



Network for  
Practices Ltd

[www.networkforpractices.co.uk](http://www.networkforpractices.co.uk)

## Trainer Information

**Claire Sharp** is the Senior Training Officer at Children in Wales the leading Child Rights charity in Wales. Claire has worked with children and young people, in the voluntary and statutory sector, for over twenty years. Claire spent many years working in the field of domestic abuse, directly supporting children and young people in refugees and in the community, before moving on to manage Children's Services nationally at Welsh Women's Aid. She has an ongoing interest in encouraging education and learning, in its broadest sense, having worked both as a primary teacher and in the supervision and assessment of student social workers in child and family teams. Claire is passionate about promoting children's rights and ensuring that practitioners in all sectors listen to the children that they are supporting and give children a voice in decisions about their care



## Booking Information

To book a place/s email

[bookings@networkforpractices.co.uk](mailto:bookings@networkforpractices.co.uk)

Our acceptance of your booking brings into existence a legally binding contract between us on the following **Terms & Conditions** - *If places are booked but cancelled before payment has been made or a candidate DNAs, the fee will remain due. Cancellations will attract a refund if the course is subsequently fully booked. To avoid any confusion, we ask that Cancellations are by email only. We will make every effort to resell the cancelled place. Where places are free a £25 charge will be applied to cancellations/DNAs. Payment is required within 30 days from date of invoice.*

## Safeguarding Administration for Admin Staff

**Date:** 24<sup>th</sup> June 2025  
**Times:** 1330 - 1630  
**Venue:** Microsoft Teams Online Platform

**Places available:** 12  
**Fee/s:** NfP Members £70  
Non Members £115

### This workshop is suitable for: Administrators

#### Aim for the session

For administrative staff in the practice to understand the terminology used in connection with safeguarding children, and the requirements about safe and effective handling of information when there are concerns about a child or young person

#### Learning Outcomes

By the end of the session candidates should:

- Be able to identify potential indicators of child maltreatment in the practice setting, including concerning interaction between carer and child
- To be able to understand the impact a parent/ carers physical and mental health can have on the wellbeing of a child or young person, including the impact of domestic abuse and violence and substance mis-use.
- Be able to identify concerning patterns of accessing medical services for children including A and E, that might relate to abuse and neglect
- Be aware of the additional vulnerability of some groups of children, including: looked after children, care leavers, children with disabilities, unaccompanied children, and young carers
- Understand common terms used in connection with safeguarding children and the read codes and administrative response that are required when managing the records of children at risk of abuse
- Be able to understand when and how to share information about children at risk of abuse with outside agencies, with and without consent from child and family
- Understand the role of the designated lead for safeguarding in the practice
- To know what action to take if you have concerns, including to whom you should report your concerns and from whom to seek advice.
- Understand the importance of ensuring that safeguarding information aimed at the public and staff is displayed and kept up to date

**Registered Office: Frome Medical Centre, Enos Way, Frome, Somerset, BA11 2FH**

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