

## 13. FRONTLINE WORKING POLICIES

### Section 2: Safeguarding policy

Everyone who works with children has a responsibility for keeping them safe. No single practitioner can have a full picture of a child's needs and circumstances and, 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 play in identifying concerns, sharing information and taking prompt action. Everyone who comes into contact with children and families has a role to play.

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## **INITIALISMS USED IN THIS POLICY**

- **CEO** = Chief Executive Officer
- **DCEO** = Deputy Chief Executive Officer
- **DSL** = Designated Safeguarding Lead
- **DDSL** = Deputy Designated Safeguarding Lead
- **TDSL** = Trustee Designated Safeguarding Lead
- **CYP** = Children and Young People
- **AYP** = Allsorts Youth Project

## **THE PURPOSE AND SCOPE OF THIS POLICY**

Allsorts Youth Project works with children, young people (CYP) and families across Sussex. Allsorts Youth Project services include but are not exclusive to: groups, one-to-one support, residentials, off-site trips and information, advice and guidance.

The purpose of this policy is:

- To protect CYP and their families who access Allsorts Youth Project services.
- To provide parents/carers, staff, volunteers and trustees with the overarching principles that guide our approach to child protection and child and adult safeguarding.

This policy applies to anyone working on behalf of Allsorts Youth Project, including managers, the board of trustees, paid staff, volunteers and sessional workers.

We believe that:

- We have a responsibility to promote the welfare of all CYP, to keep them safe and to work in a way that protects them.
- CYP should never experience or witness abuse of any kind.

We recognise that:

- The welfare of CYP is paramount.
- All CYP regardless of age, disability, gender reassignment, race, religion or belief, pregnancy and maternity, sex, or sexual orientation have a right to equal protection from all types of harm or abuse (Equality Act, 2010).
- Some CYP are additionally vulnerable due to the impact of previous experiences, their level of dependency, communication needs or other issues.
- Working in partnership with CYP, their parents/carers and other agencies is essential in promoting CYP's welfare.

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

- Valuing, listening to and respecting them.
- Appointing a Safeguarding Lead, a Deputy Safeguarding Lead and a Lead trustee for safeguarding.
- Developing safeguarding policies and procedures which reflect best practice.
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving CYP, parents/carers and families appropriately.
- Creating and maintaining an anti-bullying environment and ensuring that we have policies in place in relation to dealing with bullying behaviour effectively.
- Developing and implementing an effective online safety policy and related procedures.
- Sharing information about child protection and safeguarding best practise with CYP and their families through various channels.
- Recruiting staff and volunteers safely, ensuring all necessary checks are made.
- Providing effective management for staff and volunteers through supervision, support and training.
- Using our procedures to manage any allegations against staff and volunteers appropriately and in compliance with UK-GDPR Law.

- Ensuring we have effective complaints and whistleblowing measures in place.
- Ensuring we have a safe physical environment for our CYP parents/carers, staff and volunteers.
- Recording and storing information professionally and securely.

## CONTACT DETAILS

Allsorts Youth Project's lead person with overall responsibility for children protection and safeguarding is the Designated Safeguarding Lead. There is also a Deputy Lead to ensure there is appropriate cover for this role at all times, along with a lead on safeguarding at board level.

### Designated Safeguarding Lead (DSL):

Ryan Gingell-Scott  
*ryang@allsortsyouth.org.uk*  
 T: 07311 436539

### Deputy Designated Safeguarding Lead (DDSL):

Billi Jean Summerbell  
*billi Jean@allsortsyouth.org.uk*  
 T: 07383 106472

### Trustee - Safeguarding Lead (TDSL):

Jo Egan

## LEGAL FRAMEWORK

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect CYP in the UK.

Allsorts Youth Project uses the Children Act 2004 as the basis for how we safeguard CYP who use our services. The principles we follow are:

- Paramount: The child's welfare is paramount – this is the most important consideration.
- Parental responsibility: Parents have a duty of care for their child and meet their needs.
- Partnership: Professionals and families are to work together for the welfare of children.
- Participation: Children's wishes and feelings should be ascertained so that they can contribute appropriately.
- Prevention and provision of services: Services may be necessary to safeguard and promote the welfare of a child.
- Protection: A child must be protected from serious harm. The Local Authority has a duty to investigate any report that a child is suffering, or is likely to suffer, significant harm.

