

# Designated Safeguarding Officer



The Designated Safeguarding Officer is the first point of contact for any member of the staff who has a concern about the safety and well being of a pupil. The designated safeguarding officer does not need to be a member of the teaching staff but should be a recognised member with the required status and authority to carry out the requirements of the role. The deputy is the first point of contact in the absence of the designated safeguarding officer to avoid any unnecessary delays in responding to a child/young person's needs. The designated safeguarding officer and Deputy are required to undertake child protection training every two years.

## Requirements:

- To have the skills and ability to identify signs of abuse.
- To know how to refer concerns to the appropriate investigating agencies.
- Maintain detailed and accurate written records of child protection concerns and ensure they are kept securely.
- Offer support, advice and give a level of expertise to all members of staff.
- Ensure that all staff have access to and understand the Child Protection Policy.
- Child protection training is part of the induction for all new staff in the centre and that they are also linked into any relevant training.
- Be responsible with the Manager for the annual review and update of the Safeguarding Policy .
- Ensure that a copy of the Child Protection Policy is available for any parents who request to see it.
- Ensure that the Manager is updated on a regular basis about all issues and child protection investigations.
- Ensure that relevant safeguarding files are copied and forwarded appropriately when a child/young person transfers to another school/centre.
- Be part of the team who review and monitor any causes of concern relating to pupils which are raised in the centre.