Ponteland Community Partnership (PCP)

Safeguarding Officers responsibilities:

1. The Designated Safeguarding Officer are the first point of contact for all staff and volunteers to go to for advice if they are concerned about a child.
2. They have a higher level of safeguarding training and knowledge than the rest of the staff and should have completed Working Together to Safeguard Children, Young and Vulnerable People;
3. They are responsible for ensuring that the PCP safeguarding policy is kept up to date and complete the every 2 years;
4. They ensure that they comply with safe recruitment procedures for new staff members and their induction.
5. They support volunteers to assist in information regarding concerns and support decision making about whether concerns are sufficient enough to notify Children's Social Work Services or whether other courses of action are more appropriate.
6. They make formal referrals to the Honorary Officers they ensure that concerns are logged and stored securely
7. They have joint responsibility with the Honorary Officers management committee to ensure that the organisation's safeguarding policy and related policies and procedures are followed and regularly updated;
8. They are responsible for promoting a safe environment for children, young and vulnerable people;
9. They know the contact details of relevant statutory agencies eg 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 or vulnerable person 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, young and vulnerable people safe is everybody's business and all volunteers should know who to go to and how to report any concerns they may have about a child or vulnerable person being harmed or at risk of being harmed.