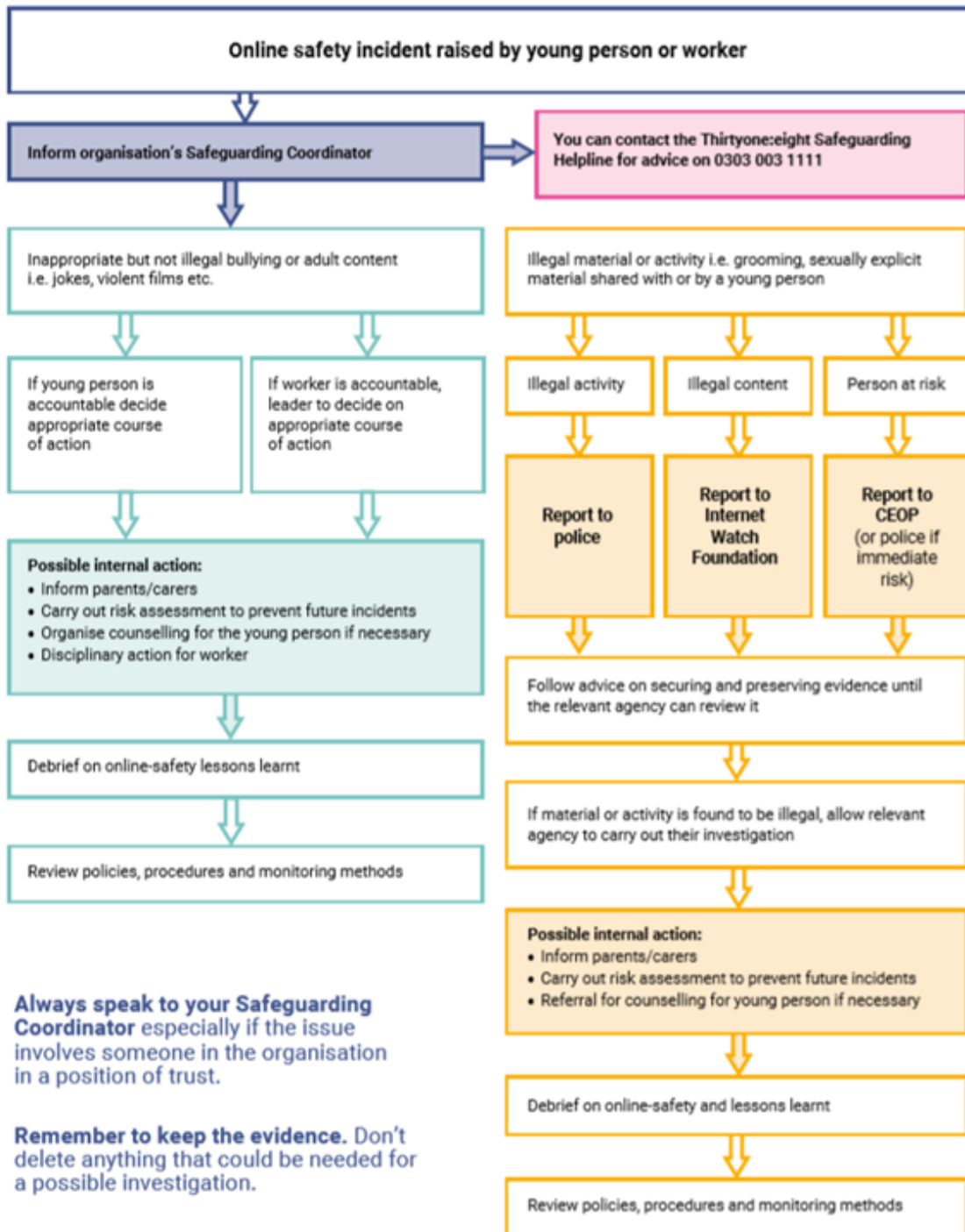


Responding to online concerns

If you or the young people you're working with have any concerns it's important you raise these appropriately. Speak to your organisation's Safeguarding Coordinator to find out what the process is for your organisation. Below is our suggested flowchart for responding:



Always speak to your Safeguarding Coordinator especially if the issue involves someone in the organisation in a position of trust.

Remember to keep the evidence. Don't delete anything that could be needed for a possible investigation.

APPENDIX 13

SAFEGUARDING SCHEDULE

This table acts as a guide and there may be valid reasons that these exact timings cannot be kept.

Month	Action	Key people
September - October	Workers (staff and volunteers) read new safeguarding policy	Safeguarding Team
January - February	Grace Kids team annual recommitment	Grace Kids Coordinator
April - May	Workers attend annual safeguarding training	Safeguarding Lead, Deputy Safeguarding Lead
May - July	Annual safeguarding policy update	Safeguarding Team
August	Leadership Team approve new safeguarding policy	Leadership Team