

# Extended Schools Safeguarding and Child Protection Good Practice Guidelines

July 2010



# The Safeguarding Children and Safer Recruitment in Education 2007 guidance states the following in relation to extended services:

*“Where the governing body provides services or activities directly under the supervision or management of school staff, the school’s arrangements for child protection will apply”*

However, in relation to activities or services provided on a school site by an external organisation, the guidance states the following:

*“Where services or activities are provided separately by another body, the governing body should seek assurance that the body concerned has appropriate policies and procedures in place in regard to safeguarding children and child protection and there are arrangements to liaise with the school on these matters where appropriate” (section 2.26, pg 18).*

With regard to schools built and managed under the Private Finance Initiative (PFI), the governing body is legally responsible for the site during school hours. However, at other times (as specified in the contract) the PFI company is legally responsible for what happens on the school site and will follow their own policies and procedures in relation to the safeguarding and wellbeing of children and young people.

A number of schools have asked for guidance around what are considered to be ‘appropriate policies and procedures’ in the case of external organisations delivering extended services and what evidence around safeguarding checks schools are expected to gather. In the absence of detailed national guidance about this issue the extended schools team has put together the following good practice guidelines with advice and support from schools HR, health & safety, the legal department and the safeguarding education sub-group.

**With regard to the Independent Safeguarding Authority (ISA), the information in this document was correct at the time of writing, however, the Government has announced that the ISA is under review so further guidance is awaited.**

The document is designed to provide step-by-step advice about what a school should do in relation to ensuring that extended services, delivered on the school site, meet safeguarding expectations. The following scenarios are outlined in detail:

1. External organisations leasing school premises
2. External organisations delivering after school activities, e.g. football club
3. External organisations providing before and after school childcare on the school site, e.g. after school club
4. External organisations (non-local authority) providing services for adults / parents on the school site during the school day, e.g. ICT classes for parents provided by the college
5. External local authority professionals providing services for adults &/or pupils on the school site, during the school day, e.g. English classes for parents provided by the local authority adult learning team
6. Volunteers supporting extended services for pupils during and after the school day, e.g. parents helping on school trips

Please note that these are only guidelines based on the guidance available at the time of writing and each school should consider this information in light of their own situation and if in any doubt should seek their own legal advice.

Schools that are also designated children’s centres should read these guidelines alongside the Ealing Children’s Centres policy and procedures for safeguarding and protecting children.

# Scenario 1

## Leasing school premises to external organisations, e.g. karate club

The governing body of a school controls the use of the school premises both during and outside of school hours. It is therefore good practice that when leasing any part of the school building to an external organisation there is a written agreement between the school governing body and the third party that sets out the roles, responsibilities, expectations and liabilities of each party in respect of vetting checks, health and safety, insurance cover etc.

Please see the Extended Services Guidance document for advice with regard to issues such as insurance and health and safety when developing extended services as well as an example of a school leasing agreement. The guidance will be available on the extended schools website from October 2010 [www.extendedschools.co.uk](http://www.extendedschools.co.uk).

With regard to the safeguarding of children and young people, **the following text should be included in the booking form and/or letting agreement as appropriate:**

### Safeguarding of Children and Young People

The safety and wellbeing of children and young people whilst on the school site, both during and outside of school hours, is of paramount importance to the governing body of XXXXX School. We therefore ask all organisations leasing our premises to confirm the following details and to provide evidence as required (please circle the relevant answer):

1. My organisation will be providing activities for children and young people on the school site during the letting period **Yes / No**

If the answer to the above question is Yes please respond to the following statements:

2. I confirm that my organisation has a safeguarding / child protection policy **Yes / No**  
(please enclose a copy with the booking form)

3. I confirm that my organisation has a recruitment procedure that includes the use of job descriptions, a formal interview process, the checking of references and qualifications and eligibility to work in the UK and medical clearance **Yes / No**

4. I confirm that new staff and volunteers working directly with children and young people have been checked against the children's barred list operated by the Independent Safeguarding Authority (ISA) and have been registered with the ISA before starting their role (applicable from November 2010 but subject to Government review) **Yes / No**

5. I confirm that all staff & volunteers working directly with children and young people have had an Enhanced Criminal Records Bureau (CRB) check **Yes / No**

6. Please enclose the following information for **each member of staff or volunteer** that will be present on the school site during the letting period:

- Name
- Issue date of disclosure
- CRB reference number
- ISA registration number

7. I confirm that any additional information disclosed for any member of staff or volunteer as part of the Enhanced CRB disclosure has been considered in light of their suitability to work with children and young people **Yes / No**

If an organisation answers no to any of the above questions then the school should investigate further before deciding whether to confirm the letting.

