**Role of the designated safeguarding officer**

1. The Designated Safeguarding Officer DAN EDDIES-DAVIES is the first point of contact for all staff and volunteers to go to for advice if they are concerned about a child (this may also need to be out of hours so staff and volunteers should always know how to contact them)
2. They have a higher level of safeguarding training and knowledge meeting guidelines and policies.
3. They are responsible for ensuring that their organisation’s safeguarding policy is kept up to date and review annually
4. They ensure that they comply with safe recruitment procedures for new staff members and their induction.
5. They support staff to assist in information regarding concerns and support decision making about whether staff concerns are sufficient to notify Children’s Social Work Services or whether other courses of action are more appropriate
6. They ensure that concerns are logged and stored securely
7. They have joint responsibility with the directors of Shropshire Adventures to ensure that the organisation’s safeguarding policy and related policies and procedures are followed and regularly updated.
8. They are responsible for promoting a safe environment for children and young people.
9. They know the contact details of relevant statutory agencies eg Children’s Social Work Services, Police, Local Safeguarding Children Board.

It is not the responsibility of the designated safeguarding officer to decide whether a child has been abused or not- that is the responsibility of investigative statutory agencies such as Children’s Social Work Services or the police. However, keeping children safe is everybody’s business and all staff should know who to go to and how to report any concerns they may have about a child being harmed or at risk of being harmed.

DATE:

NAME:

SIGNATURE: