## SAFEGUARDING FLOWCHART - GATELODGE CAFE



In case of safeguarding concerns, issues, disclosures, allegations or suspicion, the governing document is the Safeguarding Young People and Adults at Risk Policy, located on SharePoint under Policies and Procedures.

The Safeguarding Flowchart must be used by all staff and volunteers in Stepping Stones NI

If you are concerned about a safeguarding issue or have had a disclosure

Life threatening or of criminal nature:

Call 999

Follow
Do's and Don'ts
from the Safeguarding
Policy

> !

Speak to your
Designated
Safeguarding Officer
immediately

Fill in the Incident Report Form and give it to your Designated Safeguarding Officer Immediately

## **Designated Safeguarding Officers**



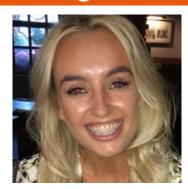
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**Martha Tumelty** 

Catering Operations Manager Designated Safeguarding Officer

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