POLICY

Child Safeguarding
Policy and Procedure

October 2026

Lead Staff Member	Jackie Rosenberg
Lead Trustee	Thienhuong Nguyen
Approved by Board of Trustees on	29 October 2026
Review	To be reviewed annually

Appendices

Appendix 1: Additional Guidance and Information for all staff working with children
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Worried about a child? At a glance:
Full contact details are in Appendix 2. Never investigate a concern yourself, report it.

CHILD IN IMMEDIATE DANGER
Call the police on 999

PDT DESIGNATED SAFEGUARDING LEAD
Jackie Rosenberg – 07949 108112 – jackie@pdt.org.uk

GRAND JUNCTION DESIGNATED SAFEGUARDING LEAD
Lucy Foster – 07958 542914 – lucy@grandjunction.org.uk

WESTMINSTER ACCESS TEAM (CHILDREN'S SERVICES)
020 7641 4000 | Out of hours: 020 7641 2388

ALLEGATIONS AGAINST STAFF, TRUSTEES OR VOLUNTEERS
Local Authority Designated Officer (LADO) – lADO@westminster.gov.uk

1. Policy Statement

Paddington Development Trust (PDT) is committed to safeguarding and promoting the welfare of all children and young people. We believe that every child has the right to grow up in a safe, secure and supportive environment, free from abuse, neglect, exploitation and harm.

> **Safeguarding is everyone's responsibility.** PDT expects all staff, trustees, volunteers, freelancers, tutors, contractors, childcare trainees and sessional workers to share this commitment and act at all times in the best interests of children and young people.

We will maintain effective safeguarding arrangements, respond appropriately to concerns and work in partnership with families, statutory agencies and safeguarding partners to protect children and young people.

2. Purpose

The purpose of this policy is to:

- Protect children and young people who engage with PDT services.
- Provide staff and volunteers with clear guidance on safeguarding responsibilities.
- Ensure concerns about abuse, neglect or exploitation are identified, reported and acted upon promptly.
- Establish consistent procedures for safeguarding, child protection, information sharing and online safety.
- Promote a culture where children feel safe, respected, listened to and supported.

3. Scope

This policy applies to

- All PDT employees.
- Trustees.
- Volunteers.
- Freelancers and tutors.
- Childcare trainees.
- Contractors and sessional workers.
- Any individual acting on behalf of PDT.

It covers all PDT activities, including

- Face-to-face services.
- Outreach work.
- Community programmes.
- Online and hybrid activities.
- Educational activities.
- Digital communications and social media engagement.

4. Guiding Principles

PDT recognises that:

> **The welfare of the child is paramount** and must be the primary consideration in all decisions and actions.

All children have an equal right to protection regardless of:

Equal right to protection

- Age.
- Disability.
- Race or ethnicity.
- Religion or belief.
- Sex.
- Gender identity.
- Sexual orientation.
- Language.
- Immigration status.
- Socio-economic background.
- Criminal history.
- Family circumstances.

Children's wishes, views and feelings must be actively sought and given appropriate weight according to their age, maturity and understanding.

Effective safeguarding depends upon collaboration between:

- Children and young people.
- Families and carers.
- PDT staff and volunteers.
- Local authorities.
- Health professionals.
- Police.
- Education providers.
- Other safeguarding partners.

Safeguarding concerns should be identified and addressed as early as possible to reduce the risk of harm.

5. Equality, Diversity and Inclusion

PDT recognises that some children face additional vulnerabilities and barriers to disclosing abuse.

Particular consideration will be given to children who:

- Have special educational needs or disabilities.
- Have health conditions.
- Are young carers.

- Speak English as an additional language.
- Are asylum seekers or refugees.
- Are living in temporary accommodation.
- Experience domestic abuse within the family.
- Are affected by substance misuse.
- Are at risk of exploitation, forced marriage, radicalisation or FGM.
- Have mental health difficulties.
- Are looked after or previously looked after.
- Are not in education, employment or training.

