



Safer Recruitment Policy

Purpose and Scope of Policy

This policy has been developed to embed safer recruitment practices and procedures throughout **Love Squared** and to support the creation of a safer culture by reinforcing the safeguarding and well-being of children and young people with whom we work and support. Love Squared's core values: Love, Imagination, Nurture and Bravery are at the root of everything we do, and are always considered in every policy document in addition to relevant legislation. This policy reflects our desire and efforts to nourish our own organisation's growth by being a best practise provider and our sincere desire to be a pro-active component of a society which keeps children and young people safe from harm, and provides them with practitioners who will facilitate safety, happiness, and positive transformational outcomes, whilst providing safe and fair recruitment for our practitioners, volunteers and team.

It is updated in line with Keeping Children Safe in Education (2024) and should provide a clear and comprehensive 'blueprint' of safer recruitment practices and should be used to guide decision making, processes and systems for all recruitment activity within Love Squared including that for reporting concerns. It is also to be noted that although we primarily work with children aged 5 to 18, we do sometimes work with vulnerable adults and thus attention needs to be paid to ensure that all recruitment activities also account for safer recruitment for vulnerable adults (Safeguarding Vulnerable Groups Act 2006).

Relevant Policy and Legislation

Safer Recruitment action taken by Love Squared will be in accordance with current legislation including statutory, national and local guidance including:

- **Working Together to Safeguard Children (2018)**, which sets out the multi-agency working arrangements to safeguard and promote the welfare of children and young people and protect them from harm; in addition, it sets out the statutory roles and responsibilities of schools.
- **Keeping Children Safe in Education (2024)** is statutory guidance issued by the Department for Education which all schools and colleges must have regard to when carrying out their duties to safeguard and promote the welfare of children and young people and which also needs to guide work we undertake where we are working with schools, and colleges and where we are the ALP commissioned by local authorities, as part of our outreach services.
- **Care Act 2014** - <https://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>
- **Local Guidance from the Local Safeguarding Partnership:** around particular safeguarding topics are available on the [Keeping Bristol Safe Partnership Website](#). Other Local Authorities

will have additional information regarding their Partnership working and protocols and this will be reviewed according to the Local Authority making the referral to Love Squared. Please also see [London Multiagency Adult Policy](#) and Bristol's [Safeguarding Adults Multi-Agency Policy](#).

- **Equalities and Human Rights Legislation:** With regards to safer recruitment, we will be proactive in our duties under the [Equality Act 2010](#) and our general and, where relevant, specific duties under the [Public Sector Equality Duty](#).
- [Investigations Policy or Acas Guide to Conducting Workplace Investigations](#)

This policy should be understood in conjunction with the following policies:

- Safeguarding and Child Protection Policy
- Keeping Children Safe in Education (2024)
- Code of Conduct
- Practitioner and Team/ Volunteer Pack (our staff 'handbook')
- Anti-Bullying Policy
- Equal Opportunity and Diversity Policy
- The Equalities Act (2010)

Where this policy refers to regulated work, or regulated activity:

The full legal definition of regulated activity is set out in [Schedule 4 of the Safeguarding Vulnerable Groups Act 2006](#) as amended by the [Protection of Freedoms Act 2012](#). HM Government has produced a Factual note on regulated activity in relation to children and scope: Regulated activity includes: a) teaching, training, instructing, caring for (see (c) below) or supervising children if the person is unsupervised, or providing advice or guidance on well-being, or driving a vehicle only for children, b) work for a limited range of establishments (known as 'specified places', which include schools and colleges), with the opportunity for contact with children, but not including work done by supervised volunteers; Work under (a) or (b) is regulated activity only if done regularly. Some activities are always regulated activities, regardless of their frequency or whether they are supervised or not. This includes: c) relevant personal care, or health care provided by or provided under the supervision of a health care professional: Personal care includes helping a child, for reasons of age, illness or disability, with eating or drinking, or in connection with toileting, washing, bathing and dressing; health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.

