

Handout Eight

Designated Person Role Description

Designated Person

Your organisation should have a named designated safeguarding worker. You will also need to think about having a named deputy designated worker. This is particularly important if the designated worker is on leave, absent or the one being implicated.

This responsibility will be in addition to their existing or main roles and responsibilities.

- The designated worker will take responsibility for promoting positive safeguarding procedures and practice within the organisation.
- They will receive information from, and offer advice to, staff, volunteers, children and young people, vulnerable adults, parents and carers about concerns relating to vulnerable adult or child protection issues and maintain secure records of this information.
- They will assess this information promptly and take appropriate action.
- They must be familiar with national and local safeguarding legislation and guidance, with procedures for referral to the local authority's children's or adults services and police procedures for investigating abuse of children and vulnerable adults.
- They must know how to contact, and establish links with your Local Safeguarding Children Boards and the relevant people within children's and adult services or police.
- They will assess the safeguarding development needs of all staff and volunteers and co-ordinate the training.
- They will keep all staff and volunteers informed of good practice and new legislation and guidance.
- They will monitor the number of safeguarding concerns; keep confidential records of their disposal and feed back to the organisation on the quality of their safeguarding work.

From *Keeping it Safe: A young person centred approach to safety and child protection*, NCVYS 2002