

## **Roles and Responsibilities of the Safeguarding Designated Officer (SDO) and Deputy (DSDO) at Grafton Childcare**

### **Managing Procedures for suspected/alleged abuse**

- Act as source of support, advice and expertise within Grafton Childcare when deciding whether to make an enquiry to Multi Agency Safeguarding Hub (MASH) by liaising with other relevant agencies.
- Make MASH enquiries for cases of suspected abuse or allegations to relevant agencies i.e. Local Authority Designated Officer (LADO)
- Liaise with the Deputy Safeguarding Designated Officer (DSDO) to ensure that there is always cover for the SDO role.
- Be able to keep detailed accurate secure written records (Safeguarding Child's File) of enquiries and or concerns
- The respond to information requests from Devon Early Years and Childcare Service MASH duty team.
- Ensure that Ofsted is informed of any allegations regarding staff and referrals to LADO, within 14 days of becoming aware of the information.

### **Training**

- To recognise how to identify the signs of abuse and when it is appropriate to make a referral to a relevant agency or enquiry to MASH.
- To have an understanding of how the Devon Safeguarding Children's Boards and the South West Child Protection Procedures operate.
- To understand the child protection meetings, case conferences etc and be to able attend and contribute to these effectively when required to do so.
- To ensure that each member of staff has access to and understands the providers Safeguarding Policy.
- To ensure that Safeguarding is included in all new staff induction process and are confident that they can recognise and report any concerns immediately they arise.
- The SDO has completed the Group 3 Safeguarding or refresher training within the last 3 years
- Obtain access to resources and attend any other relevant training i.e. Domestic Violence course.
- Ensure staff safeguarding training does not lapse.

### **Raising Awareness**

- Ensure that Grafton Childcare's Safeguarding policy is updated and reviewed annually and work with the Senior Management Team regarding this.
- Ensure that mobile phone, camera and communications policies are implemented reviewed and updated annually.
- Ensure parents see copies of the Safeguarding Policy which alerts them to the fact that referrals may be made and the role of Grafton Childcare in this. This avoids later conflict.

- Where children leave the provider ensure the Child's Safeguarding File is copied and transferred to the new provider, in accordance with the Guidance on Sharing Safeguarding Information at Transition document ([http://www.devon.gov.uk/transitionguidance\\_ey.pdf](http://www.devon.gov.uk/transitionguidance_ey.pdf))
- Ensure Policies/Procedures are reviewed annually.
- Ensure publications and guidance are up to date and accessible

### **Local Authority Requirements**

- Complete and return the annual Safeguarding Audit and Action Plan.
- Ensure MASH information is included in the safeguarding policy.
- Ensure that the 'Are you worried about someone's safety?' [http://www.babcock-education.co.uk/ldp/do\\_download.asp?did=302944](http://www.babcock-education.co.uk/ldp/do_download.asp?did=302944) and the 'MASH information for Parents' is displayed in the setting,
- Circulate the MASH information to staff and ensure that they understand it.
- To have an awareness of Integrated Working practices and the role of Children's Centres