The duties and procedures used to inform the Safeguarding Policy are:

- Children Act 1989
- Working Together to Safeguard Children 2018
- Mental Capacity Act 2005
- Keeping Children Safe in Education 2022
- UN Convention on the Rights of the Child
- Care Act 2014

## **DEFINITIONS**

- Safeguarding is the right of every child and vulnerable person accessing Allsorts Youth Project to be protected from any form of abuse.
- Abuse occurs when the child's, or adult at risk's' rights are not respected. Abuse is any behaviour towards a person that deliberately or unknowingly causes them harm, endangers life or violates their rights. It includes not only physical, emotional and psychological ill treatment but also neglect, financial abuse, sexual abuse, and the impairment of physical, intellectual, emotional, social or behavioural development.
- A child is anyone who has not yet reached their 18th birthday. Allsorts staff and volunteers may often prefer to use the words 'young person' to describe teenagers but this definition does not exist in law. It is important to be clear that any young person up to their 18th birthday is legally regarded as a child and is covered by the Children's Act (2004).
- An adult is anyone aged 18 or above. An adult at risk is someone of 18 years or over 'who is or may be in need of community care services by reason of mental or other disability, age or illness' and who is or maybe unable to take care of themselves or unable to protect themselves against significant harm or exploitation.

## **STAFF RECRUITMENT, TRAINING AND DEVELOPMENT**

Allsorts Youth Project's recruitment and selection procedure requires references, proof of identity, an enhanced DBS check and 3 yearly re-checks for;

- Allsorts staff members
- volunteers
- trustees.

All colleagues (staff, volunteers and trustees) will work within the procedures that accompany this policy and all front-line staff members will receive training on this policy at induction and in their on-going supervision.

All Allsorts staff, volunteers and trustees will attend Safeguarding Adults and Child Protection training, and internal CPD will be provided yearly by the DSL covering current themes and trends within the service and across Sussex. Training includes but is not limited to the recognition of signs of abuse, how to respond to concerns, online safety, exploitation and radicalisation.

The Safeguarding Lead will provide relevant briefings to Allsorts staff on any changes to safeguarding legislation and procedures, learning from local and national serious case reviews, local service provision and local safeguarding concerns, and additional training will be provided as appropriate to ensure that staff have satisfactory levels of safeguarding knowledge.

Allsorts will maintain accurate records of satisfactory completion of child protection and adult safeguarding training by staff, volunteers and trustees.

The DSL also meets with the DDSL and DCEO each month to discuss and monitor safeguarding issues/ concerns. The DSL reports to the TDSL each quarter, which the TDSL then reports to the board.

## **RIGHTS AND RESPONSIBILITIES**

CYP who are service users of Allsorts Youth Project have the right to:

- Be listened to and to have alleged incidents and concerns taken seriously and acted on in an appropriate way.
- Have sight of the Safeguarding Policy, including a version written in child-friendly language.
- Receive sensitive, fair and respectful treatment during the processes undertaken in line with this policy.

- Have their wishes and feelings taken into account when safeguarding decisions and actions are being made.
- Be consulted and informed about decisions made about them, including if the actions taken by Allsorts under this procedure are against their wishes, to receive information about the actions taken and their outcomes.

CYP have a right to expect Allsorts to have taken appropriate steps to safeguard them from contact with inappropriate adults. Therefore, all Allsorts staff and volunteers, including Board of trustees members will:

- Be subject to an enhanced DBS check and renewal of DBS every 3 years
- Provide two references

Paid staff in direct contact with CYP will also:

- Have safeguarding training as part of their induction.
- Work within the jurisdiction and framework of all cross county partnership safeguarding hubs.
- Work alongside the Safeguarding Leads, trustee Lead for Safeguarding and their Line Manager in all instances where safeguarding is a concern.
- Work to Allsorts' confidentiality and safeguarding policies and procedures.
- Be accountable to Allsorts' policies regarding complaints and grievances.
- Safeguarding Leads will attend NSPCC Designated Safeguarding Training every two years and other relevant safeguarding training as appropriate.

