteers within the setting protection from victimisation or punishment where they raise a genuine concern about misconduct or malpractice in the organisation. The policy is underpinned by the Public Interest Disclosure Act 1998, which encourages people to raise concerns about misconduct or malpractice in the workplace and is designed to nurture a culture of openness and honesty which makes it safe and acceptable for employees, work experience students and volunteers to raise, in good faith, a concern they may have about misconduct or malpractice.
- ❖ An employee, work experience student or volunteer who, acting in good faith, wishes to raise such a concern should report the matter to the Designated Lead Person either as and when it occurs or at their half termly one to one supervision meetings. The Designated Lead Person will then document the concern and then advise the employee, work experience student or volunteer of the action that will be taken in response to the concerns expressed. Concerns should be investigated and resolved as quickly as possible.

- ❖ A disclosure in good faith to the Designated Lead Person will be protected. Confidentiality will be maintained wherever possible and the employee, work experience student or volunteer will not suffer any personal detriment as a result of raising any genuine concern about misconduct or malpractice within the setting. Concerns raised will be taken seriously, where appropriate investigated seriously and any necessary action will be taken to resolve the concern with the person raising the concern to be kept updated.
- ❖ If an employee, work experience student or volunteer feels the matter cannot be discussed with the Designated Person or that the matter is not being dealt with in an appropriate way or within an appropriate time frame, he or she should contact IFD on 01403 229900 for advice on what steps to follow. These contact details and individual responsibilities are given at staff induction.

Children vulnerable to extremism or radicalisation-Prevent Duty/Promoting British Values

Early years settings, schools and local authorities have a duty to identify and respond appropriately to concerns of any child or adult at risk of being drawn into terrorism. LSP's have procedures which cover how professionals should respond to concerns that children or young people may be at risk of being influenced by or being made vulnerable by the risks of extremism.

There are potential safeguarding implications for children and young people who have close or extended family or friendship networks linked to involvement in extremism or terrorism.

- ❖ The designated safeguarding lead should follow LSP guidance in relation to how to respond to concerns regarding extremism and ensure that staff know how to identify and raise any concerns in relation to this with them.

We understand our duty of care and the procedure we will follow is:

- ❖ For concerns about a child, we will contact our local safeguarding board (IFD)
- ❖ For concerns about a member of staff we will contact the area LADO Team (Via IFD) and Prevent Duty Officer on 101
- ❖ For concerns about a parent, we will contact the Prevent Duty Officer on 101

We will follow the guidance as stated in the Governments advice "The Prevent duty".

Monitoring and Review

It is the role of the Owner/Manager and all Staff to ensure that this policy is fully implemented.

Signed: *Sharon Bennett* Dated: September 2025

This policy links in with the following EYFS key themes and commitments:

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.1 Child Development 1.2 Inclusive Practice 1.3 Keeping Safe 1.4 Health and Well-being	2.1 Respecting Each Other 2.2 Parents as Partners 2.3 Supporting Learning 2.4 Key Person	3.1 Observation, Assessment and Planning 3.2 Supporting Every Child 3.3 The Learning Environment 3.4 The Wider Context	

This policy was written and effected by Sharon Bennett, Owner of Laugh and Learn Pre-School after discussion and review with staff and parents in the Autumn Term of 2025.and will be reviewed in the Autumn Term of 2026.

All staff working in the pre-school have a duty of care to the children attending. If you are concerned about a child, or about the behaviour of an adult towards a child, it is important that you take action promptly. You should discuss your concerns in the first instance with the Designated Safeguarding Lead Person (Sharon Bennett) in the setting. If you remain concerned at the level of inaction, please then contact the safeguarding team at the local authority. Please see contact details over leaf:

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