As a minimum, schools should expect organisations to answer Yes to questions 4 – 7:

- Check staff and volunteers against the children's barred list (only from Nov 2010)
- Carry out Enhanced CRB checks on all staff and volunteers working with children
- Provide details of the CRB disclosures (as listed) for all staff and volunteers
- Consider additional information disclosed in relation to appropriateness of working with children and young people

If on further investigation it is clear that the organisation is **not meeting the minimum standards** set out above then **the school is advised to refuse the letting.**

If the organisation does not have a safeguarding / child protection policy or a formal recruitment process (as listed on the previous page) then it is for the school to decide whether to go ahead with the letting. For example, a small voluntary organisation may not have a formal child protection policy or a recruitment procedure but does ensure that all of their staff and volunteers have an enhanced CRB check. In this instance, the school may decide that this is sufficient and agree to lease the premises to the voluntary organisation. In these circumstances, schools should advise the voluntary organisation to seek advice from the Safeguarding Manager at Ealing Community Voluntary Service on **020 8280 2288** about developing a safeguarding policy.

## Confirming Identity

Schools should check the identity of all staff and volunteers the first time an organisation leases the school premises. Organisations leasing the school premises should be advised of this in advance and ensure that each member of staff or volunteer brings photographic ID with them on their first visit to the school. This process should be followed whenever new members of staff or volunteers use the premises.

## LEASING SCHOOL PREMISES OUT OF HOURS

Is the organisation providing activities for children and young people?

**NO**

No further action required  
- letting can go ahead as normal

**YES**

Check if organisation does following:

- All staff & volunteers have an enhanced CRB check?
- Additional information considered in relation to suitability for working with children?
- All new staff checked against children's barred list (from Nov 2010)
- All new staff registered with ISA (from Nov 2010)

**YES**

Check if organisation has:

- Child protection policy
- Formal recruitment process

**YES**

Ask to supply list of all staff & volunteers using site; CRB date of issue & reference number; ISA number new staff (Nov 2010) and copy of child protection policy

**YES**

School confirms letting

**NO**

Refuse letting until details provided

**NO**

Refuse letting

**NO**

School discretion as to whether to lease premises

If letting is refused, voluntary groups can be advised to contact Ealing CVS for help with policies 020 8280 2288

*NOTE: Information about the ISA was correct at the time of writing - awaiting outcome of Government review.*

# Scenario 2

## External organisations delivering after school activities, e.g. dance club

Many schools pay external organisations or individuals to deliver a wide range of before, after school and lunchtime activities for pupils as part of their extended schools offer. When an external organisation is used to deliver regular activities for pupils (defined as once a week or more; or four days or more in a single month) then the following process should be followed:

### STEP 1 Confirm policies

Prior to starting work in the school, the external organisation / individual should be asked to confirm the following:

- The organisation has a child protection policy (provide a copy to the school)
- The organisation has a recruitment procedure that includes the use of job descriptions, a formal interview process, the checking of references and qualifications, eligibility to work in the UK and medical clearance
- All new staff and volunteers working directly with children and young people have been checked against the children's barred list operated by the Independent Safeguarding Authority (ISA) and are ISA registered before they begin their role (applicable from November 2010 but currently subject to Government review)
- All staff & volunteers working directly with children and young people have had an Enhanced Criminal Records Bureau (CRB) check.

### STEP 2 Gather CRB information for all staff and volunteers

The organisation should provide the school with the following information for each member of staff (or volunteer) that will be delivering activities on the site:

- Name
- Issue date of CRB disclosure
- CRB reference number

- If additional information was disclosed (yes or no)
- ISA registration number (from November 2010)

If additional information was disclosed about any of the members of staff or volunteers then the school should speak to the provider to find out more. The provider may be unwilling, or feel unable due to confidentiality, to share this information with the school. However, the individual concerned can be asked to share this information with the school. If this information is still not provided then the school should make it clear that the member of staff will not be permitted to deliver activities for pupils.

### STEP 3 Store with the Single Central Record

Schools should then store the information provided about individual members of staff and volunteers with the Single Central Record, e.g. a copy of the letter containing this information is attached to the SCR.

### STEP 4 Check identity of staff & volunteers on first visit

The identity of each member of staff should be checked on their first visit to the school. This means checking their name, address and date of birth. Proof of identity should be obtained and should be photographic if at all possible. Proof of address should also be obtained, e.g. from a utility bill or bank statement.

### STEP 5 Follow same process for new members of staff

If new members of staff start working for the provider, the above information must be provided for them prior to them starting work at the school and delivering activities for pupils.

## EXTERNAL ORGANISATION DELIVERING AFTER SCHOOL ACTIVITIES

Carry out the following steps before the organisation starts work in the school

Check if organisation does following:

- All staff & volunteers have an enhanced CRB check?
- Additional information considered in relation to suitability for working with children?
- All new staff checked against children's barred list (from Nov 2010)
- All new staff registered with ISA (from Nov 2010)

**YES**

**NO**

Check if organisation has:

- Child protection policy
- Formal recruitment process

Do not contract  
to work in  
the school

**YES**

**NO**

Ask organisation to provide list of all staff & volunteers that will work at the school; CRB date of issue & reference number; ISA number and copy of child protection policy

School discretion as to  
whether to use organisation

**YES**

**NO**

Award contract

Do not contract to  
work at the school

Store details of CRB checks & policy  
with single central record

Check identity of all staff on first  
visit to the school

If contract is refused, in the  
case of voluntary groups they  
can be advised to contact  
Ealing CVS for help with  
policies 020 8280 2288

*NOTE: Information about the ISA was correct at the time of writing - awaiting outcome of Government review.*



# Scenario 3

## Private or voluntary organisations providing after school childcare on the school site, e.g. after school club

Many schools choose to provide their out of school childcare through a private or voluntary sector provider. Schools should ensure that they use Ofsted registered providers for provision for under eight year olds. Ofsted will apply to the CRB for Enhanced Disclosures in the case of the registered childcare provider and the manager. It is the responsibility of the childcare provider to make sure that any new members of staff or new people who live or work on the premises are suitable to care for or have regular contact with children. The registered childcare provider must ensure that their staff and volunteers have an enhanced CRB disclosure. Where the provider is not registered with Ofsted (i.e. where the provision is for children over 8 years only or is for less than 2 hours such as a breakfast club), the school should check that the provider has made such checks.

Schools are therefore advised to carry out the following steps when they use private or voluntary providers to provide their out of school childcare:

### Under eight years provision

#### STEP 1 Confirm Ofsted registration

Schools should check that the provider is registered on the Ofsted website. As long as the provider is registered with Ofsted, there is no need for the school to ask for confirmation of recruitment policies etc as this is covered by the Ofsted registration process.

#### STEP 2 Confirm enhanced CRB disclosures for all staff

The childcare provider should provide the school with the following information for each member of staff (or volunteer) that will be providing childcare on the site:

- Name

- Issue date of disclosure
- CRB reference number
- If additional information was disclosed (yes or no)

If additional information was disclosed about any of the members of staff or volunteers then the school should speak to the childcare provider to find out more. The provider may be unwilling, or feel unable due to confidentiality, to share this information with the school. However, the individual concerned can be asked to share this information with the school. If this information is still not provided then the school should make it clear that the member of staff will not be permitted to provide childcare for pupils on the school site.

#### STEP 3 Enter on Single Central Record

Schools should then enter the information about individual members of staff and volunteers onto the Single Central Record.

#### STEP 4 Check identity of staff & volunteers on first visit

The identity of each member of staff should be checked on their first visit to the school and should be entered onto the Single Central Record. This means checking their name, address and date of birth. Proof of identity should be obtained and should be photographic if at all possible, e.g. a passport, driving licence. Proof of address should be obtained, e.g. from a utility bill or bank statement.

#### STEP 5 Follow same process for new members of staff

If new members of staff start working for the childcare provider, the above information must be provided for them prior to them starting work at the school and providing childcare for the pupils.



