



www.elmazproductions.com
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Role of the Designated Safeguarding Leads and Designated Child Protection Lead

Managing referrals

- Refer all cases of suspected abuse to the local authority children's social care and:
- The local authority designated officer (LADO) for child protection concerns (all cases which concern a team members of Elmaz Productions (Teaching Assistant, Volunteer);
- Disclosure and Barring Service / Disclosure Scotland (cases where a person is dismissed or left due to risk/harm to a child); and/or
- Police (cases where a crime may have been committed)
- Liaise with company directors to inform them of issues especially ongoing enquiries in relevance to the legislation Acts and police investigations
- Act as a source of support, advice and expertise to team members of Elmaz Productions on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies

Training

The DSLs/DCPL should receive appropriate training carried out every three years in order to:

- Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments
- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so
- Ensure each team members has access to and understands the Elmaz Productions safeguarding and child protection policy and procedures
- Be alert to the specific needs of vulnerable children
- Be able to keep detailed, accurate, secure written records of concerns and referrals
- Obtain access to resources and attend any relevant or refresher training courses
- Encourage a culture of listening to children and taking into account of their wishes and feelings, among all team members, in any measures the company may put in place to protect them

ELMAZ PRODUCTIONS LTD

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Raising Awareness

The DSLs/DCPL should:

- Ensure the company's policies are known and used appropriately
- Ensure the company's child protection policy is reviewed annually and the procedures and implementation are updated and reviewed regularly
- Ensure the child protection policy is available and parents are aware of the fact that referrals about suspected abuse may be made and the role of the company in this

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