Additional safeguards will be implemented where risks are identified.

6. Organisational Responsibilities

PDT will:

Governance

- Appoint a Designated Safeguarding Lead (DSL).
- Appoint Deputy DSLs.
- Appoint a trustee safeguarding lead.
- Ensure safeguarding remains a standing governance responsibility.

Safe Recruitment

- Undertake safer recruitment practices.
- Complete appropriate Disclosure and Barring Service (DBS) checks.
- Obtain and verify references.
- Verify employment history and suitability.

Training

- Provide mandatory safeguarding training.
- Ensure role-specific safeguarding competence.
- Support continuous learning and professional development.

Culture

- Foster a culture of vigilance and accountability.
- Encourage reporting of concerns without fear of reprisal.
- Maintain effective complaints and whistleblowing procedures.

Record Keeping

- Maintain secure safeguarding records.
- Process information in accordance with GDPR and data protection legislation.
- Share information appropriately where safeguarding concerns arise.

7. Safeguarding Responsibilities of Staff and Volunteers

All staff, trustees and volunteers must:

- Prioritise the safety and welfare of children.
- Be familiar with this policy and associated procedures.
- Remain alert to signs of abuse or neglect.
- Report safeguarding concerns immediately.
- Maintain professional boundaries.
- Participate in safeguarding training.
- Record concerns accurately and promptly.
- Cooperate with safeguarding investigations and referrals.

No member of staff should attempt to investigate allegations independently.

8. Digital Safeguarding and Online Safety

PDT recognises that safeguarding risks arise both online and offline. Digital safeguarding is an integral part of our safeguarding responsibilities.

This section applies to:

- Online and hybrid delivery.
- Social media.
- Email and messaging platforms.
- Video conferencing services.
- Images and recordings.
- PDT and personal devices used for PDT business.

PDT recognises the following categories of online risk:

Content

Exposure to inappropriate or harmful content including:

- Extremist material.
- Racist content.
- Misogynistic content.
- Self-harm and suicide-related content.
- Pornographic material.
- Disinformation.

Contact

Harmful interactions with others online including:

- Grooming.
- Exploitation.
- Peer pressure.
- Online manipulation.

Conduct

Behaviour that may create or increase harm including:

- Cyberbullying.
- Image sharing.
- Harassment.
- Sharing explicit content.

Commerce

Risks involving financial exploitation such as:

- Fraud.
- Phishing.
- Scams.
- Gambling.

Staff and volunteers must

- Use approved PDT communication channels.
- Maintain professional standards online.
- Ensure communications are transparent and role-related.
- Record authorised one-to-one online interactions.

Staff must not

- Use personal social media accounts to communicate with children.
- Engage in secretive communications.
- Share personal contact details without approval.
- Use unauthorised encrypted or disappearing-message services.
- Request or exchange personal images.

All digital safeguarding concerns must be:

1. Taken seriously.
2. Recorded accurately.
3. Reported immediately to the DSL.
4. Escalated using child protection procedures.
5. Referred to relevant authorities where required.

Evidence such as screenshots, URLs and digital records should be preserved where safe and appropriate to do so.

9. Photography, Images and Recordings

PDT will:

- Obtain appropriate consent before capturing or publishing images.
- Use images responsibly and proportionately.
- Avoid publishing identifying personal information.
- Store images securely.
- Ensure all image use is consistent with safeguarding principles.

Images of children must not be used without appropriate consent and approved organisational purpose.

10. Confidentiality and Information Sharing

PDT recognises the importance of confidentiality while acknowledging that safeguarding concerns may require information sharing.

Information will be shared:

- Lawfully.
- Necessarily.
- Proportionately.
- In the best interests of the child.

> Safeguarding concerns take precedence over confidentiality where there is a risk of significant harm.