## Over eight years only provision

As this provision is not covered by Ofsted the school should carry out the following steps:

### STEP 1 Confirm Policies

Prior to starting work in the school, the childcare provider should be asked to confirm the following:

- The organisation has a child protection policy (provide a copy to the school)
- The organisation has a recruitment procedure that includes the use of job descriptions, a formal interview process, the checking of references and qualifications, eligibility to work in the UK and medical clearance
- All new staff and volunteers working directly with children and young people have been checked against the children's barred list operated by the Independent Safeguarding Authority (ISA) and have been ISA registered before they begin their role (applicable from November 2010 but currently subject to Government review)
- All staff & volunteers have had an Enhanced Criminal Records Bureau (CRB) check.

### STEP 2 Gather CRB Information for all staff and volunteers

The organisation should provide the school with the following information for each member of staff (or volunteer) that will be providing childcare on the site:

- Name
- Issue date of disclosure
- CRB reference number
- If additional information was disclosed (yes or no)
- ISA registration number (from November 2010 – subject to Government review)

If additional information was disclosed about any of the members of staff or volunteers then the school should speak to the childcare provider to find out more. The provider may be unwilling, or feel unable due to confidentiality, to share this information with the school. However, the individual concerned can be asked to share this information with the school. If this information is still not provided then the school should make it clear that the member of staff will not be permitted to deliver activities for pupils.

### STEP 3 Enter on Single Central Record

Schools should then enter the information about individual members of staff and volunteers onto the Single Central Record.

### STEP 4 Check identity of staff & volunteers on first visit

The identity of each member of staff should be checked on their first visit to the school and should be entered onto the Single Central Record. This means checking their name, address and date of birth. Proof of identity should be obtained and should be photographic if at all possible, e.g. a passport, driving licence. Proof of address should be obtained, e.g. from a utility bill or bank statement.

### STEP 5 Follow same process for new members of staff

If new members of staff start working for the provider, the above information must be provided for them prior to them starting work at the school and providing childcare for pupils.

For advice about any safeguarding issues relating to out of school childcare providers, schools are advised to contact:

**Debbie Burrows**  
Out of School Childcare Development Manager  
Tel. 020 8825 5606  
Email: [burrowsd@ealing.gov.uk](mailto:burrowsd@ealing.gov.uk)

## EXTERNAL ORGANISATION DELIVERING AFTER SCHOOL CHILDCARE FOR UNDER 8 YEAR OLDS ON THE SCHOOL SITE

Carry out the following steps before the organisation starts providing childcare in the school

Check provider is registered on the Ofsted website

**YES**

**NO**

Do not contract to work at the school until Ofsted registration received

Ask organisation to provide list of all staff & volunteers that will be working on the site, issue date of CRB disclosure, CRB reference number, ISA number and confirmation that additional information is considered in relation to suitability

**YES**

**NO**

Award contract and issue written confirmation

Do not contract to work at the school until this information is received

Add details of staff to Single Central Records

Check identity of all staff on first visit to the school

*NOTE: Information about the ISA was correct at the time of writing - awaiting outcome of Government review.*

# Scenario 4

Many schools now provide activities for parents and other adults on the school site during the school day. These classes generally happen on a regular (usually weekly) basis and over a number of weeks.

Schools should ensure that adults attending these classes do not have unsupervised access to pupils. For example, this would mean ensuring that refreshment and toilet breaks are planned to prevent unsupervised access to the pupils. As long as these procedures are in place the adults attending these classes do not require a check against the children's barred list (ISA) or CRB check to be carried out.

However, as the **staff** delivering these courses will be in school on a regular basis and will be able to move freely around the school, then the following steps should be followed prior to the course starting:

## STEP 1 Confirm policies

Prior to starting work in the school, the external organisation / individual should be asked to confirm the following:

- The organisation has a child protection policy (provide a copy to the school)
- The organisation has a recruitment procedure that includes the use of job descriptions, a formal interview process, the checking of references and qualifications, eligibility to work in the UK and medical clearance
- All new staff and volunteers working directly with children and young people have been checked against the children's barred list operated by the Independent Safeguarding Authority (ISA) and have been ISA registered before they begin their role (applicable from November 2010 but currently subject to Government review)
- All staff & volunteers have had an Enhanced Criminal Records Bureau (CRB) check.

## STEP 2 Gather CRB information for all staff and volunteers

The organisation should provide the school with the following information for each member of staff (or volunteer) that will be delivering activities on the site:

**External organisations (non-local authority) providing services for adults/parents on the school site during the school day, e.g. ICT classes for parents provided by the college**

- Name
- Issue date of disclosure
- CRB reference number
- If additional information was disclosed (yes or no)
- ISA registration number if applicable (from November 2010 – subject to Government review)

If additional information was disclosed about any of the members of staff or volunteers then the school should speak to the provider to find out more. The provider may be unwilling, or feel unable due to confidentiality, to share this information with the school. However, the individual concerned can be asked to share this information with the school. If this information is still not provided then the school should make it clear that the member of staff will not be permitted to deliver activities on the school site.

## STEP 3 Store with the Single Central Record

Schools should then store the information provided about individual members of staff and volunteers with the Single Central Record, e.g. a copy of the letter is attached to the SCR

## STEP 4 Check identity of staff & volunteers on first visit

The identity of each member of staff should be checked on their first visit to the school. This means checking their name, address and date of birth. Proof of identity should be obtained and should be photographic if at all possible. Proof of address should also be obtained, e.g. from a utility bill or bank statement.

## STEP 5 Follow same process for new members of staff

If new members of staff start working for the provider, the above information must be provided for them prior to them starting work at the school and delivering activities on the school site.

## EXTERNAL ORGANISATION PROVIDING SERVICES FOR ADULTS/PARENTS ON THE SCHOOL SITE DURING THE SCHOOL DAY e.g. ICT CLASSES

Carry out the following steps before the organisation starts work in the school

Check if organisation does following:

- All staff & volunteers have an enhanced CRB check?
- Additional information considered in relation to suitability for working with children?
- All new staff checked against children's barred list (from Nov 2010)
- All new staff registered with ISA (from Nov 2010)

**YES**

**NO**

Check if organisation has:

- Child protection policy
- Formal recruitment process

Do not contract to work in the school

**YES**

**NO**

Ask organisation to provide list of all staff & volunteers that will work at the school; CRB date of issue & reference number; ISA number and copy of child protection policy

School discretion as to whether to use the organisation

**YES**

**NO**

Award contract

Do not contract to work in the school until details provided

Store details of CRB checks & policy with single central record

check identity of all staff on first visit to the school

If contract is refused, voluntary groups can be advised to contact Ealing CVS for help with policies 020 8280 2288

*NOTE: Information about the ISA was correct at the time of writing - awaiting outcome of Government review.*

# Scenario 5

Local authority staff providing services for adults &/or pupils on the school site, during the school day, e.g. English classes for parents provided by the local authority adult learning team

The Safeguarding guidance states the following:

*"Individuals such as psychologists, nurses, dentists, centrally employed teachers and other public sector staff will have been checked by their employing organisation, whether local authority, primary care trust or strategic health authority. It is not necessary for schools to see their CRB disclosure as appropriate checks will have been carried out. Schools will however want to check identity when an individual arrives to ensure imposters do not gain access to children" (pg 53, Safeguarding Children & Safer Recruitment in Education, January 2007)*

Therefore, if a member of staff employed by the local authority is providing a regular service for either adults or pupils on the school site Ealing Council advises schools to do the following:

## **STEP 1** Request confirmation of employment checks for staff

Prior to the start of the activity, the school should request that the local authority manager writes a letter to confirm that each member of staff that will be working in the school has been subject to the relevant employment checks, including an enhanced CRB check, as part of Ealing Council's recruitment process.

## **STEP 2** Store with the Single Central Record

A copy of this letter should be attached to the Single Central Record. There is no need to enter the individual's details onto the record.

## **STEP 3** Confirm identity on first visit

The school should ask to see the local authority identification card of the person delivering the activity on their first visit to the school.

