

Appendix 2: Safeguarding Procedure

Recruitment and Pre Delivery

STAGE



PROCESS

Advertisement

All information regarding the DAaRT Officer role and requirements placed on the advert.

To include DBS and Safeguarding process and requirements.

Application

- Application to ask relevant questions regarding Safeguarding experience
- Email to confirm application received including Safeguarding procedure and expectations
- Interview questions
- Post interview DBS check and document collation

Pre Programme

Discussion with teacher to include appropriate information sharing about safeguarding issues within the class, information about LEC safeguarding policy and procedure, as part of a wider brief about delivery and partnership working

On Each Visit

Discussion with teacher at the start of each lesson to ascertain if there have been any Safeguarding issues relevant to the programme in the last week. Follow up any concerns identified previously.

WHO

Life Skills

Life Skills Applicant

DAaRT Officer School

DAaRT Officer School

Appendix 2: Safeguarding Procedure

Concern Identified

STAGE



PROCESS

Concern Identified

What are the risks and consequences for this and any other child?

Have a discussion with the teacher about the concern.

Outcome

- SATISFIED?
- Yes: Complete Record of Concern form and submit to the office
- No: Speak to the Life Skills Safeguarding lead **as soon as possible**.

Discuss

- Life Skills Safeguarding lead content that no further action needed?
- Yes: Complete Record of Concern form and submit to the office
- No: Follow guidance from Safeguarding Lead.

Finalise

- Life Skills Safeguarding lead content that no further action needed?
- Yes: Complete Record of Concern form and submit to the office
- No: Safeguard lead to speak to school as required

WHO

DAaRT Officer

DAaRT Officer
Life Skills
Safeguarding Lead

DAaRT Officer
School
Safeguarding Lead

Life Skills &
School
Safeguarding Lead