11. Recognising Abuse

PDT recognises four main categories of abuse:

Physical Abuse

Including:

- Unexplained injuries.
- Suspicious bruising.
- Burns and scalds.
- Fractures inconsistent with explanations provided.

Emotional Abuse

Including:

- Persistent rejection.
- Humiliation.
- Scapegoating.
- Low self-esteem.
- Social withdrawal.
- Coercive control.

Sexual Abuse

Including:

- Sexual exploitation.
- Inappropriate sexual behaviour.
- Sexualised language beyond developmental expectations.
- Physical indicators and disclosures.

Neglect

Including:

- Failure to meet basic needs.
- Inadequate supervision.
- Poor hygiene.
- Medical neglect.
- Educational neglect.

The presence of indicators does not confirm abuse but requires careful assessment and possible referral.

12. Responding to Safeguarding Concerns

12.1 Immediate Action

Where a safeguarding concern arises, staff must:

1. Remain calm.
2. Listen carefully.
3. Reassure the child.
4. Avoid leading questions.
5. **Never promise confidentiality.**
6. Record information accurately.
7. Report immediately to the DSL or if unavailable a senior manager within PDT.

12.2 Recording Concerns

Records must include:

- Date and time.
- Individuals involved.
- Factual account of observations or disclosures.
- Exact words used where possible.
- Actions taken.
- Name and signature of recorder.

The Child Safeguarding reporting form is provided at Appendix 3.

12.3 Referral Procedure

Concerns that indicate actual or potential harm must be referred to Children's Services.

Safeguarding concerns should be reported without delay, with immediate referral where a child may be suffering, or is likely to suffer, significant harm.

> **Where a child is in immediate danger, staff should call 999.**

13. Managing Allegations Against Staff, Trustees and Volunteers

Any allegation that a staff member, trustee or volunteer has:

- Harmed a child.
- May have harmed a child.
- Committed a criminal offence against a child.
- Behaved in a way that indicates a risk to children.

must be reported immediately to the DSL and senior management and referred to the Local Authority Designated Officer (LADO).

If the allegation involves the DSL themselves, then the allegation must be reported to the Chief Executive or a senior manager who will be responsible for reporting to the LADO.

> Internal investigations must not commence until advice has been obtained from the LADO and relevant safeguarding agencies.

14. Safer Recruitment

PDT will ensure that all staff and volunteers working with children are recruited through safer recruitment procedures, including:

- DBS checks as appropriate.
- Identity verification.
- Reference checks.
- Employment history review.
- Suitability assessment.
- Safeguarding interview questions.

15. Training and Supervision

PDT will provide:

- Safeguarding induction training.
- Regular refresher training.
- Role-specific safeguarding training.
- DSL training in accordance with statutory guidance.
- Ongoing supervision and support.

Safeguarding competence will be monitored through supervision and quality assurance processes.

16. Partnership Working

PDT works within the safeguarding framework established by the Kensington and Chelsea and Westminster Local Safeguarding Children Partnership (LSCP).

We will:

- Cooperate with safeguarding partners.
- Contribute to multi-agency safeguarding arrangements.
- Participate in training and learning opportunities.
- Support information sharing where required to protect children.

17. Monitoring and Review

This policy will be:

- Reviewed annually or sooner if legislation or guidance changes.
- Approved by the Board of Trustees.
- Monitored through safeguarding audits, incident reviews and governance reporting.

18. Related Policies

This policy should be read alongside:

Related PDT policies

- Code of Conduct
- Safer Recruitment Policy
- Whistleblowing Policy
- Complaints Policy
- GDPR and Data Protection Policy
- Health and Safety Policy
- Equality, Diversity and Inclusion Policy
- Staff Disciplinary Policy

APPENDIX 1

Additional Guidance and Information for all staff working with children

Definitions of Abuse

Child abuse and neglect is a broad term that includes all forms of harm and ill-treatment of children. This includes serious physical and sexual abuse, emotional abuse, and neglect where a child's health, welfare, or development is not adequately supported. Children may experience abuse through deliberate actions that cause harm or through a failure to act to prevent harm.