## **LOCAL AUTHORITY STAFF PROVIDING ACTIVITIES FOR PARENTS AND/OR PUPILS ON THE SCHOOL SITE, DURING THE SCHOOL DAY**

Carry out the following steps before the member of staff starts work in the school

Request a letter from the local authority service manager that confirms the member of staff has undergone the appropriate employment checks, including enhanced CRB & ISA registration for new staff (from Nov 2010)

Attach a copy of the letter to the school's Single Central Record

Confirm identity of member of staff on their first visit to the school by asking to see a copy of their local authority issued identity card

*NOTE: Information about the ISA was correct at the time of writing - awaiting outcome of Government review.*

# Scenario 6

## Volunteers supporting extended services for pupils during and after the school day, e.g. parents helping on school trips

Volunteers are seen by children as safe and trustworthy adults. Thus the same precautions should apply when a school is recruiting volunteers to work with children. Because volunteers fill a wide variety of roles the principle needs to be applied with common sense and the process may need to be adapted to cater for particular roles and sensitivities. For example, if a parent volunteer is one of a group helping out on a one-off occasion such as a day trip, a fete, a sports day or a school disco, there is no need for a formal recruitment and selection process, and there will not be time to get a CRB check therefore there is no need for a CRB disclosure. Under these circumstances it may be appropriate (time permitting) to arrange for volunteers to be checked against the children's barred list operated by the Independent Safeguarding Authority (ISA) which will be available from July 2010 (currently under Government review).

In instances where this isn't possible or feasible, the school should carry out a risk assessment for the trip/activity, which includes who is helping and how the risks will be mitigated if the volunteers have not been checked.

If a volunteer is going to have an ongoing role that involves regular contact with children, an overnight stay, or means that the person will be on the premises when children are present regularly or frequently, a similar safer recruitment process should be adopted as would be used to recruit a paid member of staff filling a similar role. Most volunteers working in a school require an Enhanced CRB Disclosure because of the frequency of their volunteering activity and the contact they have with children. Regular has been defined as once a week or more; or four days or more in a single month.

Also, references are just as important for voluntary posts as for paid employment. However, prospective volunteers might not be employed or have previous experience of working with children. Consequently schools may have to be prepared to be flexible about the kinds of people from whom they will accept references.

When appointing volunteers to work in the school on a regular basis schools should carry out the following steps:

### STEP 1 Informal interview

School meets with prospective volunteer and carries out an informal interview

### STEP 2 Complete CRB disclosure

If the school decides that the person is suitable for the volunteering position then the volunteer should be asked to complete the CRB disclosure form in the same way as a new member of staff would. References should be requested as appropriate.

### STEP 3 Check ISA children's barred list

Check the volunteer against the children's barred list operated by the Independent Safeguarding Authority (ISA) and register them with the ISA before they begin their role (applicable from November 2010 but currently subject to Government review)

### STEP 4 Start volunteer placement

Once the CRB unit has confirmed that the disclosure has been received and is clear then the volunteer can start work at the school.

### STEP 5 Single Central Record

Add details to the Single Central Record and check their identity on their first visit to the school.

The CRB do not charge for volunteer applications. However, the Council's CRB Unit charge an administration fee. The CRB definition of a volunteer: "a person who is engaged in any activity which involves spending time, unpaid (except for travelling and other approved out-of-pocket expenses), doing something which aims to benefit someone (individuals or groups) other than or in addition to close relatives". Some people can be referred to as volunteers, but do not actually meet the CRB's criteria to get a free check. This is because they may receive, or expect to receive, a benefit, such as remuneration or a credit towards a qualification. For example, students on a training placement.

There are also occasions when external organisations provide volunteers who also provide services in schools. These volunteers must have been CRB checked by their respective employing organisation (see previous sections). Schools need to satisfy themselves that these volunteers have been subject to an Enhanced CRB check before they are allowed unsupervised access to children.



## **VOLUNTEERS SUPPORTING EXTENDED SCHOOL ACTIVITIES ON A REGULAR BASIS e.g. VOLUNTEER READERS THAT SUPPORT PUPILS EVERY WEEK**

Member of school staff conducts an informal interview with the prospective volunteers

If the school decides the person is suitable for the volunteering position, then do the following:

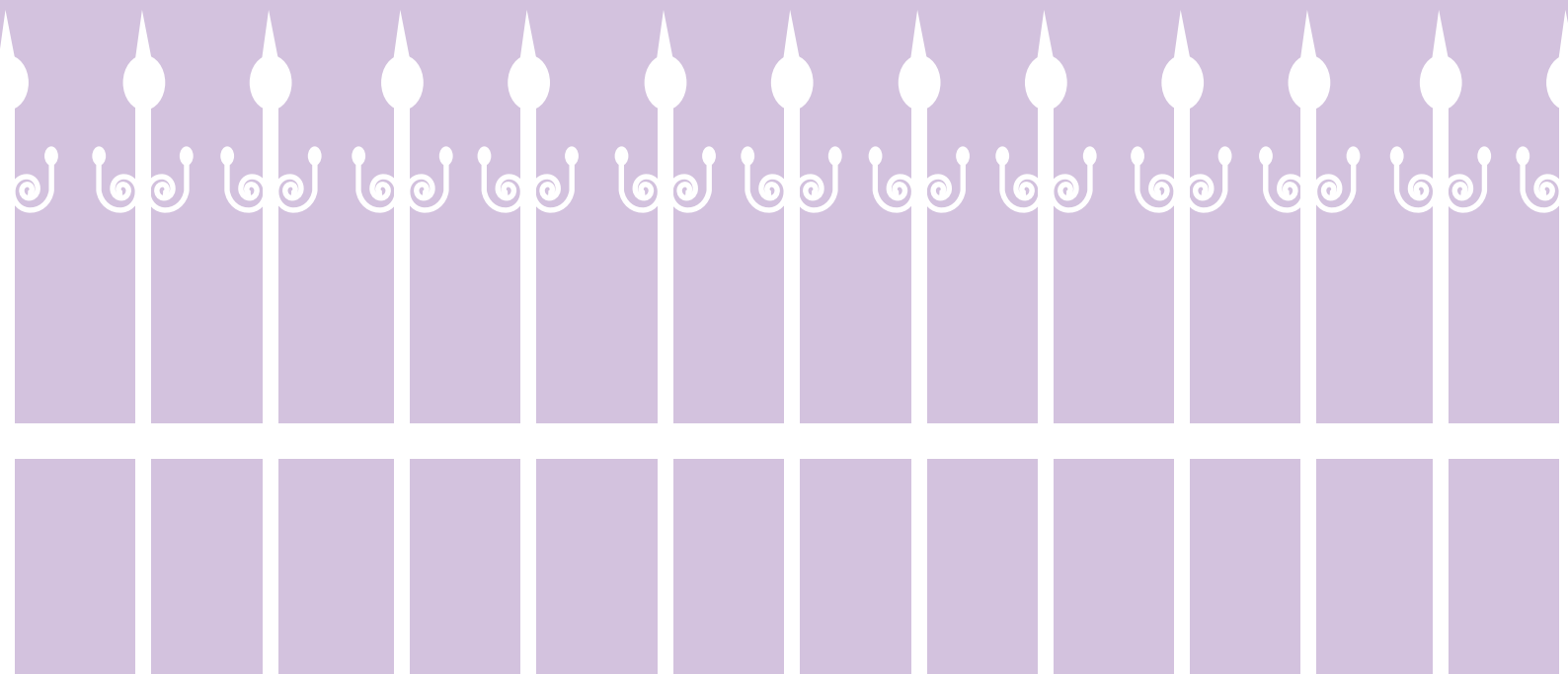
- submit request for an enhanced CRB disclosure
- check volunteer against the children's barred list (from Nov 2010)
- Register the volunteer with the ISA (from Nov 2010)

Once CRB disclosure is received by the school the volunteer can start work at the school

Check identity of the volunteer on their first session at the school

Stores details on the Single Central records

*NOTE: Information about the ISA was correct at the time of writing - awaiting outcome of Government review.*



# Contacts

For general information about safeguarding and extended schools please contact:

**Sarah Thompson**  
**Extended Schools Adviser**  
**T. 020 8825 7372**  
**E. [sthompson@ealing.gov.uk](mailto:sthompson@ealing.gov.uk)**

For information about safeguarding in relation to childcare providers please contact:

**Debbie Burrows**  
**Out of School Childcare Development Manager**  
**T. 020 8825 5606**  
**E. [burrowsd@ealing.gov.uk](mailto:burrowsd@ealing.gov.uk)**

For information about safeguarding in relation to school staff, please contact:

**Jackie Bouchier**  
**Schools HR**  
**Administrative Support Officer**  
**T. 020 8825 9516**  
**E. [jbouchier@ealing.gov.uk](mailto:jbouchier@ealing.gov.uk)**

For information about child protection please contact:

**Tom Galvin**  
**Head of Access & Pupil Welfare**  
**T. 020 8825 5501**  
**E. [tgaltin@ealing.gov.uk](mailto:tgaltin@ealing.gov.uk)**