

Safeguarding – Role description for Designated Safeguarding Officer for children

PURPOSE OF ROLE

To take the lead role in ensuring that appropriate arrangements are in place at Birmingham Education Partnership (BEP).

To promote the safety and welfare of children and young people during school visits or whilst attending our workshops.

DUTIES AND RESPONSIBILITIES

1. Make sure that all issues concerning the safety and welfare of children and young people who attend workshops or training events or during school visits by BEP staff or representatives of BEP, are properly dealt with through policies, procedures and administrative systems.
2. Make sure that all staff including Board members, volunteers, contractors and other representatives of BEP fully understand the procedures and what they should do if they have concerns about a child or children.
3. Ensure that all concerns raised are correctly recorded and dealt with appropriately.
4. With support from the Senior Leadership Team and Senior Lead for Safeguarding, take the lead on dealing with information that may constitute a child protection concern. This includes assessing and clarifying the information, and taking decisions where necessary in consultation with colleagues, the chair of the Board and statutory child protection agencies.
5. Consult with, pass on information to and receive information from statutory child protection agencies, such as the local authority children's social care department (Birmingham Children's Services) and the police. This includes formal referrals to these agencies where necessary.
6. Meet regularly with the Senior Lead for Safeguarding and report regularly to the Board.
7. Be familiar with and work within the local inter-agency child protection procedures developed by the local safeguarding children board.
8. Be familiar with issues relating to child protection and abuse, and keep up-to-date with new developments in his area.
9. Attend training in issues relevant to safeguarding from time to time and share knowledge from that training with workers and Board members.