Abuse can occur within families, institutions, community settings, or online environments. The person responsible for the abuse may be known to the child or may be a stranger.

Child abuse is commonly categorised under the following areas:

- Physical abuse
- Neglect
- Emotional abuse
- Sexual abuse and Child Sexual Exploitation (CSE)
- Harmful Sexual Behaviour
- Domestic Abuse
- Bullying and Cyberbullying
- Child Trafficking
- Female Genital Mutilation (FGM)
- So-called Honour-Based Violence
- Forced Marriage
- Child Criminal Exploitation (CCE)
- Peer-on-Peer Abuse, including:
  - Sexting
  - Upskirting
  - Sexual harassment
  - Sexual violence
  - Physical violence
  - Bullying and cyberbullying
  - Sharing child abuse images or intimate images without consent

Types of Abuse and Potential Indicators

Physical Abuse

Physical abuse involves deliberately causing physical harm to a child. This may include hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating, or otherwise inflicting injury. Physical abuse may also occur when a parent or carer fabricates, exaggerates, or deliberately induces illness in a child.

Potential Indicators

- Unexplained bruising
- Bite marks
- Cigarette burns
- Fractures or broken bones
- Burns or scalds
- Fear of parents or carers
- Sudden behavioural changes
- Depression or withdrawal
- Running away from home
- Signs or disclosure of Female Genital Mutilation (FGM)

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child that causes severe and lasting effects on their emotional development.

This may include:

- Telling a child they are worthless, unloved, inadequate, or only valued for meeting another person's needs
- Imposing inappropriate or unrealistic expectations
- Exploiting or corrupting a child
- Exposing a child to the abuse of others, such as witnessing domestic abuse
- Serious bullying, including online bullying

Emotional abuse is often present alongside other forms of abuse, although it can occur on its own.

Potential Indicators

- Failure to thrive or develop appropriately
- Sudden speech disorders
- Developmental delays
- Anxiety-related behaviours, such as hair twisting or excessive sulking
- Difficulty engaging in play
- Fear of making mistakes
- Self-harm
- Fear or distress when a parent or carer is approached about their behaviour

Sexual Abuse

Sexual abuse occurs when a child or young person is forced or persuaded to participate in sexual activities, whether or not they understand what is happening.

This includes both:

- **Contact abuse** such as rape, oral sex, or inappropriate touching
- **Non-contact abuse** such as exposing children to sexual content, involving them in the production of sexual images, encouraging inappropriate sexual behaviour, or engaging them in sexual conversations or activities online

Potential Indicators

- Pain, itching, or discomfort in the genital or anal area
- Bruising or bleeding around the genital or anal area
- Sexually transmitted infections (STIs)
- Vaginal discharge or infections
- Stomach pain
- Difficulty walking or sitting
- Pregnancy
- Bedwetting
- Sexualised language, drawings, or behaviour that is inappropriate for the child's age

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, resulting in serious impairment to their health, wellbeing, or development.

Neglect may include:

- Failure to provide adequate food, clothing, or shelter
- Failure to protect a child from harm or danger
- Failure to access appropriate medical care or treatment
- Failure to meet a child's emotional needs

Potential Indicators

- Persistent hunger
- Stealing food
- Poor hygiene
- Inappropriate clothing for weather conditions
- Failure to receive medical care when needed
- Social isolation or having few friends
- Frequent reports of being left alone or unsupervised

Child Criminal Exploitation (CCE)

Child Criminal Exploitation occurs when an individual or group takes advantage of an imbalance of power to coerce, control, manipulate, or deceive a child into criminal activity.

The child may be exploited:

- In exchange for something they need or want
- For the financial or personal gain of the perpetrator
- Through threats, intimidation, coercion, or violence

A child may be exploited even if the activity appears consensual. CCE can occur both in person and online.

