

# Bexley Early Years

## Basic Safeguarding Pack

### Contents:

- What to do if you are worried about a child
- Allegations against staff or volunteers
- Safeguarding poster (for display in your setting)

Safeguarding training is available from the Bexley Early Years Education Team and can be booked on the [Bexley Services Network website](#).

If you have any questions or need support, please contact the Early Years Team at [earlyyears@bexley.gov.uk](mailto:earlyyears@bexley.gov.uk)



## Worried about a child?

**Talk through** your worries with your safeguarding lead, they will be able to advise you what to do next.

**Not sure and would like some advice?** - you can contact the Children's Services Multi-Agency Safeguarding Hub (MASH) on 020 3045 5440, 020 8303 7777 or 020 8303 7171 and ask for a **consultation** to talk it through with a social worker.

If the child is at risk or in need, they will advise you to make a referral. Otherwise, they may advise you to monitor the situation and signpost to other family support.

As a professional you cannot make an anonymous referral. You will need to discuss your worries with the parent/s first and explain why you plan to make a referral to Children's Social Care **unless** you think that this will place the child at further risk of significant harm as a result of the parents' reaction.

In suspected sexual abuse, it is common practice not to let parents know about the referral immediately in case the child is intimidated and cannot provide evidence to the police and social workers.



You will need to **complete a referral form**. On completion of this referral, it will be automatically sent to the MASH Children's Team and you will receive a unique reference number (via email if you have put your email details into the form) the MASH Children's Team will then contact you within 24 hours to confirm the outcome of the referral.

A senior social worker in the MASH will review the information received, check their records and if necessary make some additional enquiries. This will be done within one working day and a decision will be made about the level of safety and what service would best help and protect the child.



In most circumstances, the social worker will contact the family to talk through the worries, find out more about what happened, give the family an opportunity to share their views and enable the social worker to explain what will happen next. One of the following three things will happen:

1. If the MASH decides the child is not at risk of serious harm, but the child and family could benefit from some help. The family or professional making the referral may be given advice and signposted to a local service for help. If the criteria are met, the family may be directed to the [Family Wellbeing Service](#)
2. If the child appears to be 'in need' and requires support services to prevent their health and development being impaired, the family will be directed to Children's Social Care. An assessment social worker will be allocated, who will meet with the family and carry out a child and family assessment. The purpose of the assessment is to explore what's going well, what people are worried about and decide what support the child and family require. If the family require support, they will be offered support through a 'Child in Need Support Plan', family members and key professionals will be invited to meet with a family support social worker to plan what the child needs and what everyone will do to support the family.
3. If the child is believed to have been harmed, or be at serious risk of harm a child protection strategy meeting will be held and a social worker will be allocated to carry out a child protection enquiry. If a crime has been committed, the police will also be involved. If the enquiry finds that the child remains at risk of harm, there will be a Child Protection Conference, a child protection social worker will be allocated and a Child Protection Safety Plan will be developed to protect the child



**Please detach the poster on the following page to display in your setting**

# Allegations Against Staff or Volunteers

The Local Authority Designated Officer (LADO) manages allegations against professionals and volunteers who work with children.

The LADO must be contacted without delay and within one working day in respect of all cases where it is alleged that a person who works with children has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

Local Authority Designated Officer (LADO)

London Borough of Bexley

Civic Offices

2 Watling Street

Bexleyheath

Kent DA6 7AT

Tel: 0203 045 3436 (LADO Team)

Tel: 0203 045 5645 (Business Support)

Tel: 0203 045 5543 (LADO direct)

Mobile: 07950 562936 (LADO mobile)

Email: [LADO@bexley.gov.uk](mailto:LADO@bexley.gov.uk)

Email: [childrens.triageteam@bexley.cjsm.net](mailto:childrens.triageteam@bexley.cjsm.net)

If you are unable to contact the LADO or LADO Business Support directly, please call through to the MASH on 020 3045 5440, 020 8303 7777 or 020 8303 7171. The Social Worker on duty will be able to give you advice or will forward a message to the LADO. Alternatively, please email the LADO who will endeavour to get back to you the same day. Please use the secure email (cjsm or Egress Switch) for sending referral forms or any other sensitive information to the LADO.

The LADO referral form and further information can be found on the [Bexley Safeguarding Partnership for Children and Young People \(SHIELD\) website](#).



# Worried about a child?

Safeguarding Children is Everybody's Business

Bexley Multi Agency Safeguarding  
Hub (MASH)

**020 3045 5440**

(Monday - Friday 9am to 5pm)

**020 8303 7777** or **020 8303 7171**

(out of hours)

If urgent, dial **999**



