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Commitment to Safeguarding and Child Protection

Dear Parent/Carer

We at the Federation of Westminster Special Schools have a commitment to the safeguarding and protection of all children.

To do this, we have a responsibility to consider the wellbeing of all children who attend our school. This means we are aware of the things we see and hear from children that might indicate the child is at risk of harm. In most situations any matter of concern that is identified will be discussed with you as the parent/carers of the child. We recognise these can be difficult conversations to have but we will raise matters with you as we know the wellbeing and safety of your child is important. In the best interests of your child we would hope that we can have an open and honest conversation, should the situation arise.

In certain circumstances we will share these concerns in accordance with the Local Safeguarding Children's Board Procedures. This means we will contact the **Access Team for Children Disabilities** unless you already have an allocated social worker in which case we will contact them. They will make a decision as to whether the concern warrants further assessment or investigation. The Access team is the first point of contact with children's social work services.

In very rare circumstances and where children are seen to be at risk of immediate harm, we may contact ACCESS TEAM without having spoken to you first and gained your agreement.

Parents/carers are, as always, asked to report safeguarding concerns to the school so that we can provide support and guidance and, where necessary, access external agency support, with the aim of keeping the young person safe from harm. Safeguarding concerns can be reported to the designated safeguarding lead Ricardo Clarke or the headteacher or any of the DSLs (see [website](#) for further information).

If you have any safeguarding concerns about a professional while your child is in school or during the holidays and you need support, you are advised to contact the LADO for referrals or consultations. Please contact the Duty Child

Protection Advisor in the first instance on Tel: 0207 641 7668 or email LADO@westminster.gov.uk

More detail of the safeguarding and child protection practices for the Federation of Westminster Special Schools is contained in our policy. A copy of this policy can be made available to you upon request or can be found on our [website](#).

We feel it is important that you are aware of our commitment to safeguarding and child protection, from the beginning of our working partnership and what this may mean in practice.

We thank you for your ongoing support and partnership in working with us to ensure the wellbeing and safety of our children.

Regards,

Ricardo Clarke
Assistant Head.

Claire Shepherd
Headteacher.