County Lines is a form of Child Criminal Exploitation in which organised criminal networks transport and sell illegal drugs across different areas of the UK using dedicated mobile phone lines. Children and vulnerable adults are often exploited to transport drugs, store money, and undertake criminal activity on behalf of gangs.

Child Sexual Exploitation (CSE)

Child Sexual Exploitation is a form of sexual abuse in which an individual or group manipulates, coerces, or deceives a child into sexual activity.

This exploitation may occur:

- In exchange for something the child wants or needs
- For the financial gain or status of the perpetrator
- Through grooming, pressure, manipulation, or threats

Children can be sexually exploited even when the activity appears consensual. CSE can occur both offline and online.

Extremism and the Prevent Duty

Any concerns regarding radicalisation, extremist views, or extremist behaviours involving children and young people should be treated as safeguarding concerns and reported immediately.

Extremism includes attempts to exploit vulnerable individuals by promoting hatred, division, discrimination, or opposition to fundamental democratic values such as:

- The rule of law
- Individual liberty
- Mutual respect
- Tolerance of different faiths and beliefs

Westminster Prevent Team
Email: prevent@westminster.gov.uk
Telephone: 0781 705 4699 or 0779 098 0223

Female Genital Mutilation (FGM)

Female Genital Mutilation (FGM) refers to procedures that intentionally alter or remove parts of the female genitalia for non-medical reasons.

FGM:

- Has no health benefits
- Is extremely painful
- Can cause significant physical and psychological harm
- Is illegal in the UK, even if carried out abroad

Possible Indicators	Advice and support
• A child taking an extended trip abroad • Difficulty sitting, standing, or walking comfortably • Spending unusually long periods in the toilet • Anxiety, depression, or changes in behaviour • Reluctance to participate in physical activities	• Contact the **NSPCC FGM Helpline** on **0800 028 3550**.

Forced Marriage

A forced marriage occurs when one or both individuals do not, or cannot, consent to the marriage and pressure, coercion, threats, or abuse are used to force the marriage to take place.

In England and Wales, it is also illegal to cause a person under the age of 18 to marry, regardless of whether pressure or abuse has been used.

Pressure may include:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Psychological manipulation
- Threats of shame or family dishonour

Grooming

Grooming is a process in which an individual builds trust and an emotional connection with a child or young person in order to manipulate, exploit, or abuse them.

Grooming can be carried out by anyone, regardless of age, gender, or background, and may take place online or in person. It can occur over a short period or over several years.

Groomers may also seek to gain the trust of a child's family or friends to appear credible and trustworthy.

Possible Indicators	
• Receiving unexplained gifts or money • Spending time with significantly older individuals • Increased secrecy regarding friendships or activities	• Sudden changes in behaviour or appearance • Excessive online activity or secretive use of devices

LGBTQ+ Inclusion and Gender-Based Discrimination

LGBTQ+ young people may face additional challenges, including discrimination, prejudice, and bullying, both online and offline.

A lack of representation of LGBTQ+ relationships in education and media can make it more difficult for some young people to recognise the characteristics of healthy and unhealthy relationships, potentially increasing vulnerability to exploitation and abuse.

At PDT and Grand Junction, we are committed to creating an inclusive environment where all children and young people are welcomed, respected, and supported regardless of their gender identity or sexual orientation. This includes providing all-gender facilities and promoting a culture where diversity is valued and celebrated.

Intersectionality

LGBTQ+ children and young people have diverse backgrounds and identities. Some may experience multiple forms of discrimination or disadvantage due to other aspects of their identity, such as:

- Race or ethnicity
- Religion or belief
- Disability
- Socio-economic background
- Cultural heritage

These overlapping experiences should be considered when assessing risk and providing support.

