

THE MERIDALE ORGANISATION

DESIGNATED SAFEGUARDING OFFICER ROLE

Purpose and Aims

This document supports and underpins the Merdale Organisation's Safeguarding Policy Statement.

Designated Safeguarding Officer (DSO) Role

The DSO will take the lead in ensuring that appropriate arrangements for keeping children, young people and vulnerable adults safe are in place at Merdale. He or she will promote the safety and welfare of children, young people and vulnerable adults involved in the Organisation's activities at all times.

DSO Duties and Responsibilities

- a. Take a lead role in **developing** and **reviewing** safeguarding and child protection policies and procedures.
- b. Take a lead role in **implementing** safeguarding and child protection policies and procedures: ensuring all safeguarding and child protection issues concerning children and young people who take part in the Organisation's activities are responded to appropriately.
- c. Make sure that everyone working or volunteering with or for children and young people at Merdale, including the board of trustees and any management committee members, understands the safeguarding policy and procedures and knows what to do if they have concerns about a child's welfare.
- d. Make sure children and young people who are involved in activities 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.
- e. Receive and record information from anyone who has concerns about a child who takes part in Merdale activities.
- f. Take the lead on responding to information that may constitute a child protection concern, including a concern that an adult involved with Merdale may present a risk to children or young people. This includes:
 - assessing and clarifying the information
 - making referrals to statutory organisations as appropriate
 - consulting with and informing the relevant members of the organisation's management
 - following the organisation's safeguarding policy and procedures.
- g. Liaise with, pass on information to and receive information from statutory child protection agencies such as:
 - the local authority child protection services
 - the police.
- h. This includes making formal referrals to agencies when necessary.
- i. Consult the NSPCC Helpline when support is needed, by calling **0808 800 5000** or emailing **help@nspcc.org.uk**.
- j. Store and retain child protection records according to legal requirements and the organisation's safeguarding and child protection policy and procedures.
- k. Work closely with any management committee and the board of trustees to ensure they are kept up to date with safeguarding issues and are fully informed of any concerns about organisational safeguarding and child protection practice.
- l. Report regularly to the board of trustees on issues relating to safeguarding and child protection, to ensure that child protection is seen as an ongoing priority issue and that safeguarding and child protection requirements are being followed at all levels of the organisation.
- m. Be familiar with and work within inter-agency child protection procedures developed by local child protection agencies.

- n. Be familiar with issues relating to child protection and abuse, and keep up to date with new developments in this area.
- o. Attend 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 Meridale.

The Trustees will review this policy periodically and no later than three years from the date below.

Signed: (On behalf of the Meridale Organisation)

Name:

Position:

Date