

## ROLE OF SAFEGUARDING OFFICER

### Policy

Each organisation, however small or large, working with children, young people or adults who could be at risk should have a named **safeguarding officer** (a role which may also be known as a Child and/or Adult Protection Officer) and a deputy named safeguarding officer as part of their safeguarding policy.

### Concerns and referrals

All protection concerns or related issues that arise should be discussed with the safeguarding officer as soon as possible. They should make notes and decide on the appropriate course of action. They may need to support both the individual about whom there is a concern, alongside those staff and volunteers who in turn directly support the individual concerned.

Neither the organisation nor the safeguarding officer should investigate a concern but the safeguarding officer may collect what facts are known within the organisation in order to make a referral (if appropriate) to the statutory agencies, Social Services or the Police, and to be the single point of contact with the other agencies.

Children's Services have a duty to feedback on any referral after 10 working days to inform the individual who made the referral as to whether the referral was appropriate. Where this has not been received the safeguarding officer can contact Children's Services to request this information.

### DBS Duty to refer

If the concern involves an individual working in regulated activity there is also a statutory duty to refer to Disclosure and Barring Service. Regulated activity is work a barred person cannot do and is defined under Safeguarding Vulnerable Groups Act 2006 and amended under Protection of Freedoms Act 2012. The safeguarding officer will need to know their responsibilities on DBS referral if the organisation is a regulated activity provider.

### Training

The safeguarding officer should have attended training in safeguarding as a designated person. This needs to be appropriate to the size of the organisation and matched to its specific work with children, young people or adults who may be at risk because of the service/activity they receive.

WCVA third sector safeguarding service and our partner CVCs can offer general safeguarding awareness training and/or signpost to topic specific protection training. More information and training will be available through the Regional Safeguarding Boards (children and adults) to be set up under the Social Services and Well Being (Wales) Act. The NSPCC provide independent expert guidance on children's safeguarding issues.

### Staff team

The safeguarding officer should work closely with other senior staff, volunteers or members of the board, so that there is a consistent approach to safeguarding throughout the organisation and to ensure that due attention is given to safeguarding in recruitment, training and information sharing with staff.

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### Checklist for organisation



Have you appointed a named officer for Safeguarding /Child/Adult Protection?	<input checked="" type="checkbox"/>
Does your safeguarding officer have a DBS check relevant to this position?	<input checked="" type="checkbox"/>
Is your safeguarding officer named in your policy?	<input checked="" type="checkbox"/>
Are all staff, volunteers and anyone who uses the services of your organisation - children, adults, families and carers - aware you have a safeguarding officer?	<input checked="" type="checkbox"/>

### Checklist for safeguarding officer



Does everyone in the organisation know you are the safeguarding officer?	<input checked="" type="checkbox"/>
Does everyone in the organisation know how to contact you during the hours that the organisation operates?	<input checked="" type="checkbox"/>
Do appropriate staff know if, how and when to contact you "out-of-hours"?	<input checked="" type="checkbox"/>
Do all staff and volunteers know who to contact when you are unavailable?	<input checked="" type="checkbox"/>
Have you had 'designated person' safeguarding training?	<input checked="" type="checkbox"/>
Do you plan for, and keep a record of, staff/volunteer attendance at safeguarding (protection) training? Are these regularly reviewed?	<input checked="" type="checkbox"/>
Do you contribute to appropriate organisational policies, particularly the Safeguarding (Adult / Child Protection) policy?	<input checked="" type="checkbox"/>
Have you a list of telephone numbers for your local Social Services duty team, the police emergency and public protection numbers, and NSPCC help lines?	<input checked="" type="checkbox"/>

## Further information



### See our companion information sheets

- TSS Code of Conduct guidance
- TSS DBS Duty to refer
- TSS Safeguarding in your organisation self audit tool
- TSS Safeguarding policy guidance