APPENDIX 2

Child Protection Contact List

> **The information below is accurate as of October 2026 but will be subject to change from time to time.** If you cannot reach someone via this list, please access the relevant agency through the official Westminster City Council website: www.westminster.gov.uk/children-and-families/safeguarding-children

For any child safeguarding concerns that are not an emergency please contact the DSL for PDT or Grand Junction or the Deputy DSL as listed below.

Paddington Development Trust

Designated Child Safeguarding Lead (DSL) for PDT overall	**Jackie Rosenberg, Deputy CEO - Head of Employment** • 07949 108112 • jackie@pdt.org.uk
Chief Executive	**Graham Collins** • 07592 401188 • graham@pdt.org.uk
Designated Safeguarding Lead (DSL) for Grand Junction	**Lucy Foster, Creative and Community Director - Grand Junction** • 07958 542914 • lucy@grandjunction.org.uk
Deputy Designated Safeguarding Lead	**Joanne Merritt-Hall, Young People and Families Manager - Grand Junction** • 0208 874 8032 • joanne@grandjunction.org.uk

Westminster Council

City of Westminster Children's Services

Children's Social Care / Duty and Assessment Team	020 7641 4000
Emergency Duty Team (outside office hours)	020 7641 2388
Email	accesstochildrensservices@westminster.gov.uk

Named LADO	**Aqualma Daniel** Senior LADO/Safer Organisations Manager & Local Authority Designated Officer (LADO) Kensington and Chelsea and Westminster • 020 7361 2120 / 020 7641 7668 • Tel: 07870 481712 • Email: Aqualma.Daniel@rbkc.gov.uk Please call 020 7641 7668 and ask to speak to the Duty Child Protection Adviser. Email: lado@westminster.gov.uk

Children Services: Adoption and Fostering	These are services the team offers for children and young people who cannot be cared for by their own family. People interested in adopting or fostering a child can contact the Family Placements Service. • 0800 781 2332, Monday – Friday 9.30am – 5pm (outside these hours they provide a next working day call back service) • Email: adoption@rbkc.gov.uk
Children Services: Children with Disabilities	The Children with Disabilities team offers a range of services that includes information, advice and counselling for children under 18 with disabilities, their families and carers. • The Medical Centre, 7e Woodfield Road, London, W9 3XZ • Tel: 020 7266 7112
Westminster Accommodation and Leaving Care (WALC)	The WALC Team provides help and advice for 16 – 21 year olds who are moving from being looked after to living independently. • 6 Crompton Street, London, W2 1ND • Tel: 0207 641 4143
Children's Services: Youth Justice Service	The Youth Justice Team is based at 101 Orchardson Street, London NW8 8EA, with representatives from police, probation, health, Education and Social Services. The team aims to reduce and prevent youth crime in Westminster. • Duty Team Telephone: 07971 920542 • Team Manager: Jennifer Sergeant
Children's Services: Integrated Gangs Unit	• integratedgangsunit@westminster.gov.uk • Duty Phone: 0797 1920 552
Metropolitan Police Child Protection Unit	Contact police via **999** for an emergency and **101** for local police.

London Probation Service	London Probation Service, 151 Buckingham Palace Road, 1st Floor, London, SW1W 9SZ • Tel: 03000 480000

Safeguarding and Health Partners

To report a concern about a child or young person	**Westminster Access Team** Westminster Access Team – service page • Tel: 020 7641 4000 • Out of hours: 020 7641 2388 • Email: AccesstoChildrensServices@westminster.gov.uk
Multi Agency Safeguarding Hub (MASH)	**Karen Duncan** • Tri-borough MASH Business Support Officer • Telephone: 020 7641 3991 • Email: choy@westminster.gov.uk **Menna Emmanuel** • Specialist Community Public Health Nurse • Telephone: 020 7641 5498 • Email: menna.emmanuel@nhs.net **Debra Cox** • Specialist Health Practitioner in MASH • Telephone: 020 7641 3485 • Email: Debra.Cox@nhs.net
Case consultations, advice and guidance from the Safeguarding Teams in Children's Social Care	For case consultations or follow-up enquiries please contact the Duty Child Protection Adviser in the first instance on **020 7641 7668**. **Gabby Bernard** • Child Protection Adviser • Telephone: 020 7641 4003 • Email: gbernard@westminster.gov.uk **Vanessa Silva Carreira** • Child Protection Adviser • Mobile: 07971 707763 • Email: vcarreira@westminster.gov.uk **Prabha Vashee** • Child Protection Adviser • Mobile: 07890 380253 • Email: pvashee@westminster.gov.uk **Sarah Mangold** • Interim Service Manager for Safeguarding, Bi-Borough • Mobile: 07984 016 841 • Email: sarah.mangold@rbkc.gov.uk