## **CONFIDENTIALITY, CONSENT AND INFORMATION SHARING**

Allsorts Youth Project recognises that all matters relating to child protection and safeguarding are confidential. The Safeguarding Lead will disclose any information about a CYP to other members of staff on a need to know basis and in the best interests of the person it concerns. All staff members, volunteers and trustees must be aware that they cannot promise to keep a secret which might compromise theirs, or someone else's, safety or wellbeing. All CYP accessing Allsorts Youth Project are required to agree to a confidentiality and information sharing agreement informing them of our role in safeguarding and limitations of confidentiality.

## **MULTI-AGENCY WORKING**

Allsorts Youth Project will develop and promote effective working relationships with other agencies including but not limited to schools, universities, child protection conferences, core groups, child in need meetings, strategy discussions and Best Interest meetings.

We will participate in serious case reviews and other reviews as and when required to do so across the South East Child Protection and Safeguarding partnerships.

## **SUPPORTING CHILDREN AND YOUNG PEOPLE**

Allsorts Youth Project recognises the significant impact of trauma on CYP and acknowledges that Allsorts may be the only stable, secure and predictable part of their lives.

We are aware that the behaviour of a CYP in challenging circumstances may change and we need to work in a way that meets their needs within the remit of our organisation.

We recognise that CYP may be at risk in a wide range of contexts such as home, school and their community (contextual safeguarding) as well as from peers not just adults. We understand that all CYPs involved in peer-on-peer/child-on-child abuse need protection and support.

## **SAFEGUARDING ADULTS**

The Care Act is a significant part in safeguarding adults who are experiencing, or are at risk of, abuse or neglect or are unable to protect themselves. The Care Act safeguarding duties apply to an adult who:

- Has needs for care and support (whether or not the local authority is meeting any of those needs)
- Is experiencing, or at risk of, abuse or neglect
- As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect

The procedures that deliver this policy complement cross county local authority safeguarding procedures and will ensure that all colleagues engaged in delivering our services:

- Are alert to the possibility of abuse of an adult in our services
- Know how to recognise abuse relating to adults
- Understand the need to share information about concerns with agencies that need to know
- Understand professional boundaries
- Know and use local authority guidelines with Allsorts Youth Project's policies
- Know how and where to report concerns
- Are aware of good practice

The aims of adult safeguarding are to:

- Prevent harm and reduce the risk of abuse or neglect to adults with care and support needs
- Stop abuse or neglect wherever possible
- Safeguard adults in a way that supports them in making choices and having control about how they want to live their lives
- Promote an approach that concentrates on improving life for the adults concerned
- Raise public awareness so that communities as a whole, alongside professionals, play their part in preventing, identifying and responding to abuse and neglect
- Provide information and support in accessible ways to help people understand the different types of abuse, how to stay safe and what to do to raise a concern about the safety or wellbeing of an adult.

The application of this policy recognises the key principles of the Mental Capacity Act 2005 which sets out the right for everyone covered by the Act to make decisions and for any decision made on their behalf to be in their best interests. This includes young people over 16 years. Colleagues will always act in accordance with the principles of that Act when they believe that someone is being abused and in determining how to report that abuse.

We will work with relevant agencies, on individual cases and reviewing best practice and new legislation so that we develop appropriate strategies for responding to the needs of young adults in our service.

## **SAFEGUARDING CHILDREN**

The procedures that deliver this policy compliment cross county local authority safeguarding procedures and will ensure that all colleagues engaged in delivering our services:

- Are alert to the possibility of abuse of a child in our services
- Know how to recognise abuse
- Understand the need to share information about concerns with agencies that need to know
- Understand professional boundaries
- Know and use local authority guidelines with Allsorts Youth Project policies
- Know how and where to report concerns
- Are aware of good practice

Our procedures ensure that colleagues know the arrangements and contact details for reporting concerns to local authority safeguarding teams. All leaders of operational teams are aware of safeguarding partnership websites. We will work with relevant agencies, on individual cases and reviewing best practice and new legislation so that we develop appropriate strategies for responding to the needs of children in our service.