Roles and Responsibilities

The Organisation will:

- Ensure the organisation has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with relevant legislation for the particular role and context of individual placements.
- Promote the safety and well-being of children and young people at every stage of every process and system.
- Ensure that we operate safe and fair recruitment and selection procedures, which are reviewed every year to reflect any changes to statutory guidance and legislation appropriate to the roles and work and individual placements that we undertake.
- Monitor any contractors and agencies' compliance with this document especially should we ever outsource recruitment to an employment business, though this is not currently something we are undertaking. Any use of external supply for recruitment (eg. agency or subcontracting) must meet the same requirements as laid out in our safer recruitment document and meet the requirements of [Keeping Children Safe In Education](#) (2024).
- Ensure appropriate checks are carried out on any persons working for Love Squared and ensure that they are relevant and appropriate for the role to which they will be working in line with best practice guidance from the relevant legislation.
- Manage a single database (Central Record) in accordance with Keeping Children Safe in Education (KCSIE 2024) and UK General Data Protection Regulation (UK GDPR). This central record covers the vettings checks undertaken on all practitioners and others identified by the organisation as working in regulated activity as well as documenting where there is no regulatory activity for a team member.
- Ensure that any concerns that arise during a recruitment process or after we have recruited a team member including when they have left the team are reported appropriately and LADO guidelines are followed.
- Ensure that staff managing the recruitment and employment of staff to work with children have received appropriate safer recruitment training. For example, this training could be accessed via the local authority or NSPCC, which should at minimum cover the content of KCSIE 2024, part 3:
 - i. The recruitment and selection process;
 - ii. pre-appointment and vetting checks, regulated activity and recording of information;
 - iii. other checks that may be necessary for staff, volunteers and others, including the responsibilities on schools and colleges for children in other settings; and
 - iv. how to ensure the ongoing safeguarding of children and the legal reporting duties on employers.

Reporting team members/ people we work with including other professionals in situations where allegations of abuse or concerns have arisen

- Love Squared will refer any allegation of abuse made against someone it works with to the Local Authority Designated Officer (LADO) within the same working day of the allegation being made. Advice will firstly be sought from the LADO about whether this person can be named to the LADO and until this is clarified, persons should not be named - LADO guidelines should be carefully checked to ensure that they are being followed to the letter. Please see appendices in this document for an online LADO referral form. However, our policy is that the LADO should always be telephoned first and then it is likely that they will ask for the form to be submitted in writing.
- A referral will be made if someone has:
 - Behaved in a way that has harmed a child, or may have harmed a child
 - Possibly committed a criminal offence against or related to a child
 - Behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children.

In any situations where there is any uncertainty about whether or not a referral should be made, LADO advice should be immediately sought on the same day, see appendices for list of current and relevant LADO's.

- LADO next steps need to then be followed with accuracy and attention with any points that need clarifying immediately referred back to LADO. If Love Squared are requested to initiate an investigation, then professional HR services need to be immediately involved and best practice on investigation sought. [ACAS guidance on conducting investigations](#) can be used to ensure guidelines are met/ alongside our internal Investigations Policy.
- In case of an investigation, an agenda planning document should always be used, and an investigation planning document (also known as Investigation Plan) should also be used and these should be submitted as appendices in the final report which needs to be submitted to the LADO. These template documents are included with our investigation policy documents. Any conclusions need to be decided in relation to the Five Investigation Outcomes which are included in our investigation policy documents file. A template for the Investigation Report is also included in our investigation policy documents.
- Love Squared will also refer to the Disclosure and Barring Service (DBS) for someone it works with where there has been potential abuse against a child, or posed likely risk of harm to a child, but shall always seek active advice from the LADO or to whom the LADO refers next step actions prior to this step in order to ensure that human rights, and data protection laws are not being breached inappropriately). Love Squared will also follow LADO guidance on whether any other agencies need to be informed and how they need to be informed.
- In reference to the updates in [Keeping Children Safe in Education](#) 2024 which also includes behaviours which may indicate a person poses, or could pose, a risk of harm if they continue to work in regular or close contact with children (this is known more commonly as the 'harm test'): viz., a person has 'behaved or may have behaved in a way that indicates they may not be suitable to work with children' (paragraph 211). This addition is to capture a broader

range of behaviours which may indicate risk, for example in cases where an incident may have occurred outside of school and not necessarily involving children but could, nevertheless, have an impact on their suitability to work with children. Examples may include being involved in domestic violence and is known as a transferable risk.

