



[www.elmazproductions.com](http://www.elmazproductions.com)  
elmazproductions@gmail.com

## **Role of the Designated Safeguarding 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 (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 under section 47 of the Children Act 1989 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 designated safeguarding lead should receive appropriate training carried out every two 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**

Registered Company: 13346673  
124 City Road, London EC1V 2NX



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## **Raising Awareness**

The Designated Safeguarding Lead 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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