

## Role of the Designated Safeguarding Officer

### Purpose of the role

To take the lead in ensuring that appropriate arrangements for keeping children and young people safe are in place at IGA.

To promote the safety and welfare of children and young people involved in IGA activities at all times.

### Duties and responsibilities

1. Make sure that all safeguarding issues concerning children and young people who take part in IGA activities are responded to appropriately through policies, procedures, and administrative systems.
2. Make sure that everyone working or volunteering with or for children and young people at IGA, understands the procedures and know what to do if they have concerns about a child's welfare.
3. Make sure children and young people who are involved in activities at IGA and their parents know who they can talk to if they have a welfare concern and understand what action the organisation will take in response.
4. Receive and record information from anyone who has concerns about a child who takes part in IGA activities.
5. Take the lead on responding to information that may constitute a child protection concern. This includes assessing and clarifying the information and making referrals to statutory organisations as appropriate, consulting with and informing the relevant members of the organisation's management, in line with the organisation's safeguarding policy and procedures.
6. Store and retain child protection records according to legal requirements and the organisation's safeguarding policy and procedures.
7. Liaise with, pass on information to and receive information from statutory child protection agencies, such as the local authority children's social care department and the police. This includes making formal referrals to these agencies when necessary.
8. Consult the NSPCC Helpline when support is needed.
9. Report regularly to the management committee on issues relating to safeguarding to ensure that safeguarding is seen as a priority issue for the entire management committee,
10. Be familiar with and work within inter-agency child protection procedures developed by the local safeguarding children board.
11. Be familiar with issues relating to child protection and abuse and keep up-to-date with new developments in this area.
12. Attend regular training in issues relevant to child protection and share knowledge from that training with everyone who works or volunteers with or for children and young people at IGA.
13. Attend team meetings, supervision sessions and management meetings as arranged.
14. Work flexibly as may be required and carry out any other reasonable duties.

Appointment to this role is subject to satisfactory vetting and barring checks.