Safeguarding Policy

Date reviewed	31st July 2025
Review date	31st July 2026
Document type	Guardianship policy
Overview	Safeguarding Policy to ensure all the Academic Families team recognise their role and their safeguarding responsibilities for our students.
Status	Complete

All individuals who work in conjunction with Academic Families have an important role to play in creating a positive and safe environment for our students. We further recognise our responsibility to protect children; to recognise the possible signs of abuse or neglect; mental health; Child Criminal Exploitation and Child Sexual Exploitation (CSE), radicalisation and extremism.

If there is cause for concern, report any safeguarding and child protection concerns to our Child Protection Officer (CPO) or the Deputy CPO if the CPO is unavailable.

Academic Families outlines how we do everything we can to help keep our students safe online. This policy is aligned to Keeping Children Safe in Education 2022. Appendix 1 outlines evaluating concerns about a child's safety and what actions must be taken. Additional support is in our Low-Level Concerns Policy.

When there is a safeguarding concern, Appendix 2 contains the Student Support sheet which allows the child to express their concerns without judgement. This is also available in the student handbook.

Should a child not recognise, feel able or ready to vocalise their safeguarding issue, it is the responsibility of the Academic Families team - staff and hosts - to use their professional curiosity by speaking to the CPO regarding their concerns. They must record their concern in the student journal on ILP.

Responsibility for developing and maintaining a child-safe environment rests with everyone at some level.

If you feel that a child is at significant risk, then it is your duty to report it to the Academic Families Child Protection Officer who will evaluate the situation and either contact school or the local authorities closest to the school.

Policy statement

Every student must feel safe and protected from any form of abuse which, in this policy, means any kind of neglect, non-accidental physical injury, sexual exploitation or emotional ill-treatment.

The Guardianship Organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and host families to share this commitment.

The Guardianship Organisation will take all reasonable measures to:

- ensure a safe environment for students which helps to safeguard their interests
- treat all students with care and respect according to their needs and without discrimination of any kind
- protect each student from any form of abuse, whether from an adult or another student
- be alert to the medical needs of students with medical conditions
- strike a proper balance between protecting students and respecting the rights and needs of parents / guardians / host family members. However, where there is conflict between these requirements the student's welfare will come first
- ensure parents / guardians have a right to respect and will be consulted and involved in matters which concern their family, subject to duties of confidentiality where these apply
- provide host family members with copies of this Safeguarding and Child Protection Policy
- provide staff members with child protection training, which will include clarification of responsibilities. Training will be reviewed and renewed every two years. Host family members will also be briefed on child protection procedures
- work closely with all agencies and bodies concerned with the protection and welfare of children and any school or college attended by the student to ensure that all allegations of abuse are dealt with justly and promptly
- follow the local inter-agency procedures of the Surrey County Council specific county council Safeguarding Children Partnership
- be alert to signs of abuse within the Guardianship Organisation, the host family environment or within the school or college attended by the student
- deal appropriately with every suspicion or complaint of abuse
- ensure that, so far as possible, actions taken to protect a student, do not in themselves cause the student unnecessary distress. Such actions may include consultation with the police, which may result in criminal proceedings
- design, and operate procedures which, so far as possible, ensure that staff / host family members who are innocent are not prejudiced by false allegations
- ensure that, where the Guardianship Organisation ceases to use the services of any person because that person was considered unsuitable to work with children, a prompt

and detailed report is made to the Disclosing & Barring Service (DBS) or other relevant body as determined by future legislation
- support students who have been abused in accordance with his / her agreed child protection plan
- design and operate procedures which promote this policy.