- Once the LADO has been informed, there is a legal requirement for the organisation to make a referral to the DBS where they remove an individual from regulated activity (or would have removed an individual had they not left), and they believe the individual has: engaged in relevant conduct in relation to children and/or adults, satisfied the harm test in relation to children and/or vulnerable adults; or been cautioned or convicted of a relevant (automatic barring either with or without the right to make representations) offence. The DBS will consider whether to bar the person. Detailed guidance on when to refer to the DBS (including what is the harm test and relevant conduct), and what information must be provided, can be found on GOV.UK. Referrals should be made as soon as possible, when an individual is removed from regulated activity. This could include when an individual is suspended, redeployed to work that is not regulated activity, dismissed or when they have resigned. It is important that as much relevant information is provided to the DBS as possible, as it relies on the quality of information provided to them. When an allegation is made, an investigation should be carried out to gather enough evidence to establish if it has foundation, and employers should ensure they have sufficient information to meet the referral duty criteria explained in the DBS referral guidance, which can be found on GOV.UK. Advice on making referrals can be found by calling the DBS helpline: 0300 0200 190
- Love Squared fully embraces that: Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child. No single professional can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play. These include, identifying concerns, sharing information, taking prompt action and sharing promptly any concerns about professionals within or outside the team at ANY LEVEL of the organisation.

Recruitment and selection policy & process

Advertising

- This section is to ensure that potential applicants are given the correct message about the organisation's commitment to recruit suitable people, including but not limited to ensuring

that the organisation has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with relevant legislation for the particular role and context of individual placements.

- Any advert for any role at Love Squared must include a reference to a commitment to safeguarding and the importance of safeguarding best practise for anyone who works or volunteers for the organisation as well as a statement committing to equal opportunities and diversity.

Application forms

- Love Squared promotes a policy of positive disclosure for DBS Enhanced Checks and this should be referenced on our application form. For minor cautions and convictions and historic convictions that are not related to children, Love Squared will undertake a careful risk assessment with the applicant's permission involving a written statement, a phone interview, a senior management risk review and if necessary a board level final review, before coming to a decision of which the applicant will be informed. Our internal **Positive DBS Disclosure decision form** should always be used and completed to ensure this process is detailed, proportional, sensitive and thorough. No applicant with a caution or conviction can be recruited without this process being fully completed and the form filed and signed off by senior management/ or at board level if pertinent.
- Application forms should clearly state the organisation's commitment to safeguarding.
- All applicants for any role at Love Squared must complete an application form for the role in addition to a CV if this is what they might have already submitted. No role including volunteering can be offered without a fully completed application form and this must be saved in the applicant's file. The only exception to this is ad hoc volunteering in a non regulated activity, for example, a plumber volunteering to come in to fix a pipe for us as a one off activity, or a volunteer helping out in the kitchen at an open day where they would be ad hoc and have no unsupervised contact with children/ vulnerable adults.
- Application form must include a) declaration of any conviction or criminal records, barred lists and any other criminal declarations including cautions b) declaration of whether they have and what kind of DBS checked including whether they are on update service and permissions to check this. c) Questions should be revealing about commitment to child wellbeing and safeguarding. They should contain clear educational and employment history which can then be checked for any gaps in employment and which can then be explored with candidates during initial screening. d) Applicants should be asked to declare any information that is likely to appear on the DBS disclosure e) Details of references which must include their current or most recent employer and another employer where they have worked with children/ young people (if they have worked with children/ young people).
- Application forms must be reviewed by at least 2 members of staff and should be done separately and then discussed and any point of concern/ worry should be raised as well as to avoid bias/ discrimination. At least one reviewing member of staff should be Safer Recruitment Trained.

Initial Screening

- Initial screening will be conducted with each applicant in which Love Squared' commitment to safeguarding will be clearly stated, and applicants will be asked to explain a) Any gaps in employment so that they make sense in the overall context of the individual's work and life patterns and feel transparent to the screener. Explain satisfactorily any anomalies or discrepancies in the information available to the recruitment panel. b) their vision and values for working with children and young people c) whether they do indeed possess an appropriate DBS check if appropriate for the role for which they are applying and if not ascertain their willingness to obtain one prior to being accepted for any regulated work with us d) their right to work in the UK e) If they have been working overseas, then their ability to provide suitable checks for this period either through a police check or through appropriate references which cover this period according to *best practice guidance on context of available information (DBS guidance)*. This stage will also include questions that might be relevant to ascertain the candidate' suitability to work for Love Squared by focusing on their values, visions, as well as on their relevant experience.

