

FREQUENTLY ASKED QUESTIONS FOR SCHOOLS and EARLY YEARS

What to do if you are worried about a child

If you have urgent safeguarding concerns for a child or young person, please continue to call MASH on 01452 426565 and select option 3.

Professionals need to make referrals to the MASH for Children's Services by completing a MARF on the [Liquid Logic portal](#)

If you work with children and families and have safeguarding concerns which are not of an urgent nature and would like a conversation to consider threshold and planning, please contact the Community Social Work Team on 01452 426263.

Contact details for your local Early Help and Targeted Support Service team

Cheltenham	01452328160	cheltenhamearlyhelp@gloucestershire.gov.uk
Cotswolds	01452328101	cotswoldsearlyhelp@gloucestershire.gov.uk
Forest Of Dean	01452328048	forestofdeanearlyhelp@gloucestershire.gov.uk
Gloucester	01452328071	gloucesterearlyhelp@gloucestershire.gov.uk
Stroud	01452328130	stroudearlyhelp@gloucestershire.gov.uk
Tewkesbury	01452328250	tewkesburyearlyhelp@gloucestershire.gov.uk

Alternatively, if you ring 01452 426565 and select option 2, you will be transferred to the Early Help service for their response. However, where possible, please contact the Community Social Work team in the first instance.

If you are unable to get through to the Community Social Work Team straight away, please leave your name, contact details, and best time and date to call you back.

It is good practice to inform parents of your concerns and what action you are taking, unless you feel it would place somebody at increased risk of harm to do so.

If you are contacting the Community Social Work Team, they will support you to reflect on your worries, explore what needs to happen next, and complete a follow-up conversation with you at a later time and date to ensure that you feel confident in completing the agreed actions, as well as any support you may require around this.

If you are looking for information on Gloucestershire's Local Offer information can be found by visiting our directory <http://www.glosfamiliesdirectory.org.uk> .

Further information on the Early help Graduated Pathway is also available on the directory. Information is also available by contacting the Family Information Service on 01452 427362

Section 175/157 Audit

When will the audit be available?

The audit will be live from December 2020 and will remain open until 12th February 2021.

Who is the audit available for?

This year (2020) the audit will be completed by all schools and all early years settings.

How do we access the audit?

The audit this year is through an on-line survey. You will be emailed the link to the survey at the beginning of December 2020.

Can I share the username and password?

Yes within your setting. However if you feel your link has been compromised then you must contact Georgina Summers for it to be reset.

What if my full Governors meeting is not being held until after the completion date in February, do I wait until signed off by Chair?

No. The audit must be returned by February. Please ask your Chair of Governors to come into school to sign off.

I want some help completing the audit?

We can assist with the S175/157 audit by conducting a “safeguarding audit” on your setting. If you buy into traded services for safeguarding this is free to you. If you do not buy into traded services there is a cost of £450 this provides a half day to undertake the audit and a half day to compile the report.

Single Central Record checks

Please refer to the FAQ in the Single Central Record section of the website

On-line training

How do I access on-line training through ME Learning?

To access our course library please follow the link to the GSCE Training Platform

https://gsce.melearning.university/course_centre

Please note there is a cost for these courses if your setting does not buy into Traded Services for Educational Settings. For more information about our new memberships and prices, please email gscestraining@gloucestershire.gov.uk

How do we ensure new staff are compliant in terms of training?

Due to Covid 19, all face to face training has been currently suspended until March 2021. However we have Level 1 Safeguarding in Education e-learning that meets the mandatory requirements for 3 yearly whole school training.

Please note there is a cost for this course if your setting does not buy into traded services for Educational Settings.

Whole school training is being offered virtually. To book a date please email gsep@gloucestershire.gov.uk

If you don't buy into traded services then please email gscetraining@gloucestershire.gov.uk for more information on our membership packages available

Training

I can't find DSL training on the GSCB website?