The main responsibilities of the Child Protection Officer are:

- to be the first point of contact for host families, parents, guardians, students, the Guardianship Organisation's staff and external agencies in all matters of child protection
- to co-ordinate child protection procedures within the Guardianship Organisation
- to maintain an ongoing training programme for all the Guardianship Organisation's staff and host families
- to monitor the keeping, confidentiality and storage of records in relation to child protection
- to liaise as necessary with the DSL for child protection appointed by the schools or colleges attended by students and the relevant child protection officers appointed by the Social Services Departments.
- to keep parents / guardians informed of action to be taken under these procedures in relation to their child in consultation with the school or college and social services.
- if requested, to monitor records of students who are subject to a child protection plan to ensure that this is maintained and updated as notification is received and to liaise with other professionals to ensure that these children are monitored
- where appropriate, to take part in child protection conferences or reviews.

Duties of staff and host families

Each member of staff and host family members must:

- protect children from abuse
- be aware of the Guardianship Organisation's child protection procedures and follow them
- know how to access and implement the procedures, independently if necessary
- keep a sufficient record of any significant complaint, conversation or event
- report any matters of concern to the CPO.

Staff-student and host family-student contact

Staff and host families will endeavour to keep physical contact with the student to a minimum and must consider the following guidelines:

- the physical integrity of the students will always be respected. Staff and host family members may not engage in inappropriate physical contact of any kind
- under no circumstances may a staff or host family member give tobacco or drugs to students. Alcohol may only be given, in moderation, at times specified by parents or guardians and in accordance with the law restricting the sale, supply and consumption of alcohol
- staff and host family members will prudently avoid situations in which they are alone with students in rooms or areas which are locked or made inaccessible to others
- student's bedroom must always be regarded as private space and staff, or host family members may never visit a student in his or her bedroom or dormitory except when exercising specific responsibilities or duty of care. In this case, doors must be left ajar or another host family member made aware of the course of action being followed
- staff involved in transporting students will exercise prudence if transporting students individually and will inform the office in cases where such transport is unavoidable.

Safeguarding and Child Protection training

Academic Families will seek out and promote relevant training including refresher training, at regular intervals for all staff and volunteers in the field of child protection. This is to ensure that staff and volunteers recognise the signs and presenting behaviour of children in their care who may have been abused physically, emotionally, sexually or neglected.

Academic Families updates the Policy each year and issues updated versions to all co-ordinators and host families.

Guardianship care manager, staff and host families are offered the British Council online safeguarding course, which they are required to complete every 2 years.

Definitions

Child Protection

The Children (Scotland) Act 1995 states that each child has the right to protection from all forms of abuse, neglect or exploitation. Child protection means protecting a child from abuse or neglect. Abuse or neglect need not have taken place; it is sufficient to have identified a *likelihood* or *risk* of significant harm from abuse or neglect. It is helpful to consider the safety and well-being of any other child who may be at risk of harm in addition to the child you are concerned about.

The 1995 Act also states that children must be given the opportunity to express their views, if they wish, on matters affecting them and these views must be considered when reaching decisions.

Bullying

Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.

Bullying is an unacceptable form of behaviour through which a child/ young person or groups feel threatened, abused or undermined by another individual or group.

Bullying is behaviour that can be defined as a repeated attack of a physical, psychological, social or verbal nature by those who are able to exert influence over others.

Bullying can take many forms. It may include physical aggression, intimidation, threatening, extorting, pressurising, name-calling or teasing.

Less obvious examples such as ignoring or excluding someone are also regarded as bullying and their possible effects must not be minimised.

Bullying can cause stress and can affect a child's health.

Child-on-child abuse:

Children can abuse other children at any age. Child-on-child abuse is most likely to include, but may not be limited to:

- bullying (including cyberbullying, prejudice-based and discriminatory bullying)
- abuse in intimate personal relationships between children (sometimes known as 'teenage relationship abuse')
- physical abuse which can include hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm
- sexual violence, such as rape, assault by penetration and sexual assault
- sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, upskirting, sharing nudes and semi nudes.

Anti-radicalisation and extremism

Prevent Duty Guidance defines radicalisation as "the process by which a person comes to support terrorism and extremist ideologies associated with terrorist group."

Extremism is defined as a "vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs."

