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<b>FAO: The Headteacher</b>	<b>For Action</b>	<b>For Information</b>	<b>Meeting/Event</b>
All Schools	√		

6<sup>th</sup> July 2022

Dear Parents and Carers,

The Local Authority Designated Officers (LADOs) for West Sussex are wanting to raise awareness amongst the general public about what to do when you are concerned about an individual in a Position of Trust.

If you ever have concerns about an individual, aged 16 or over, who works or volunteers with children then you can contact us for independent advice and guidance.

We know some organisations could be more robust with safe recruitment or safeguarding processes, so we would encourage parents, when accessing services or clubs for children (e.g. sports clubs, private therapy) to ask the organisation some basic safeguarding questions to ensure they are safe.

Please take a look at our ['Safe clubs for children' campaign](#) for simple advice.

For further information on what we do with concerns reported to LADO, please see the [following webpage](#).

**To make a referral or have a consultation with the LADO, please email [LADO@westsussex.gov.uk](mailto:LADO@westsussex.gov.uk) or call our dedicated phone line on 0330 222 6450 during office hours.**

Yours sincerely

**DONNA TOMLINSON & MIRIAM WILLIAMS**

Local Authority Designated Officers