

# Walsall Childminding Hub

Expanded Designated Safeguarding Lead (DSL) Information & Responsibilities

## Safeguarding Team

DSL: Sohial Ghalib – Manager  
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Deputy DSL: Fatemah Bibi – Assistant/Deputy DSL  
07479 314702

## Safeguarding Flowchart

- 1. A concern is noticed, disclosed or reported by a child, parent, staff member or visitor.
- 2. Ensure the child is safe. Listen, do not promise confidentiality, remain calm and do not investigate.
- 3. Record the concern using the club's safeguarding recording system as soon as possible.
- 4. Report immediately to the DSL. If unavailable, report to the Deputy DSL.
- 5. The DSL reviews the information, assesses risk and decides the next action.
- 6. Where appropriate, the DSL discusses concerns with parents unless doing so could place the child at greater risk.
- 7. If the threshold is met, the DSL makes a referral to Children's Social Care/MASH or contacts the Police if there is immediate danger.
- 8. The DSL records all actions, decisions and outcomes securely and follows up until the matter is resolved.

## Responsibilities

DSL: Lead safeguarding practice, receive and manage concerns, make referrals, liaise with agencies, maintain confidential records, ensure staff training and review safeguarding policies.

Deputy DSL: Support the DSL and carry out all DSL duties when the DSL is unavailable.

Staff & Volunteers: Read safeguarding policies, report concerns immediately, maintain professional boundaries, complete training and follow procedures.

Parents & Carers: Share any safeguarding concerns promptly, provide accurate information and work with the setting where appropriate to support children's welfare.

## Confidentiality & Information Sharing

Safeguarding information is shared only on a need-to-know basis. Records are stored securely in line with UK GDPR and data protection requirements. Information will be shared with statutory safeguarding agencies where necessary to protect a child. The welfare of the child is always the paramount consideration.

## Local Safeguarding Contacts (Walsall)

Walsall Multi-Agency Safeguarding Hub (MASH)  
Telephone: 0300 555 2866

Out of Hours Emergency Duty Team  
Telephone: 0300 555 2922

Local Authority Designated Officer (LADO)  
Contact via Walsall Council Children's Services.

Emergency: Police – 999 (or 101 for non-emergencies).

## **Review**

This document should be reviewed annually or sooner if legislation or local safeguarding procedures change.