There is no single way of identifying a student who is likely to be susceptible to radicalisation. As with managing other safeguarding risks, all parties must be alerted to changes in student's behaviour which could indicate that they may need help or protection.

Children at risk of radicalisation may display different signs or seek to hide their views. Academic Families staff and hosts must use their judgement in identifying a student who might be at risk.

Radicalisation is a child protection concern and as such any concerns must be raised with the Child Protection Officer who acts as our Prevent lead.

The key stages are:
Notice - when you think there may be a concern, or the student is acting differently.
Check - check with others if they have noticed anything or speak to the student directly.
Share - with Academic Families and ultimately the CPO will share with school and parents
Refer - if necessary, dependant on the level of concern, the local authorises or police may need to be notified.

Child Criminal Exploitation (CCE) and Child Sexual Exploitation (CSE).

Perpetrators may subject young people to multiple forms of abuse, such as criminal exploitation and sexual exploitation. In some cases, the exploitation or abuse will be in exchange for something the victim needs or wants (for example, money, gifts or affection), and/or will be to the financial benefit or other advantage, such as increased status, of the perpetrator or facilitator. Children can be exploited by adult males or females, as individuals or in groups. They may also be exploited by other children, who themselves may be experiencing exploitation – where this is the case, it is important that the child perpetrator is also recognised as a victim. It can be a one-off occurrence or a series of incidents over time and range from opportunistic to complex organised abuse.

Child abuse and child neglect

The National Guidance for Child Protection in Scotland (2021) provides the following definitions

> "Abuse and neglect are forms of maltreatment. Abuse or neglect may involve inflicting harm or failing to act to prevent harm. Children may be maltreated at home; within a family or peer network; in care placements; institutions or community settings; and in the online and digital environment. Those responsible may be previously unknown or familiar, or in positions of trust. They may be family members. Children may be harmed pre-birth, for instance by domestic abuse of a mother or through parental alcohol and drug use."

While it is not necessary to identify specific areas of concern when adding a child's name to the Child Protection Register, it is still helpful to consider and understand the different ways in which children can be abused. The following definitions show some of the ways in which abuse may be experienced by a child but are not exhaustive, as the individual circumstances of abuse will vary from child to child.

Physical abuse

Physical abuse is the causing of physical harm to a child or young person. Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child they are looking after. For further information, see the section on Fabricated or induced illness.

Emotional abuse

Emotional abuse is persistent emotional neglect or ill treatment that has severe and persistent adverse effects on a child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may involve the imposition of age - or developmentally - inappropriate expectations on a child. It may involve causing children to feel frightened or in danger or exploiting or corrupting children.

Some level of emotional abuse is present in all types of ill treatment of a child; it can also occur independently of other forms of abuse.

Sexual abuse

Sexual abuse is any act that involves the child in any activity for the sexual gratification of another person, whether or not it is claimed that the child either consented or assented. Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts.

They may include non-contact activities, such as involving children in looking at, or in the production of indecent images or in watching sexual activities, using sexual language towards a child or encouraging children to behave in sexually inappropriate ways (see also section on child sexual exploitation).

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, to protect a child from physical harm or danger, or to ensure access to appropriate medical care or treatment. It may also include neglect of, or failure to respond to, a child's basic emotional needs. Neglect may also result in the child being diagnosed as suffering from "non-organic failure to thrive", where they have significantly failed to reach normal weight and growth or development milestones and where physical and genetic reasons have been medically eliminated.

In its extreme form children can be at serious risk from the effects of malnutrition, lack of nurturing and stimulation. This can lead to serious long-term effects such as greater susceptibility to serious

childhood illnesses and reduction in potential stature. With young children in particular, the consequences may be life-threatening within a relatively short period of time.

Online Safety Policy

Mental health training

NSPCC Child Mental Health provides the following definition

> "Mental health is as important to a child's safety and wellbeing as their physical health. It can impact on all aspects of their life, including their physical wellbeing, relationships and educational attainment. Mental health can also change over time, to varying degrees of seriousness, and for different reasons."