Initial screening should also make clear that any offers of working with Love Squared are dependent on two appropriate references, verification of the applicant's identity where possible using their birth certificate inline with best practice guidelines, and other appropriate checks dependent on legislation, and role (eg. For regulated work with children this will include an appropriate enhanced level DBS check for working with children that will also include barred lists). [DBS ID Checking Guidelines](#) outlines all acceptable documentation for this purpose.

Love Squared can ask relevant questions about disability and health in order to establish whether applicants have the physical and mental capacity for the specific role as part of their checks to verify the candidate's mental and physical fitness to carry out their work responsibilities.

Love Squared will check that a person taking up a management position as described at paragraph 237 of KCSIE (2024) is not subject to a section 128 direction made by the Secretary of State; Restricting the individual from participating in the management, governance or to become a trustee of the organisation.

Interviews/ Assessment

- Selection techniques will be determined by the nature and duties of the post but all vacancies will require an interview of shortlisted candidates.
- All interviews should be face-to-face (and preferably be in person where possible) and use a transparent scoring system and should involve review by at least two staff members. A safeguarding lead or deputy should be present in any interview as well as at least one member of staff who is Safer Recruitment Trained.
- All interviews for roles that include any regulated work should include at least two dedicated safeguarding scenarios which assess the candidate's ability to recognise possible signs and symptoms of abuse, their ability to report these appropriately and their ability to be empathetic, warm, and transparent in how they respond, and their mental fitness to deal with such possible scenarios including self-care, and seeking

support. It is important to note that should the panel give feedback on these responses within the interview itself this should be to both collaborate and reinforce an excellent response in line with best practice in safeguarding legislation and to supportively challenge a weak answer. This might include highlighting a need for further training and where this could be sought, and in drawing the candidate's attention to relevant best practice. It is important that interviewers remember that any candidate, even if not successful for a role at Love Squared, might go elsewhere to seek employment with children, and that attention should be proactively drawn to any weakness in response, so that the interview itself serves a function within working together best practice.

- Interviews should always include a mixture of scenario based questions that reveal not only the candidate's ability and experience but also draw out their ability to manage stress, deal with unexpected situations appropriately, work appropriately and sensitively with young people, be able to imagine situations and contexts from a young person or child's point of view, seek guidance and support for situations where they are unclear of how to act, and evaluate a continual dedication to self-reflection, self-awareness and empathy, warmth, and positive growth.

Safer Recruitment Checks

As part of screening process and/ or application form (see above), candidates will be required to:

- Explain any gaps in employment so that they make sense in the overall context of the individual's work and life patterns and feel transparent to the interviewers.
- Explain satisfactorily any anomalies or discrepancies in the information available to the panel
- Declare any information that is likely to appear on the DBS disclosure
- Understand the organisation's high commitment to safeguarding
- During the interview, demonstrate their ability to safeguard and protect the welfare of children and young people and their ability and willingness to promote Love Squared' core values though engaging in safeguarding scenarios and engaging in reflection, challenge, learning around these scenarios.
- Two good references, one of which must be from the applicant's current/most recent employer where possible, will be required before the applicant is accepted for working with Love Squared so that any discrepancies may be probed with both referee and applicant. References will be sent using our internal referencing form which details ten pre approved questions around suitability to work with children.
- Referees for any role requiring regulated work will be asked the ten specific questions and will be given ample opportunities to add additional comments so they can include any additional information they think is relevant. The questions will always include the following specific questions:
 - The candidate's suitability to work with children and young people including whether there has been to the referee's knowledge any concerns about the candidate in this regard.