Allsorts staff need to be aware of specific safeguarding issues as identified in Keeping Children Safe in Education (KCSIE). KCSIE identifies the following specific safeguarding issues:

- Child missing from education
- Children with family members in prison
- Child sexual exploitation
- Child criminal exploitation
- Domestic abuse
- Homelessness
- So called 'Honour' based violence
- FGM and forced marriage
- Radicalisation
- Peer on peer / child on child abuse
- Bullying
- Drugs
- Health & wellbeing

Allsorts staff will be aware of the different categories of abuse:

### **EMOTIONAL ABUSE**

is the persistent emotional maltreatment of a child such that it causes severe and persistent adverse effects on the child's emotional development. It may involve:

- making a child feel worthless, unloved or inadequate
- making a child feel they are only there to meet another's needs
- inappropriate age or developmental expectations
- overprotection and limitation of exploration, learning and social interaction
- seeing or hearing the ill treatment of another, e.g. domestic abuse
- making the child feel worthless and unloved - high criticism and low warmth
- serious bullying (including cyber bullying)
- exploitation or corruption

### **NEGLECT**

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

- provide adequate food, clothing and shelter, including exclusion from home or abandonment
- protect a child from physical and emotional harm or danger
- ensure adequate supervision, including the use of inadequate care givers
- ensure access to appropriate medical care or treatment
- ensure regular school attendance

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

### **PHYSICAL ABUSE**

may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. Physical abuse is not solely perpetrated by adults. CYP can also commit acts of physical abuse.

### **SEXUAL ABUSE**

involves forcing or enticing a CYP to take part in sexual activities, including prostitution, whether or not the CYP is aware of what is happening. Activities may involve physical contact, including penetration of any part of the body, or non-penetrative acts. They may

include non-contact activities, such as involving children looking at or in the production of sexual images, including on the internet, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Child sexual exploitation is also sexual abuse; it involves CYP receiving something, for example accommodation, drugs, gifts or affection, as a result of them performing sexual activities, or having others perform sexual activities on them. It could take the form of grooming of children, e.g. to take part in sexual activities or to post sexual images of themselves on the internet.

## **RECORD KEEPING**

If a member of Allsorts staff, volunteer or trustee has a cause for concern in relation to a CYP or a disclosure is made, they will speak with the Designated Safeguarding Lead (DSL) and fill out a [Record of Concern](#) sheet within 24 hours. A copy will be given to the DSL to read and sign and decide on the next steps in relation to the concern recorded. All records will be kept in individually named files and held securely with access given to only the Safeguarding Leads.

All records should be factual. It is equally important to record the reasons for making the decision not to refer to children's/adult's social care services as when the decision is taken to refer. Records of Concern must be signed, dated and named by the person making the record and co-signed by a Safeguarding Lead.

All concerns of Safeguarding will be reported to the trustees of Allsorts. Details will be anonymous and any concerns or reflection will be supported and discussed.

Records of Concern are kept for 7 years from the date the concern was raised and when this time has passed, will be destroyed in a suitable manner.

## **HOME VS HOST LOCAL AUTHORITIES AND REFERRALS**

Allsorts Youth Project works with CYP and families who are located in various counties under differing local authorities across Sussex.

Allsorts Youth Project is the host organisation located in Brighton, therefore Brighton and Hove is the host local authority. Bearing in mind that Allsorts now works across Sussex, a safeguarding contacts sheet is provided at the end of this policy.

The DSL (or staff under direction of the DSL) will refer concerns to the CYP's home local authority. For example, a child may be attending a group in Brighton however their home local authority may be East Sussex.

This is also relevant when contacting the Local Authority Designated Officer (LADO). The LADO is responsible for managing all child protection allegations made against staff and volunteers who work with CYP.

