



No: 15: (1) DfE Transgender information  
(2) LADO contact details  
Over

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Adrian

FAO All Head teachers and Designated Safeguarding Leads

Please see message below regarding the new arrangements for the LADO service

Dear colleagues

(1) Please see below advice forwarded by the Local Authority's Equality and Diversity Adviser from Stonewall in respect of the recording of pupils' gender.

Please take note of this advice when forwarding your census information to the DfE.

In respect of young people and trans gender issues, the LA has recently received a draft toolkit from our partners Stonewall and is in the process of evaluating that toolkit.

When it has been approved, the intention is to invite schools to an event at which the toolkit will be introduced and it will then be available to use as necessary with students and their families.

From Stonewall:-

I thought you might appreciate an update from the world of school management information systems which has profound implications for children and young people who are in the process of transitioning or who have transitioned.

As you know, all schools are required to submit their school census information to the DfE. The guidance from the DfE around recording gender states:

**In exceptional circumstances, a school may be unsure as to which gender should be recorded for a particular pupil. Where this occurs, gender is recorded according to the wishes of the pupil and / or parent.**

[\(5.2.9 Pupil gender, page 61, School census guide 2016 to 2017, Version 1.5\)](#)

A couple of Education Champions have had queries from schools about recording information on pupils who have transitioned or are in the process of transitioning, and have contacted the DfE to see if the above applies in such situations. According to the DfE it does.

So the advice from the DfE is now **to record children and young people's chosen gender on all data management systems according to the above guidance.**

Currently Capita requires legal confirmation when changes are made to a pupil's legal name, so names have to be changed by deed poll (although SIMS and other school management information systems have a preferred name option which should be used in circumstances where a name has not been legally changed). Whilst they state that birth gender cannot be changed, SIMS does not request legal documentation to support this change.

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**(2)** Please also see information from Jenny Butlin-Moran, Service Manager - Service Development and Assurance, who manages the LADO service. We are delighted to inform you that Tarvinder Kalsi (Tav) has now joined the service in the role of full-time LADO Support Officer.

Please note that when needing to speak to a LADO for advice, the contact number is **01926 743433**. Tav will be able to arrange a suitable time for you to speak to a LADO.

However, please also note that if you are in receipt of a clear-cut allegation against somebody who works with children, you should complete a POT MARF form and submit that to the LADO service at [lado@warwickshire.gcsx.gov.uk](mailto:lado@warwickshire.gcsx.gov.uk)

A copy of the POT MARF form is attached, which you may wish to download and save in a convenient place for any occasion when you need to make a referral to the LADO service.



MARF Referral Form  
- With Position of Truth

With thanks and kind regards

Adrian Over - Education Safeguarding Manager

**(2) Message from Jenny Butlin-Moran**

I am writing to inform you of the current arrangements for the LADO service. As you will be aware, we currently have 2 part time LADOs.

**Michelle Pinnock-Ouma** works Monday-Wednesday.  
**Hilary King** joined us in December to replace Celia East/Susan Majeed.  
Hilary works Wednesday- Friday.

On 3rd January 2017, **Tarvinder Kalsi (Tav)** joined as the LADO Support Officer and works full-time. Tav is responsible for developing and running the administrative and support functions of the service. All calls to the service will be responded to by Tav initially. This will enable the smoother management of the workflow and provide a more consistent and timely response.

The number for the LADO service is: **01926 743433**

Email address: Lado@warwickshire.gcsx.gov.uk

As you will be aware, the LADO service is responsible for convening and chairing all Position of Trust (POT) Meetings. Minutes are taken by an administrative officer within the appropriate Children's Team and a social worker is invited to attend the POT meetings. Going forward, minutes from POT meetings will be distributed by Tav following authorisation of the minutes by the LADO. We will also be piloting some POTs held by video conference.

The team are based with the MASH team.

Kind regards,

Jenny Butlin-Moran  
Service Manager- Service Development and Assurance (Children's)  
Office: 01926 742514 / Office Mobile: 07795 061209

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**Education Safeguarding Service:**

***Adrian Over***

Education Safeguarding Manager  
Mobile: 079 6622 4286  
Education Safeguarding Service office: 01926 742525

***Ann Seal***

Taking Care Scheme Manager (Protective Behaviours):  
01926 742523 or 07745 655906

***Linda Fenn***

ESS Team Administrator/PA  
01926 742525 or 07717 891064

***Sophie Morley***

ESS Training Administrator  
01926 742601 or 07747 758712