- Whether they would want this person to work with a child who they care about.
- The candidate's suitability for the role, including the candidate's ability and willingness to work with children, team and to build warm and successful relationships, and to be reliable and committed.
- References will be sought directly from the referee, and where any score falls below 7, or where comments suggest any doubt or anything at all that suggests any uncertainty at all about that candidate's ability to work safely with children, or where there is any doubt at all about the suitability or identity of a reference, will require contact with the referee to clarify any anomalies or discrepancies. If after this contact, there is any doubt at all, a third reference will be sought before any decision is made.
- Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies, especially to verify any knowledge or concerns regarding suitability to work with children.
- One of the references supplied will be telephoned by Love Squared in order to validate its authenticity, to complete this check we will contact the most recent or relevant employer. We would do this by asking specifically if the referee wrote the reference themselves and if they are happy with the reference provided.

An offer of appointment will be conditional and all successful candidates will be required to:

- Provide proof of identity with a birth certificate or alternative appropriate form of ID eg. drivers licence or passport.
- Provide proof of address.
- A minimum of two references (see guidance above).
- Possess an enhanced child and adult DBS certificate with relevant barred lists and receive satisfactory clearance:
 - The DBS check should have been conducted within the last three months (with the exception of the update service below).
 - If the person is transferring from a similar role where they had regular unsupervised contact with children, without a break of three months in service, there is no necessity for a new DBS check for up to a year after the issue date, but one may be requested anyway.
 - References will always be sought from the previous employer where the applicant was working with children and safeguarding specifically addressed. However, if an applicant has an enhanced Child DBS certificate which is in date in line with above requirements, then successful candidates can start working with children, but can only begin working with adults once a new Child and Adult DBS has been requested and issued, which should be done within 3 months of their start date.
- With the candidate's written permission on their application form, if they are signed up to the DBS update service, a check can be carried out and the action noted on the organisations

Single Central Record although the original certificate must still be seen so suitable level of check (eg. enhanced and barred list checks) can be clarified.

- The organisation aims to have all team members signed up to the update service. If a candidate comes to the organisation with an enhanced DBS check that is no older than a year and with no breaks in child facing employment longer than three months, but they are outside of the 28 day window for registration on the update service, we will ensure that they sign up when their certificate is next renewed, ideally within one year of the date of their last certificate.
- If a member of the organisation forgets to renew their subscription to the update service, a new DBS will be applied for within a month of notification that the renewal has not gone through. They will then be asked to re register on the update service when their new certificate arrives.
- If relevant for the role, provide certificate or documentation of professional status.
- Provide certificates of most relevant/recent academic and professional qualifications such as a degree certificate or recent safeguarding training, which they claim to have.
- Provide proof of eligibility to live and work in the UK through documentation either of EU passport, or through other relevant documentation.
- If the person has lived or worked outside the UK, any further checks considered appropriate to their role to cover the period working overseas. This might involve an overseas police check if there is not enough relevant and satisfactory information available through the DBS check, a letter (via the applicant) from the professional regulating authority in the country (or countries) they have lived in confirming that they have not imposed any sanctions or restrictions or are aware of any reason why they may be unsuitable to teach. Additional references, which cover in sufficient detail and time period their work with children while overseas may also be requested by the organisation. Since gaining police checks from certain countries can be difficult (some require attendance in person at the country of origin), expensive, and stressful, take over six months to be received in some cases, and also potentially inaccurate especially in countries from whom a potential mentor might have come as a refugee for instance, their request must be considered proportional, appropriate and only be asked for if it will make a difference to the potential safety of children. The same approach will be applied to EEA countries since the UK's departure from the EU.
- Volunteers who have lived abroad will need to obtain an overseas check just as any paid member of the team would, the organisation can review payment for these on a case by case basis, whereas paid practitioners and core staff would always need to pay for their own overseas checks.
- Prohibition of teachers check for any applicants who would be undertaking any regulated work with children and young people. Checks will be carried out through the Teaching Regulation Agency on the DfE Portal.
- All checks will be documented on the personnel file and followed up if they are unsatisfactory or if there are any discrepancies in the information received.
- All safer recruitment checks will be documented in our Single Central Record.

Safer recruitment for unregulated activity:

- If a potential candidate for a role within Love Squared (whether a paid role or volunteer) is not going to have regular unsupervised contact with a child or young person (such as a marketing or fundraising volunteer) then Love Squared would not apply for a DBS for them but we would carry out all other Safer Recruitment checks however this will be reviewed on a case by case basis. If they are offered a new role or their role expands to include regular unsupervised contact with a child or young person then we would follow the above safer recruitment process for working in regulated activity with children and young people, such as applying for an enhanced child and adult DBS check.