If your DSL is new to the role and hasn't undertaken multi-agency training before for Child Protection they need the [Child Protection Inter-Agency Training - Full day course](#)

If they need a 2 year revision course then they need the [Child Protection Inter-Agency Revision & Update - Half day course](#), however due to Covid 19, all face to face training has been currently suspended until December 2020. However we have Level 2 Safeguarding e-learning course that will tide staff over until face to face training resumes, which is available at

https://gsce.melearning.university/course_centre. Please note there is a cost for this course if your setting does not buy into traded services for Educational Settings. For more information about our new memberships and prices, please email gscetraining@gloucestershire.gov.uk

How often do DSLs have to do this training?

The DSL and any DDSLs and Safeguarding Governors should undertake the training above every 2 years. In addition DSLs should be continually developing their knowledge and skills by undertaking at a minimum 10 hours CPD per year.

How often do staff have to undertake child protection training?

All staff need to undertake child protection training every 3 years, however they should also receive annual updates from the DSL.

The DSL's training has expired, what do we do?

If the DDSL's training is in date then they should take the lead role of DSL until the DSL has undertaken training again. All policies should be amended to take account of this and all staff informed (document this has happened). If no one in school has in-date training then you will need to speak to another school and ask them to cover the safeguarding arrangements until training has been undertaken. Book training immediately. All policies should be amended to take account of this and all staff informed (document this has happened).

How do I book training?

Currently all face to face training has been suspended due to Covid 19.

Normally DSL training must be booked on-line through the GSCB website.

To request a booking for Child Protection/safeguarding training for all staff in your setting, please email gsep@gloucestershire.gov.uk

What are the dates for Safer Recruitment Training?

All details regarding Safer Recruitment Training can be found on the training pages of the GSCB website [Safer Recruitment Accreditation](#), however due to Covid 19, all face to face training has been currently suspended until December 2020.

How do I book to undertake Safer Recruitment Training?

All details regarding Safer Recruitment Training can be found on the training pages of the GSCB website [Safer Recruitment Accreditation](#), however due to Covid 19, all face to face training has been currently suspended until December 2020. We do have an e-learning module available at a cost of £25pp.

What are the dates for Safer Working Practice/Allegations Management Training?

All details regarding Safer Working Practice/Allegations Management training can be found on the training pages of the GSCB website [Safer Recruitment Accreditation](#), however due to Covid 19, all face to face training has been currently suspended until December 2020.

How do I book onto the Safer Working Practice/Allegations Management Training?

All details regarding Safer Working Practice/Allegations Management training can be found on the training pages of the GSCB website [Safer Recruitment Accreditation](#), however due to Covid 19, all face to face training has been currently suspended until December 2020.

The role of the LADO and the allegations management process

In order to manage allegations against child care professionals, every Local Authority appoints a Local Authority Designated Officer (LADO). The LADO should be alerted to all cases in which it is alleged that a person who works with children has:

- behaved in a way that has harmed, or may have harmed, a child
- possibly committed a criminal offence against children, or related to a child, or
- behaved towards a child or children in a way that indicates s/he may pose a risk to children. (Working Together 2018)
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children.

In this context, the term "professional" includes paid employees, volunteers, casual/agency staff and self-employed workers who will have contact with children as a part of their role. The LADO ensures that all allegations or concerns about

professionals or adults working or volunteering with children are recorded appropriately, monitored and progressed in a timely and confidential way. The LADO is involved from the initial phase of the allegation through to the conclusion of the case. The LADO provides advice and guidance to employers and voluntary organisations, liaising with the police and other agencies and monitoring the progress of cases to ensure that they are dealt with as quickly as possible, consistent with a thorough and fair process.

In Gloucestershire the LADO is **Nigel Hatten**, who is supported by Tracy Brooks and Jenny Kadodia, the Allegations Management Co-Ordinators. If you are looking for general Allegation Management advice, please contact either Tracy or Jenny on the following number 01452 426320.

Procedure Flowchart

[Allegations Management Process Flowchart \(PDF, 206.7 KB\)](#)

If you have an Allegation Management Referral, please **submit this via the online form** [by clicking here](#)