



Kent Estuary Youth Project

Designated Safeguarding Officer Lead - Voluntary Role

The role of the Designated Safeguarding Person was specified in the Children's Act 2004 to ensure that every organisation had a "named person" for the safeguarding of children and vulnerable adults.

Key Aspects of the Role are:

- Making sure all staff and volunteers are aware how to raise safeguarding concerns
- Ensuring all staff and volunteers have the relevant training to enable them to understand the symptoms of child abuse
- Referring any concerns to social care and appropriate services and following them through
- Monitoring ongoing safeguarding concerns

The Duties and Responsibilities are:

1. To undertake appropriate child protection training every 2 years in order to:
 - a. Best support staff, volunteers and the organisation
 - b. Ensure that knowledge and information are up to date in relation to UK Policy and Local Authority Policy on Safeguarding young and vulnerable people
2. To ensure each member of staff or volunteer has access to and understands KEY Project's Safeguarding Policy, especially new members.
3. To assist and advise the Professional Youth Workers in their assessment of suspected cases of abuse and ensure that referrals to the appropriate authorities are made without delay.
4. To ensure accurate, confidential and up to date documentation is maintained on all cases where a young or vulnerable person using the services provided by our group is involved in abuse, ensuring that all records are forwarded to the Lancaster Diocesan Safeguarding Office.
5. To encourage the KEY culture of listening to the young people and assist their school or other involved authorities to take due account of their wishes and feelings.