Academic Families trains all staff in contact with students every two years with the Mental Health England First Aid training and qualification. Our qualified staff are then able to help support and recognise mental health in students and understand how to best support the student and pass on the baton to the appropriate agency/service.

Removal of a Student from School Form and process

Child Incident Reporting Form

The Child Incident Report Form is part of the Guardianship Organisation's Safeguarding and Child Protection procedures. It must be completed by any staff or host family member who receives information about a child protection concern, whether through observation, direct disclosure, or another source.

If you are unsure when evaluating concerns about a child's safety and what actions must be taken use the Academic Families evaluation of a student – Appendix 1

Completing the Incident Report

- Complete and submit the online form urgently. Details must Include:
- Description of what happened in the words of the child, including who was involved, what was said or done, and in whose presence.
- Provide details of when and where the incident occurred.
- Ask the student if they would like their parents or legal guardian to be informed.
- Include additional evidence, such as observations of emotional distress, physical signs of abuse, written notes, messages, or clothing that may be relevant.

If the complaint involves suspected abuse or neglect, report it immediately to The Designated Person (CPO) for Child Protection

Roni Jennings roni@academicfamiles.com 07883 333438

If the concern involves Roni Jennings, report directly to Lorna Clayton, Managing Director.

Do not attempt to investigate the situation yourself, as this may interfere with external investigations.

Data Protection

The form contains confidential personal data protected under UKGDPR. Students, and in some cases their parents or guardians, may request access to this information. Legal advice must be sought before disclosing any details.

The information in this form will remain confidential and will only be shared with those necessary to safeguard and protect children. Where required, details may be shared with social services or police for child protection investigations.

Reporting Procedures

Before Proceeding:

Ensure the student understands that you are there to help but cannot guarantee full confidentiality. Explain that their concern may need to be shared with Roni Jennings (CPO) to ensure appropriate action is taken

When speaking with the student: -

- ask open-ended questions,
- listen carefully
- remain neutral.
- Avoid leading questions or making judgments.

Incident Reporting Procedure

Reporting an Incident

If a staff member or host family suspects or receives a complaint of abuse, child-on-child abuse (including sexual violence and harassment), or radicalisation, they must report it immediately.

Reports must be made to the Child Protection Officer (CPO), or if the complaint involves the CPO, to the appropriate Local Authority – See Appendix 3

Contact Information:

- CPO: Roni Jennings 07883 333 438
- Deputy CPO Sophie Clayton 07867 663 505

Procedures on reporting allegations against staff, host families, or students.

Guidelines for Staff and Host Families

- Listening to the Student:
  - Keep an open mind; do not make assumptions.
  - Avoid leading questions.
  - Reassure the student but do not promise absolute confidentiality—explain the need to inform the CPO.
- Documenting the Incident:
  - Record date, time, and place of the conversation.
  - Include exactly what was said and actions taken.
  - Use full names, not initials, and sign the record.
  - Upload onto incident online report form if not used initially.
  - Securely store the record and hand it to the CPO as soon as possible.
- Preserving Evidence:
  - Retain any relevant materials such as notes, mobile messages, clothing, or electronic records.
- Further Reporting:
  - Update or Complete the incident online report form
  - Ensure the student is in a safe environment if necessary.

Post-Reporting Actions

- Once reported, staff or host families must:
  - Continue sharing any additional information with the CPO.
  - Refrain from investigating further to avoid interfering with external investigations.
- Parents and others suspecting abuse must immediately inform the CPO.
- Recognise that students may not always disclose abuse or recognise harm; maintain professional curiosity and report any concerns.
- Foster trusted relationships with students to encourage open communication.

Action Taken by the Designated person/CPO

Step 1: Assess the Complaint

- Consider the nature and seriousness of the complaint.
- If a serious criminal offence is suspected, refer the case to the local Safeguarding Children Partnership (See Appendix 3) or the police.
- Consider the wishes of the student, provided they have the maturity to understand the situation.
- Consider the wishes of the parents/guardians unless it conflicts with the child's best interests.
- Maintain confidentiality where appropriate.

