

Role Description: Designated Safeguarding Officer ¹

Outline Approval by EACP Trustees: 23 May 2019

Reviewed 6 February 2020

Next Review Date: May 2020

Purpose of the Role

To take the lead in ensuring that appropriate arrangements for keeping children and young people safe are in place at the East Africa Children's Project (EACP).

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

Duties and responsibilities

1. Take a lead role in developing and reviewing East Africa Children's Project's (EACP) safeguarding and child protection policies and procedures.
2. Take a lead role in implementing the EACP's safeguarding and child protection policies and procedures: ensuring all safeguarding and child protection issues concerning children and young people who take part in EACP activities are responded to appropriately.
3. Make sure that everyone working or volunteering with or for children and young people at the EACP, including the board of trustees/management committee members, understands the safeguarding and child protection policy and procedures and knows what to do if they have concerns about a child's welfare.
4. Make sure children and young people who are involved in activities at EACP 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.
5. Receive and record information from anyone who has concerns about a child who takes part in EACP activities.
6. Take the lead on responding to information that may constitute a child protection concern, including a concern that an adult involved with the EACP may present a risk to children or young people. This includes:
 - a) assessing and clarifying the information
 - b) making referrals to statutory organisations as appropriate
 - c) consulting with and informing the relevant members of the organisation's management
 - d) following the organisation's safeguarding policy and procedures.
7. Liaise with, pass on information to and receive information from statutory child protection agencies such as:
 - a) the local authority child protection services
 - b) the police.This includes making formal referrals to agencies when necessary.

¹ This guidance draws on guidance provided by the Charity Commission

(<https://www.gov.uk/government/publications/strategy-for-dealing-with-safeguarding-issues-in-charities>), National Council for Voluntary Organisations (<https://www.ncvo.org.uk/practical-support/information/safeguarding>), National Society for the Prevention of Cruelty to Children (<https://learning.nspcc.org.uk/safeguarding-child-protection/>).

8. Consult the NSPCC Helpline when support is needed, by calling **0808 800 5000** or emailing help@nspcc.org.uk.
9. Store and retain child protection records according to legal requirements and the organisation's safeguarding and child protection policy and procedures.
10. Work closely with the management committee/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.
11. Report regularly to the management committee/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.
12. Be familiar with and work within inter-agency child protection procedures developed by the local child protection agencies.
13. Be familiar with issues relating to child protection and abuse, and keep up to date with new developments in this area.
14. 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 EACP.
15. Provide internal refresher safeguarding training for EACP staff every 2 years and to undertake external safeguarding training for Designated Safeguarding Leads every 3 years (unless there are changes to either legislation or EACP activities) to ensure EACP staff are equipped to deal with issues if/as they arise.
16. Attend team meetings, supervision sessions and management meetings as arranged.
17. 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.

Child protection leads must be have received relevant safeguarding and child protection training that is specific to their role. This training should be refreshed regularly and they should keep up to date with any changes in safeguarding and child protection legislation and guidance.