



Designated Child Safeguarding Officer

THE PURPOSE OF THE ROLE:

This role is key to ensuring that proper procedures and policies are in place and are followed with regard to safeguarding issues and that there is a dedicated resource available for other staff, volunteers and governors to draw upon.

Kensington Community Primary School has appointed a senior member of staff as the Child Safeguarding Designated Officer.

- All members of staff should be aware of who this person is and what their role is.
- The designated teacher should act as a source of advice and co-ordinate action within the school over cases of abuse.
- They will need to liaise with all agencies and build a good working relationship with colleagues from these agencies.
- They should possess skills in recognising and dealing with child welfare concerns.
- Appropriate training and support will be given.

The Designated Officer should be the first person to whom education staff report cases. It is then the responsibility of the Designated Officer to discuss the situation with the Head Teacher and the relevant agencies.

Should the Designated Officer be absent from school her responsibilities will fall to the Deputy Child Safeguarding Officer who is a designated teacher and the Deputy Head Teacher of the school.

Kensington Community Primary School has a robust Child Safeguarding policy which follows DFE and LA guidelines. The policy sets out clearly what members of staff should do if they suspect a child has been abused or assaulted.

It is not, however, the responsibility of teachers and other staff in schools to investigate suspected abuse. Members of staff should not take action beyond what has been agreed in the school's Child Safeguarding Policy.

The Designated Officer is responsible for referring cases of suspected abuse or allegations to the relevant investigating agencies according to the guidelines established in the school's Child Safeguarding Policy.

The Designated Officer will also deal with allegations made against members of staff.

To be effective the Designated Officer must:

- Act as a source of advice, support and expertise within the school

- Be responsible for co-ordinating action regarding referrals by liaising with Social Care and other relevant agencies over cases of abuse and allegations of abuse, regarding both children and members of staff.
- Ensure each member of staff has access to and is aware of the school's Safeguarding Policy. This is essential in respect of staff who are perhaps part time or work with more than one school - such as supply teachers
- Liaise with the Head Teacher to inform him/her of any issues and ongoing investigations.
- Ensure there is always cover for the role.
- Ensure the school's safeguarding policy is updated and reviewed annually and work with the designated Governor for Safeguarding regarding this.
- Keep detailed, accurate and secure written records of referrals/concerns.
- Ensure parents see copies of the safeguarding policy in order to alert them to the fact that the school may need to make referrals. Raising parents' awareness may avoid later conflict if the school does have to take appropriate action to safeguard a child.
- Where children leave the school roll, ensure their file is transferred to the new school as soon as possible. If a child leaves and the new school is not known, the LA/EWO/Social Care/DCSF should be alerted so that these children can be included on the database for lost pupils

Designated teachers also have an important role in ensuring all staff and volunteers receive appropriate training. Designated teachers should:

- Have received training in how to identify abuse and know when it is appropriate to refer a case.
- Be able to attend and contribute to child safeguarding case conferences when required.
- Attend any relevant or refresher training courses and then ensure that any new or key messages are passed to other staff, volunteers and governors.
- Make themselves known to all staff, volunteers and governors (including new starters and supply teachers) and ensure those members of staff have had training in safeguarding. This should be relevant to their needs to enable them to identify and report any concerns to the Designated Officer immediately.

Designated Officer: Mrs. Kate Warren

Deputy Designated Teacher: Mrs. Kitty Davies

Named Governor: Mrs. Pauline Roberts