Step 2: Consult and Inform

- Liaise with the school's CPO/DSL and headteacher.
- Arrange for an Appropriate Adult to support the student if needed.
- If uncertain about making a referral, consult the relevant LADO (Appendix 3) on a no-names basis.

Step 3: Make a Referral if Necessary

- If significant harm is suspected, make an immediate referral to their local Safeguarding Children Partnership. Appendix 3
- If the initial referral is made by phone, confirm in writing within 24 hours.
- Follow up within three working days if no acknowledgment is received.

Step 4: Document Actions Taken

- Maintain a clear and comprehensive record, on the student ILP journal as well as the child incident form, including:

    I. A summary of the concern.
    II. Details of how it was followed up and resolved.
    III. Actions taken, decisions made, and the outcome.

Step 5: Communicate Outcomes

- If no referral is made, provide a written explanation to the reporting individual.
- Inform them they have the right to escalate concerns if they remain uneasy.
- Assure staff that no disciplinary action will be taken against them for reporting concerns in good faith.

Allegations Against Guardianship Organisation Staff or Host Families

Step 1: Initial Assessment

- Ensure student safety and well-being.
- Seek guidance from the relevant LADO (Appendix 3) and follow *Keeping Children Safe in Education 2022* Part 4.
- Suspension of staff or host family is considered only if necessary for safety or a fair investigation.

Step 2: Alternative Arrangements

- If an allegation is made against a host family, provide alternative accommodation for the student during the investigation.

Step 3: Staff and Host Family Handbooks

- Staff and host families receive training to prevent situations that could lead to harm or false allegations.
- Guidance is outlined in the Host Family Handbook

Step 4: Reporting Concerns

- Staff must report concerns about unsafe practices or misconduct to the Guardianship Organisation Manager.
- No retribution will be taken against those who report in good faith.

Step 5: Termination and Reporting

- If a staff member or host family is deemed unsuitable to work with children, services will be terminated, and a report will be sent to DBS or relevant authorities.
- Resignation will not prevent an investigation, or a report being made.
- A review of safeguarding procedures will follow any such incident.

Allegations Against Students

- Responsibility for Students: Take action to ensure the safety of both the accused and the alleged victim, including offering alternative accommodation.
- Police Interviews: Inform parents/guardians and provide support for the student during a police interview, in consultation with the school/college.
- Suspension: Provide support, assistance, and accommodation if a student is suspended during an investigation.
- Application of Procedures: Apply these procedures if the accused is responsible for any student, even if they are not within the same institution.

Confidentiality and Information Sharing

- Confidential Records: Child protection records are kept confidential and shared only with relevant parties.
- Collaboration with Authorities: Cooperation with police and social services for child protection investigations under the Children Act 1989.
- School Notification: The student's school will be notified of safety or welfare concerns, except in exceptional circumstances.
- Parental Notification: Parents may be informed after consulting with the school.

Whistleblowing

As a whistleblower you're protected by law - you mustn't be treated unfairly or lose your job because you 'blow the whistle'. You can raise your concern at any time about an incident that happened in the past, is happening now, or you believe will happen in the near future.

See Whistle Blowing Policy

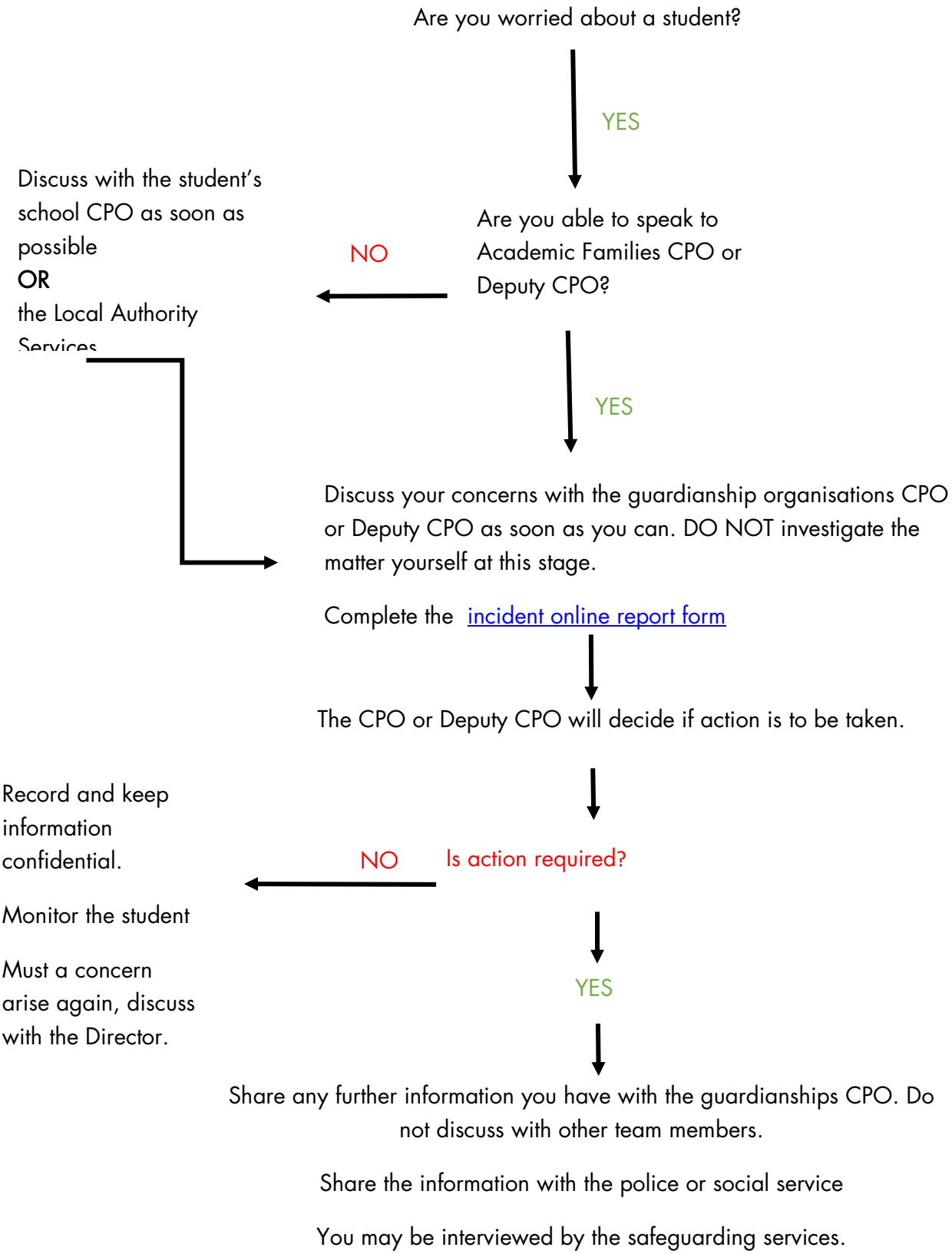
Monitoring

- Policy Review: The CPO will review the policy and procedures following any child protection incident.
- Annual Monitoring: The CPO will conduct an annual review of the policy's implementation.
- Addressing Deficiencies: The Director will promptly address any weaknesses or deficiencies in child protection arrangements.

Contact Numbers

- Key personnel contact numbers are provided above or in Appendix 3

Appendix 1 Academic Families evaluation of a student



Appendix 2 – Student Support sheet

Child Protection: Information for Students

Everyone feels worried or upset sometimes—you're not alone. Talking about your concerns can help, and there are people ready to support you.

Is Something Worrying You?