Head of Safeguarding, Review and Quality Assurance	**Angela Flahive** • Tel: 020 7361 3467 • Mobile: 07971 320 888 • Email: angela.flahive@rbkc.gov.uk
Local Authority Designated Officer (LADO / Management of Allegations)	**Please contact duty LADO for consultations and referrals** • Telephone: 020 7361 2120 / 020 7641 7668 • Email: LADO@westminster.gov.uk **Aqualma Daniel** • Safer Organisations Manager & Local Authority Designated Officer • Tel: 07870 481 712 • Email: Aqualma.Daniel@rbkc.gov.uk **Sally Smith, LADO Manager** • Royal Borough of Kensington and Chelsea / City of Westminster • Tel: 07967 764 794 • Email: Sally.Smith@rbkc.gov.uk
Safeguarding Lead for Schools and Education	**Elaine Campbell** • Bi-Borough Safeguarding Lead for Schools and Education • Tel: 020 7361 3000 / Mobile: 07712 236 508 • Email: elaine.campbell@rbkc.gov.uk
Child Exploitation Lead (Children's Services)	**Emily Harcombe** • Child Protection Adviser • Email: eharcombe@westminster.gov.uk
Prevent (Radicalism and Extremism)	**Kiran Malik** • Prevent Programme Manager, Westminster enquiries only • Telephone: 020 7641 5071 • Email: kmalik@westminster.gov.uk
Education and Attendance	**Wendy Anthony** • Bi-Borough Head of Admissions and Access to Education • Telephone: 020 7745 6440 • Email: wendy.anthony@rbkc.gov.uk
ICB Designated Nurse for Safeguarding Children	**Emelia Bulley** • Mobile: 07867 185726 • Email: ebulley@nhs.net

ICB Named GP for Safeguarding Children	**Dr Saral Anand** • Mobile: 07770 704 486 • Email: saral.anand@nhs.net • ICB working day: Tuesday
ICB Designated Nurse, Looked After Children	**Corina Christos** • Designated Nurse Looked After Children • Mobile: 07824 300 619 • Secure Email: corina.christos@nhs.net
Child Death Review Team	If you are a professional seeking to report a child death you should do so via the eCDOP online portal North West London Child Death Review queries: nwlccgs.cdr@nhs.net | Phone: 0203 350 4044 • Interim CDR Manager: Tanya Nanuwan • Specialist Nurse (for Hammersmith and Fulham, Kensington and Chelsea and Westminster): Duduzile Hlatshwayo, 0782 454 8633 • Interim CDR Specialist Nurse: Audrey Warren
School Nursing Teams	**Central and North West London Foundation Trust (CNWL)** • Telephone: 020 7758 0736 • Email: cnw-tr.westminstershs.cnwl@nhs.net
CNWL Named Nurse for Safeguarding Children	**Central and North West London Foundation Trust** **Susan Bray** • CNWL Named Professional for Safeguarding Children. Currently on secondment **Joanna Payne** • CNWL Named Professional for Safeguarding Children • Email: joanna.payne@nhs.net **Abigail Skeel** • CNWL Named Professional for Safeguarding Children, Child and Adolescent Mental Health Services • Email: abigail.skeel1@nhs.net
Health Visiting Teams	**Central London Community Healthcare NHS Trust (CLCH)** • Telephone (select option 2): 0208 200 2500 • Email: CLCHT.ChildHealthInformationHubkcwf@nhs.net

