



Designated Safeguarding Officer Role and responsibilities

The role of the Designated Safeguarding Officer (DSO) is to

1. Take a lead in ensuring that appropriate arrangements for keeping children safe are in place at Triple A.
2. To promote the safety and welfare of children involved in Triple A's activities.
3. Take a lead role in developing and reviewing Triple A's safeguarding and child protection policies and procedures.
4. Take a lead role in implementing Triple A's safeguarding and child protection policies and procedures ensuring all safeguarding and child protection issues concerning children who take part in Triple A's activities are responded to appropriately.
5. Ensure that everyone working or volunteering with or for children at Triple A, including the board of trustees, understands the safeguarding and child protection policy and procedures and knows what to do if they have concerns about a child's welfare.
6. Make sure children who are involved in activities at Triple A and their parents/guardians know who they can talk to if they have a welfare concern and understand what action the organization will take in response.
7. Receive and record information from anyone who has concerns about a child who takes part in Triple A activities.
8. Take the lead on responding to information that may constitute a child protection concern, including a concern that an adult involved with Triple A may present a risk to children. 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 organisations management
 - d) following the organisations safeguarding policy and procedures.
9. Liaise with and pass on information to statutory child protection agencies such as:
 - a) the local authority child protection services

b) the Police

10. Store and retain child protection records according to legal requirements and the organisations safeguarding and child protection policy and procedures.

11. Work with the board of trustees to ensure the records are kept up to date with safeguarding issues and that they are fully informed of any concerns.