Working in line with other clients' checks and procedures including for schools

- We are aware that other bodies such as schools have statutory legislation that they need to act in accordance with, such as Keeping Children Safe in Education (2024).
- We are always willing to provide written confirmation of the checks that have been carried out by us (stored on our single central record), which will always be done to a high standard, and specialist staff attending a school property or other sites will always be expected to identify themselves with appropriate ID on arrival.

Induction Policy & Process

- All successful candidates will undergo a 'settling in' period and will be closely monitored by core staff in their interactions with families, children and young people through check ins with the relevant parties 48 working hours after first contact in which we will ascertain that all parties felt safe, happy and expectations and conduct fulfilled to a high standard. During this settling in period, all parties will receive regular contact check ins and proactive invitations to provide feedback, and report any concerns whatsoever. It will be made clear that both monitoring and any concerns whatsoever should be brought to attention straight away.
- New, established and existing team members will be monitored closely on any new placement by core staff so that any change in behaviours that might not have come to light can be brought to attention.
- At the beginning of their induction period and before a placement starts, practitioners working with us will again receive information on our safeguarding policy and procedures and guidance on safe working practices, which would include guidance on acceptable conduct/behaviour which is included in their practitioner pack. This will also include opportunities for following up on any need for further safeguarding training following assessment in interview, and ensuring that all people working with us and for us are familiar with our procedures for what they should be aware of in terms of signs and symptoms of abuse, and the immediate and urgent need to report any concerns at all to the DSL or to contact the police/ social services if there is any immediate risk of harm to a child or if they are in doubt that there might be immediate risk of harm to a child.

- The length of the induction and settling in period is not fixed, but dependent on factors such as the initial placement feedback, initial training needs, experience, and ability of the core staff to test and feel reassured with the ability of the new member to be safe, self-aware, self-reflective, empathetic, responsible and committed in every way. If the core team are not completely satisfied that this is happening, after discussion and sensible and reasonable review have been made, it might be decided that the new recruit does not quite match with Love Squared' particular core values and might not be ideally suited to more placements/ continuing to work with us.
- Inductions for core staff will take place immediately after employment begins, this will include receiving information on our safeguarding policy and procedures and guidance on acceptable conduct/behaviour. All members of the core team will have to undertake a probationary period, this will be outlined in their contract of employment.
- All volunteers who will be doing regulated activity with children and young people will attend an assessment, safeguarding training and will be sent our volunteer pack which will include safeguarding policy, code of conduct and other relevant information with regards to their role as a volunteer.

Training, support & supervision policy & process

- Love Squared will regularly review our training and CPD (Continuing Professional Development) schedule; ensuring that all practitioners have the opportunity to partake in regular professional reviews and training sessions. This is to ensure all practitioners have what they need to deliver sessions in accordance with Love Squared values and standards.
- Every practitioner or volunteer working in regulated activity will receive regular supervision which will proactively engage with safeguarding issues, knowledge and reflective practice, and a formal annual appraisal. This should also be understood in the context of the Love Squared safeguarding policy.
- The nominated DSL and Deputy DSL will receive safeguarding training appropriate to their role every year, through Local Authority/Local Safeguarding Children's Board. This will include safeguarding refreshers but also access to advanced safeguarding training.
- All practitioners and volunteers who might be working in regulated activity will receive appropriate safeguarding/child protection training annually.

Signed: Ben Sweet

Last Reviewed: Oct 2024

Next Review Date: Oct 2025

Appendices

Relevant Local Authority Designated Officers:

Bristol LADO - Email: childprotection@bristol.gov.uk Telephone: 0117 903 7795

Merton LADO - John Shelley Telephone: 0208 545 3187

South Gloucestershire LADO - Email: lado@southglos.gov.uk Telephone: 01454 868508

Ealing LADO - Email: asv@ealing.gov.uk Telephone: 020 8825 8930

North Somerset LADo - Email: lado@n-somerset.gov.uk Telephone: 01275 888211

BANES LADO - Email: LADO@bathnes.gov.uk Telephone: 01225 396810

Gloucestershire LADO - Email: nigel.hatten@gloucestershire.gov.uk Telephone: 01452 42 6994