CLCH Named Nurse for Safeguarding Children	**Central London Community Healthcare NHS Trust (CLCH)** **Catherine Hunter** • Named Nurse for Safeguarding • Mobile: 07876 313 939 • Email: catherinehunter4@nhs.net
Mental Health Trusts	**Central and North West London Foundation Trust (CNWL)**
Acute Hospital Trusts	**Chelsea and Westminster Hospital NHS Foundation Trust** **Named Nurse: Faye Mitchison** • Email: f.mitchison@nhs.net • Telephone: 0203 315 2751 • Mobile: 07388 998 373 • Tel: 020 3315 1000 Bleep 4241 **Named Doctor: Paul Hargreaves** • Email: Paul.Hargreaves@nhs.uk • Telephone: 0203 315 3112 (PA) **Maternity Lead – Named Midwife Safeguarding Children: Wendy Allen** • Telephone: 0203 315 2114 • Email: wendy.allen1@nhs.net • Team inbox: maternity.safeguardingchelwest@nhs.net **Imperial College Hospital NHS Healthcare Trust including St Mary's Hospital** • Safeguarding Team email: Imperial.safeguarding.children@nhs.net and Imperial.safeguarding.maternity@nhs.net **Head of Safeguarding/Consultant Nurse for Safeguarding: Nicci Wotton** • Telephone: 0203 312 5173 • Mobile: 07917 374 795 • Email: nicci.wotton@nhs.net **Named Nurse for Safeguarding Children: Fiona Menzies** • Telephone: 07825 935576 • Email: fiona.menzies@nhs.net **Named Doctor: Kati Malbon** • Email: k.malbon@nhs.net **Named Midwife Safeguarding: Rebecca Heorton** • Email: rebecca.heorton1@nhs.net
LSCP Business Manager	**Emma Biskupski** • Telephone: 07779 348 094 • Email: Emma.biskupski@rbkc.gov.uk

Contact the LSCP Team

Visit the Local Safeguarding Children Partnership website

- Telephone: 07739 315388
- X: @LSCPx3
- In writing to: LSCP c/o 1st Floor (Purple Zone), Kensington Town Hall, Hornton Street, London W8 7NX

Worried about a child or young person?

In an emergency telephone the police on 999.

If you want to report any abuse or discuss concerns in relation to children and young people, please contact:

Email: accesstochildrensservices@westminster.gov.uk
Telephone: 020 7641 4000

APPENDIX 3

Child Safeguarding Reporting Form

Paddington Development Trust and Grand Junction
Child Protection Disclosure Form

ABOUT YOU

Your Name and role:	
Your Signature:	

ABOUT THE YOUNG PERSON

Young Person's Name:	
Young Person's Address and Contact Number:	
Young Person's Date of Birth:	
Parent/Carers Name and Address and Contact Number:	

THE CONCERN

Date and Time of any Incident:	
Your Observations (facts only):	

Record of conversation/Disclosure: *Remember – do not lead the child. Record what you said and what the young person said in their own words (including any seemingly incorrect grammar).* *Continue on a separate sheet if necessary.*	
Action taken so far:	

REFERRALS

Was the matter referred to an external agency i.e. NSPCC?	Yes / No
Name of agency referred, contact details and telephone number:	
Details of any information or advice received:	
Was the matter referred to the Police?	Yes / No
Name of Police Officer and Contact Number and any reference number:	
Details of any information or advice received:	
Was the matter referred to the Duty and Assessment team or Locality Services?	Yes / No
Name of Officer spoken to and contact number:	

Details of any information or advice received:	
Date:	
Signature:	

SIGN OFF

Sign off by Manager or Designated Safeguarding Lead (name):	
Signature:	
Date:	