Here are some examples of situations that may be upsetting:

- you feel
    - ill but are afraid or embarrassed to tell anyone
    - very sad, hopeless, or that life isn't worth living
    - you lack privacy or independence
    - you or a friend are being bullied
    - stuck in a situation involving drugs, alcohol, money, or sex and don't know what to do
    - unfairly treated
        - due to gender, race, religion, disability, or sexual identity
        - by your guardian or host family member
    - worried, angry, or hurt by something at your host family's home
- someone you know
    - isn't eating properly or may be harming themselves
    - may be doing or planning something dangerous or seriously wrong
- someone online or in person
    - is trying to influence your thoughts in a way that makes you uncomfortable.
- you see or hear about upsetting messages or images online.

What Must You Do?

If something is bothering you, talk to someone—even if you think you can handle it alone. Others may be affected, or there may be solutions you haven't considered.

Who Can Help?

Start by speaking with someone you trust, such as:

- a close friend
- your Guardianship Care Manager or host family member
- your parents or relatives
- a trusted adult at school - chaplain, counsellor or doctor
- an older student or international student
- Childline: Call 0800 1111

You're not alone—help is available

Appendix 3 - Important Contact numbers and designated persons

Child Protection Officer (CPO) & Prevent Lead	Roni Jennings	07883 333 438
Deputy CPO	Sophie Clayton	07867 663505

Childline	Free confidential advice line supporting young people	0800 1111
NSPCC Helpline	help@nepss.org.uk	0808 800 5000
NSPCC Whistleblowing Advice Line	help@NSPCC.org.uk	0800 028 0285

UK LADO contacts

Local Authority Designated Officer (LADO) contacts in Scotland

- **Argyll & Bute:** 01546 604042 susan.cairns@argyll-bute.gov.uk A & B CP
- **Edinburgh:** 0131 200 2327 socialcaredirect@edinburgh.gov.uk Edinburgh CP
- **East Lothian:** 01875 824309 cfdutyteam@eastlothian.gov.uk E Lothian CP
- **Perth & Kinross:** 01738 476768 ChildProtection@pkc.gov.uk P & K CP
- **Moray Council:** 01343 563 424 mcpc@moray.gov.uk Moray CP
- **Midlothian:** 0131 271 6674 CFReferrals@midlothian.gov.uk Midlothian CP
- **West Lothian:** 01506 284440 Referral form W Lothian CP

Local Authority Designated Officer (LADO) contacts in England

- **Barking and Dagenham**: 020 8227 3934, lado@lbbd.gov.uk
- **Barnet**: 020 8359 4066, lado@barnet.gov.uk
- **Barnsley**: 01226 772 400, lado@barnsley.gov.uk
- **Bath and North East Somerset**: 01225 396 810, lado@bathnes.gov.uk
- **Bedford**: 01234 276 693, lado@bedford.gov.uk
- **Bexley**: 020 3045 3436, lado@bexley.gov.uk
- **Birmingham**: 0121 675 1669, lado@birmingham.gov.uk
- **Blackburn with Darwen**: 01254 585 184, lado@blackburn.gov.uk
- **Blackpool**: 01253 477 541, lado@blackpool.gov.uk
- **Bolton**: 01204 337 474, lado@bolton.gov.uk
- **Bournemouth, Christchurch and Poole**: 01202 123 334, lado@bcpcouncil.gov.uk
- **Bracknell Forest**: 01344 352 005, lado@bracknell-forest.gov.uk
- **Bradford**: 01274 434 343, lado@bradford.gov.uk
- **Brent**: 020 8937 4300, lado@brent.gov.uk
- **Brighton and Hove**: 01273 295 643, lado@brighton-hove.gov.uk
- **Bristol**: 0117 903 7795, lado@bristol.gov.uk
- **Bromley**: 020 8461 7669, lado@bromley.gov.uk
- **Buckinghamshire**: 01296 382 070, lado@buckinghamshire.gov.uk
- **Bury**: 0161 253 6168, lado@bury.gov.uk

- **Calderdale**: 01422 394 088, lado@calderdale.gov.uk
- **Cambridgeshire**: 01223 727 967, lado@cambridgeshire.gov.uk
- **Camden**: 020 7974 4556, lado@camden.gov.uk
- **Central Bedfordshire**: 0300 300 4833, lado@centralbedfordshire.gov.uk
- **Cheshire East**: 01606 288 931, lado@cheshireeast.gov.uk
- **Cheshire West and Chester**: 0151 337 4570, lado@cheshirewestandchester.gov.uk
- **City of London**: 020 7332 3621, lado@cityoflondon.gov.uk
- **Cornwall**: 01872 326 536, lado@cornwall.gov.uk
- **Coventry**: 024 7683 3443, lado@coventry.gov.uk
- **Croydon**: 020 8726 6000 ext. 24334, lado@croydon.gov.uk
- **Cumbria**: 0333 240 1727, lado@cumbria.gov.uk
- **Darlington**: 01325 406 450, lado@darlington.gov.uk
- **Derby**: 01332 642 376, lado@derby.gov.uk
- **Derbyshire**: 01629 531 940, lado@derbyshire.gov.uk
- **Devon**: 01392 384 964, lado@devon.gov.uk
- **Doncaster**: 01302 737 748, lado@doncaster.gov.uk
- **Dorset**: 01305 221 122, lado@dorset.gov.uk
- **Dudley**: 01384 813 061, lado@dudley.gov.uk
- **Durham**: 03000 268 835, lado@durham.gov.uk
- **Ealing**: 020 8825 8930, lado@ealing.gov.uk
- **East Riding of Yorkshire**: 01482 396 999, lado@eastriding.gov.uk
- **East Sussex**: 01323 466 606, lado@eastsussex.gov.uk
- **Enfield**: 020 8379 2850, lado@enfield.gov.uk
- **Essex**: 03330 139 797, lado@essex.gov.uk
- **Gateshead**: 0191 433 3552, lado@gateshead.gov.uk
- **Gloucestershire**: 01452 426 994, lado@gloucestershire.gov.uk
- **Greenwich**: 020 8921 4438, lado@greenwich.gov.uk
- **Hackney**: 020 8356 4569, lado@hackney.gov.uk
- **Halton**: 0151 511 7229, lado@halton.gov.uk
- **Hammersmith and Fulham**: 020 8753 5125, lado@lbhf.gov.uk
- **Hampshire**: 01962 876 364, lado@hants.gov.uk
- **Haringey**: 020 8489 1406, lado@haringey.gov.uk
- **Harrow**: 020 8901 2690, lado@harrow.gov.uk
- **Hartlepool**: 01429 284 284, lado@hartlepool.gov.uk
- **Havering**: 01708 431 653, lado@havering.gov.uk
- **Herefordshire**: 01432 260 800, lado@herefordshire.gov.uk
- **Hertfordshire**: 01992 555 420, lado@hertfordshire.gov.uk
- **Hillingdon**: 01895 250 111, lado@hillingdon.gov.uk
- **Hounslow**: 020 8583 5730, lado@hounslow.gov.uk
- **Isle of Wight**: 01983 823 723, lado@iow.gov.uk
- **Islington**: 020 7527 8102, lado@islington.gov.uk

- **Kensington and Chelsea**: 020 7361 3013, lado@rbkc.gov.uk
- **Kent**: 03000 410 888, lado@kent.gov.uk
- **Kingston upon Hull**: 01482 790 933, lado@hullcc.gov.uk
- **Kingston upon Thames**: 020 8547 5008, lado@kingston.gov.uk
- **Kirklees**: 01484 221 000, lado@kirklees.gov.uk
- **Knowsley**: 0151 443 2600, lado@knowsley.gov.uk
- **Lambeth**: 020 7926 4679, lado@lambeth.gov.uk
- **Lancashire**: 01772 536 694, lado@lancashire.gov.uk
- **Leeds**: 0113 378 9687, lado@leeds.gov.uk
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