## **WHAT TO DO IF ABUSE IS SUSPECTED**

Staff members and volunteers should be aware that it is their duty to tell the appropriate person when significant harm is disclosed or you have a safeguarding concern. It is not their duty to make a judgement about what action Allsorts should take (this is the responsibility of the DSL or the Deputy in their absence).

There is no hard and fast rule about how an individual or agency makes a judgement about whether to report a safeguarding concern to a statutory agency. It's a process of listening, gathering evidence, judging risk and taking action. However, there are two basic rules which staff members and volunteers should always follow:

1. Do not ignore it.



2. Do not work in isolation.

## **OBSERVATION/DISCLOSURE**

You begin to have serious concern about a CYP's safety OR a CYP informs you that they or a CYP they know is being abused. Disclosure is usually verbal, but can be in writing, drawing, their presentation etc.

Speak with your manager or if your manager is not available speak to Allsorts DSL or Deputy. If either of these members of the team are not available, contact the Deputy CEO, CEO or in the last instance the Chair of Allsorts. For disclosures outside of office hours, make a detailed record of the disclosure, with date and time, and inform the DSL the next working day. If you believe the person to be in imminent danger, you must contact the local authority emergency duty team and/or the police and the DSL or Deputy SL by phone.

### **ACTION:**

- ✓ Explain to the CYP that you are concerned for their welfare, and want to listen to what they have to say.
- ✓ Record carefully on a [record of concern](#) sheet, distinguishing between fact and opinion.
- ✓ Be aware of siblings/other young people in the situation.
- ✓ Do not question the CYP about particular incidents, but make sure you clarify who the alleged victims and perpetrators of abuse are.
- ✓ Do not lead the conversation or attempt to assist the CYP to express themselves.
- ✓ Make sure the CYP understands that you cannot keep this information confidential, and that you will inform your DSL who may report it to the LSCB/police/another professional. If the disclosure is in writing, inform the CYP that you will report the contents.
- ✓ Parent/carers are notified when referring to children, unless this might place the child at risk. CYP are kept informed throughout the process, unless this might raise the risk of significant harm.

### **Important note**

*If immediate action is required, this overrides speaking to the DSL. Make a referral to children's social care and/or the police immediately if you believe a child is suffering or likely to suffer from significant harm, or in immediate danger. Anyone can make a referral. Tell the DSL as soon as possible if you make a referral directly.*

## **REPORT - SPEAK WITH YOUR MANAGER AND DSL TO DISCUSS THE CONCERNS**

Your manager & the DSL will advise and support you to what the next steps will be. You or your manager may need to report the concerns to the relevant agencies as set out below. In all cases the staff member must document concerns on a [record of concern](#) sheet, be clear and communicate with the service user involved. If you can't get in contact with any of the people on the list below, please ring your local safeguarding team for advice and the next step.

If the DSL is not sure whether to make a referral, they will call the relevant Social Services team for advice. Once referred, it is the local authority's legal duty to assess the threshold of risk and need, and decide on further action (or not).

## **SUPERVISION /DEBRIEF/REFLECT AND CHECK IN**

Agree a time to meet with the DSL and Line Manager as soon as possible. The DSL should keep you informed but do ask if you don't hear from them as soon as you would like. Their priority will be to implement the policy and they will endeavour to try to keep you informed, however the matter may be complex and time consuming.

## **KEEP EVERYONE CONCERNED UP TO DATE WHERE POSSIBLE**

It's important to keep the service user in the loop, only if it is safe to do so and so that they also feel supported.

## **ALLEGATIONS AGAINST STAFF/VOLUNTEERS/TRUSTEES**

If a member of Allsorts staff, volunteer or trustee shares a concern about a staff member or volunteer within Allsorts Youth Project or another agency you must inform the DSL without delay and before the end of the working day. If the DSL is not available, inform the Deputy Safeguarding Lead.

If the allegation is against another staff member or volunteer, follow the procedure and inform the Chief Executive Officer (CEO) and DSL immediately. Your first duty is to the safeguarding of children and vulnerable adults and you are never under an obligation to colleagues to keep secrets affecting safeguarding. Once you have passed on the information to the CEO and DSL, do not talk about the disclosure with other staff members or volunteers.

