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Your ref:  
My ref: PA&SS/GC/FM  
CPTraining-GC-MI Let

18<sup>th</sup> November 2003

Headteacher/Designated Teacher for Child Protection  
All LEA maintained schools

Dear Headteacher/Designated Teacher for Child Protection

### **Child Protection Training for Designated Teachers**

The new child protection legislation comes into force on 1<sup>st</sup> April 2004 and the DfES draft guidance is due very shortly.

The purpose of this letter is to inform you of the training courses now available for you and your Designated Teacher for Child Protection. There is already an on-going training programme for the named Child Protection School Governor (through the Governor Support Unit). If you have not undertaken the Norfolk ACPC/ LEA recognised training, you are advised to do so.

All schools and education establishments are required to have in place a trained Designated Teacher for Child Protection. It is also good practice to have more than one member of your staff trained so they can cover when the Designated Teacher is not available. A database is held by the LEA of all designated teachers and their training, which you are responsible for updating electronically.

Furthermore where you or your Designated Teacher has been trained over two or three years ago, you will be required to attend a half day update.

Since September 2003, a number of twilight sessions were held on the new Child Protection legislation. However, as some schools were unable to attend, an extra session is now available in January.

If you would like to attend any of the training sessions, please complete the attached form. Unfortunately there will be a minimal cover for charges to cover the cost of venue, lunch, and training packs

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Further courses and dates are being planned and will be made available to you at a later date.

If you have any concerns, please do not hesitate to contact me.

Yours sincerely

**Mrs Grace Cheese**  
**Education Officer (Child Protection)**