

Safeguarding Flow Chart



Z-arts Safeguarding Panel

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Safeguarding Flow Chart

Deputy Safeguarding Leads (DSL) and Assistants Safeguarding Leads (ASL) support and deputise for the Designated Safeguarding Officer in their absence but report to the DSO on all matters. DSL and ASL follow the same purposes of role in the Designated Safeguarding Officer absence.

Purpose of the role

- To take the lead in ensuring that appropriate arrangements for keeping children and safe are in place at Z-arts.
- To promote the safety and welfare of children involved in Z-arts activities at all times.

Duties and responsibilities

1. Take a lead role in developing and reviewing Z-arts' safeguarding and child protection policies and procedures.
2. Take a lead role in implementing Z-arts safeguarding and child protection policies and procedures: ensuring all safeguarding and child protection issue concerning children who take part in Z-arts activities are responded to appropriately.
3. Make sure that everyone working or volunteering with or for children at Z-arts including the board of trustees understands the safeguarding and child protection policy and procedures and knows what to do if they have concerns about a child's welfare.
4. Make sure children and young people who are involved in activities at Z-arts and their parents know who they can talk to if they have a welfare concern and understand what action the organisation will take in response.



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5. Receive and record information from anyone who has concerns about a child who takes part in Z-arts activities.

6. Take the lead on responding to information that may constitute a child protection concern, including a concern that an adult involved with Z-arts may present a risk to children or young people.

This includes:

- a. assessing and clarifying the information
- b. making referrals to statutory organisations as appropriate
- c. consulting with and informing the relevant members of the organisation's management
- d. following the organisation's safeguarding policy and procedures.

7. Liaise with, pass on information to and receive information from statutory child protection agencies such as:

- a. the local authority child protection services
- b. the police.

This includes making formal referrals to agencies when necessary.

8. Consult the NSPCC Helpline when support is needed, by calling 0808 800 5000 or emailing help@nspcc.org.uk.



9. Store and retain child protection records according to legal requirements and the organisation's safeguarding and child protection policy and procedures.



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10. Work closely with the board of trustees and safeguarding lead and Safeguarding Panel to ensure they are kept up to date with safeguarding issues and are fully informed of any concerns about organisational safeguarding and child protection practice.

11. Report regularly to the board of trustees on issues relating to safeguarding and child protection, to ensure that child protection is seen as an ongoing priority issue and that safeguarding and child protection requirements are being followed at all levels of the organisation.

12. Be familiar with and work within inter-agency child protection procedures developed by the local child protection agencies.

13. Be familiar with issues relating to child protection and abuse, and keep up to date with new developments in this area.

14. Attend regular training in issues relevant to child protection and share knowledge from that training with everyone who works or volunteers with or for children and young people at Z-arts.



15. Attend team meetings, supervision sessions and management meetings as arranged.

16. Work flexibly as may be required and carry out any other reasonable duties.