If an allegation that could potentially be considered as gross misconduct is made, the worker involved will be suspended on full pay with immediate effect. The member of staff may also be suspended in situations where it is considered in the best interest of the child and member of staff. The Chair and Lead trustee for Safeguarding will be informed and a process of investigation will begin. The Local Authority Designated Officer (LADO) will be informed of the allegation.

In addition, Allsorts Youth Project will take steps to ensure that workers are not vulnerable to false allegations. These will include:

- Staff will be aware of the [Lone Working Policy](#).
- Staff will maintain appropriate boundaries at all times.
- If a CYP has a reported history of making allegations against carers or staff, boundaries will be tightly held and client work closely monitored through supervision.

## **WORKING IN SCHOOLS OR COLLEGES WITH CHILDREN AND YOUNG PEOPLE**

When working in schools or colleges with CYP where a safeguarding concern is raised, always speak to the Safeguarding Lead within the school to ensure clear communication. The school will hold any safeguarding concerns relating to a CYP we are working with in their setting. A [Record of Concern](#) should be filled out and the Allsorts DSL informed, noting your actions in passing it on to the schools safeguarding lead.

## **GOOD PRACTICE TO PROTECT AGAINST ALLEGATIONS OF ABUSE**

Never:

- Take CYP or adults at risk to your own home.
- Engage in rough physical activities including horseplay.
- Engage in sexually provocative activities.
- Never engage in activities which could be perceived as physically and/or emotionally inappropriate such as games which involve touching other people
- Allow CYP or adults to use inappropriate language unchallenged.
- Make sexually suggestive comments about or to a CYP or adult even in fun.
- Let an allegation a CYP and/or adult makes go unchallenged or unrecorded.
- Do things of a personal nature for CYP and/or adult that they can do themselves.
- If you do have to do things of a personal nature for CYP and/or adult (support, give lifts) particularly if they are very young or disabled, then you should obtain the full consent of their parents and ensure a second adult is present.

**Remember there is no such thing as a silly question.**

**Safeguarding LGBT+ and exploring children and young people at Allsorts is always our top priority.**

## CONTACTS FOR SAFEGUARDING OR CHILD PROTECTION PAN SUSSEX

<b>Brighton and Hove</b>
<u>Child protection</u> Front Door for Families (previously MASH): 01273 290400 Out of hours: 01273 335905 <i>FrontDoorForFamilies@brighton-hove.gov.uk</i>
<u>Safeguarding Adults</u> Access Point (Adult Social Care): 01273 295555 or hascsafeguardinghub@brighton-hove.gov.uk Access Point out of hours' number: 01273 295555
<u>LADO</u> Front Door for Families (previously MASH): 01273 290400 (Ask for LADO) Out of hours: 01273 335905
<b>East Sussex</b>
<u>Child protection</u> Single Point of Advice (SPOA) team: 01323 464222 Out of hours: 01273 335906 or 01273 335905
<u>Safeguarding Adults</u> Health and Social Care Connect: 0345 608 0191 Out of hours: 0345 6080191 (menu option 2)
<u>LADO</u> Single Point of Advice (SPOA) team: 01323 464222 (Ask for LADO) Out of hours: 01273 335906 or 01273 335905
<b>West Sussex</b>
<u>Child protection</u> MASH: 01403 229900 Out of hours: 033 022 26664 <i>WSChildrensServices@westsussex.gov.uk</i>
<u>Safeguarding Adults</u> Adult Safeguarding Hub: 0330 2228400 <a href="http://www.westsussex.gov.uk/raiseaconcernaboutanadult">www.westsussex.gov.uk/raiseaconcernaboutanadult</a>
<u>LADO</u> Email: LADO@westsussex.gov.uk Phone: 0330 2226450



## Summary of Changes

Version No.	Date of review	Reviewer	Summary of changes	Next review date	Responsibility
1	June 2023	Board	Version no. 1 as this is the first time we have used this reviewing table	June 2024	CEO/DCEO