

# Appendix 2: Safeguarding Procedure

## Recruitment and Pre Delivery



STAGE

PROCESS

WHO

### Advertisement

All information regarding the DARE 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.

Life Skills

Life Skills Applicant

DARE Officer School

DARE Officer School

# Safeguarding Procedure

Concern Identified



STAGE	Concern Identified	Outcome	Discuss	Finalise
PROCESS	<p>What are the risks and consequences for this and any other child?</p> <p>Have a discussion with the teacher about the concern.</p>	<ul style="list-style-type: none"> <li>• SATISFIED?</li> <li>– Yes: Complete Record of Concern form and submit to the office</li> <li>– No: Speak to the Life Skills Safeguarding lead <b>as soon as possible</b>.</li> </ul>	<ul style="list-style-type: none"> <li>• Life Skills Safeguarding lead content that no further action needed?</li> <li>– Yes: Complete Record of Concern form and submit to the office</li> <li>– No: Follow guidance from Safeguarding Lead.</li> </ul>	<ul style="list-style-type: none"> <li>• Life Skills Safeguarding lead content that no further action needed?</li> <li>– Yes: Complete Record of Concern form and submit to the office</li> <li>– No: Safeguard lead to speak to school as required</li> </ul>
WHO	DARE Officer	DARE Officer School Safeguarding Lead	DARE Officer School Safeguarding Lead	Life Skills School Safeguarding Lead