



# DSO CHILD PROTECTION REPRESENTATIVES

DSO Roles & Responsibilities

*"No Child Left Behind"*

*Children and vulnerable adults have the right to live free from harm regardless of age, disability, race, religion or belief, gender, or sexual orientation and have a right to equal protection from all types of abuse and harm.*

## DSO CHILD PROTECTION REPRESENTATIVES

### Purposes of this document

This document is to explain the role of the DSO, DDSO, and subsequent other workers' roles and duties around child protection and safeguarding.

**Please note:** Safeguarding children is everyone's responsibility, regardless of whether you have a Designated Safeguarding Officer or not.

### Innovate Dorset Ltd – Aims of this document

Inform readers of the company's commitment to child safety via the following title headings:

1. Child Protection Representative. (DSO and DDSO)

Innovate Dorset has appointed a child protection representative (DSO) and (DDSO).

DSO (Designated Safeguarding Officer)

DDSO (Deputy Designated Safeguarding Officer)

Any worker who has any child safety concerns should discuss them with him/her as the first point of call.

### The DSO will take on the following responsibilities:

1. They will ensure that this policy is being put into practice.
2. They will insist on being the first point of contact via the phone for child protection issues.
3. They will keep clear and concise records of any concerns expressed about child protection issues. And they will bring any child protection concerns to the notice of the correct Local Authority, i.e. (MASH) Multi-Agency Safeguarding Hub, or (LADO) Local Authority Designated Officer if deemed appropriate.
4. Ensuring that paid staff and volunteers are given proper supervision.
5. Ensuring that everyone involved with the organisation is aware of the identity of the Child Protection Representative.

DSO Mrs. Claire Escott – Manager – 01202 885511 – 07923 211875

DDSO Mr. Samuel Thomas – Youth Practitioner – 01202 885511 – 07706 309752

## The Role & Responsibilities of a Designated Safeguarding Officer

Innovate's Designated Safeguarding Officer is the person who has responsibility for ensuring a company's safeguarding policy is adhered to. The role isn't essential to the operation of the company. However, the safety of children and their wellbeing is of paramount concern to Innovate Dorset Ltd. And our work with children and/or vulnerable adults, the company insists that an officer position is in place to ensure that safeguarding efforts are as efficient and effective as possible.

### THE ROLE

The Designated Safeguarding Officer is the first point of contact for all staff and volunteers to go to for advice if they are concerned about a child (this may also need to be out of hours, in which case a Deputy has also been appointed to share the responsibility.)

DSO and DDSO have a higher level of safeguarding training and knowledge than the rest of the staff and will have completed the appropriate training and update as required to act within this role.

- They ensure that they comply with safe recruitment procedures for new staff members and their induction.
- They support staff to assist in information regarding concerns and support decision-making about whether staff concerns are sufficient enough to notify Children's Social Work Services or whether other courses of action are more appropriate.
- They make formal referrals to the Dorset MASH Team.
- They ensure that concerns are logged and stored securely
- They have joint responsibility with the management to ensure that the organisation's safeguarding policy and related policies and procedures are followed and regularly updated.
- They are responsible for promoting a safe environment for children and young people.
- They know the contact details of relevant statutory agencies e.g., Children's Social Work Services (CSWS), Police, Local Safeguarding Children Board, and the Local Authority Designated Officer (LADO) for allegations against staff.
- It is not the responsibility of the designated safeguarding officer to decide whether a child has been abused or not- that is the responsibility of investigative statutory agencies such as Children's Social Work Services or the police. However, keeping children safe is everybody's business and all staff should know who to go to and how to report any concerns they may have about a child being harmed or at risk of being harmed.

### RESPONSIBILITIES

- Drawing up and enforcing the company's safeguarding policy.
- Being alert to and recognising welfare issues, being sure to challenge poor practice.
- Sharing appropriate information with relevant people.

- Gathering any other relevant information and evidence.
- Consulting local safeguarding children board procedures for additional information and guidance if needed.
- Making referrals to social services when appropriate.
- Continue working with the family, sharing information, and contributing to plans if the concern is investigated.
- Ensuring that all staff having contact with children, vulnerable adults, and/or their families have received appropriate training on safeguarding issues.
- Being the first point-of-call for all staff who have safeguarding concerns.

Version number 2

Original date approved 2<sup>nd</sup> September 2020

Current date approved 1<sup>st</sup> September 2023

Approved by The Company Director

Date of next review 1<sup>st</sup> September 2024

Status Approved

Signed on behalf of Innovate Dorset Ltd

Sign: 

Date: 01/11/23