



ROLE OF THE DESIGNATED SAFEGUARDING OFFICER – Appendix 2

What is a designated safeguarding officer?

The designated safeguarding officer (DSO) is the person appointed to take lead responsibility for child protection in the company. The person fulfilling this role must be a senior member of the company.

It is good practice to nominate a deputy to cover the role of the DSO when they are unavailable. It is advisable to have other senior staff (Head Coaches) who can also take on this role and work as part of a 'designated safeguarding team'. The lead responsibility for safeguarding and child protection remains with the DSO.

Do we have to have a designated safeguarding officer?

As a child-centred company we must have a designated safeguarding lead in place to deal with child protection concerns.

The DSO or a deputy should always be available Monday-Friday 9.00am - 5.30pm for staff to discuss any safeguarding concerns, and on an emergency basis at weekends.

What training does a designated safeguarding officer need?

The DSO and deputies should attend training to enable them to carry out their role. This should be updated every two years as a minimum. All members of staff should be Level 1 Safeguarding trained as a minimum and the designated safeguarding team should be Level 3 Safeguarding trained.

What are the responsibilities of the designated safeguarding officer?

The responsibilities of the designated safeguarding lead include:

Work with others

The DSO should:

- Work with Senior Management Team to ensure safeguarding is at the heart of the company ethos and that all the staff are supported in knowing how to recognise and respond to potential concerns.
- Liaise with the Managing Director to keep them informed of any safeguarding issues especially ongoing enquiries and police investigations.
- As required, liaise with the local authority case manager or the designated officer at the local authority if a concern has arisen regarding a member of staff.
- Liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.
- Act as a source of support, advice and expertise for staff.



Manage referrals

The DSO should:

- Refer cases of suspected abuse to Children's Social Care, and support staff who have raised concerns about a child or have made a referral to Children's Social Care.
- Where there are concerns about radicalisation, to make referrals to the Channel programme and offer support to other staff who have concerns about radicalisation.
- Refer cases to the Disclosure and Barring Service (DBS) where a member of staff has been dismissed following concerns they posed a risk to a child.
- Refer cases to the police where a crime has been or may have been committed.

Undertake training and develop knowledge

In addition to formal training, the DSO should keep knowledge and skills up to date via online training, e-bulletins, opportunities to network with other DSOs, and attend local briefings. These opportunities should be taken up at least once a year but more regularly if possible so that the DSO:

- Understands the referral and assessment process for early help and intervention.
- Knows about child protection case conferences and reviews and can contribute to these effectively when required.
- Ensures that all staff have access to and understand the company's child protection policy.
- Is aware of the needs of any vulnerable children i.e. those with special educational needs, young carers and those receiving support from the local authority including a child in need, a child on a child protection plan or a looked after child.
- Keeps detailed, accurate and secure records of concerns and referrals.
- Understands the role of the school in terms of the Prevent duty where required.
- Attends refresher and other relevant training.
- Encourages a culture of listening to children and taking account of their wishes and feelings in terms of what the school does to protect them.

Raise awareness

The designated safeguarding officer's role is to:

- Work with the governing body to ensure the school's child protection policy is updated and renewed annually and that all members of staff have access to it and understand it.
- Provide regular briefings and updates at staff meetings to ensure that everyone is kept up to date on latest policy developments and reminded of their responsibilities.
- Ensure the child protection policy is available publicly and that parents are aware of the policy and that we may make referrals to children's social care if there are concerns about abuse or neglect.
- Link with the LSCB to keep up to date with training opportunities and the latest local policies.



Record keeping

It is also the designated safeguarding lead's responsibility to keep details, accurate and secure written records of safeguarding concerns. These records are confidential and should be kept separately from pupil records. They should include a chronology of concerns, referrals, meetings, phone calls and emails.

Where children leave the classes, ensure their child protection file is transferred to the other clubs as soon as possible.

Training of other staff

It is the role of the designated safeguarding officer to ensure all staff:

- Have induction training covering child protection, an understanding of safeguarding issues including the causes of abuse and neglect.
- Are able to identify the signs and indicators of abuse, respond to disclosures appropriately and respond effectively and in a timely fashion when they have concerns.

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: 26 February 2025

A handwritten signature in black ink, appearing to read 'K Lewty', written over a horizontal line.

Name: Katie Lewty

Position: Operations Director