



AOTOS Designated Safeguarding Lead (DSL) Role Description and Procedures

This document is divided into two sessions:

Part 1: The Role of the Designated Safeguarding Lead (and Deputies)

Part 2: DSL procedures for reporting a disclosure/ concern

Part 1 The role of the AOTOS Designated Safeguarding Lead

The ROLE of the AOTOS Designated Safeguarding Lead (DSL) is to

- ensure that, in accordance and in conjunction with, the AOTOS Safeguarding policy (“the Safeguarding Policy”) and the related policies and procedures referred to therein (“other AOTOS Policies”) appropriate safeguarding arrangements are in place for all who come into contact with AOTOS (“Persons in Contact” as defined in the Safeguarding Policy), including, but not limited to, children, young people and vulnerable adults during AOTOS Activities (as defined in the Safeguarding Policy); and
- always promote safety and welfare of the above to the AOTOS membership.

The DUTIES and RESPONSIBILITIES of the DSL are to:

1. Take a lead role in developing, reviewing and implementing the Safeguarding Policy and the other AOTOS’ Policies and making recommendations, as appropriate, to the Trustees
2. Ensure that all safeguarding issues are responded to appropriately and in accordance with the Safeguarding Policy and other AOTOS Policies
3. Ensure that all Persons in Contact in relation to AOTOS Activities, in particular but not limited to, AOTOS members and others who come into contact with children, young people and vulnerable adults, understand the Safeguarding Policy and other AOTOS Policies and know what to do if they have safeguarding concerns, in particular, but not limited to concerns about the welfare of a child or vulnerable adult.
4. Ensure that DBS checks for all AOTOS Trustees are regularly updated and that Trustees undertake regular safeguarding training.
5. Ensure that children, young people and vulnerable adults who are involved in AOTOS Activities and their parents/carers know to whom they can talk if they have a safeguarding/welfare concern and understand what action AOTOS will take in response.
6. Receive and record information from anyone who has safeguarding concerns, in particular but not limited to, about a child involved in AOTOS Activities.
7. Report immediately any alleged safeguarding incident to the Lead Trustee for Safeguarding and work in consultation with and subject to the direction given by the Trustees (either via the Lead Trustee for Safeguarding or by the Trustee board).
8. Subject to paragraph 7 above, take the lead on responding to information that may constitute a safeguarding or child protection concern, including a concern that a Person in Contact in AOTOS may present a risk to children or young people. This includes:
 - clarifying the information

- making referrals to statutory organisations as appropriate
9. Following the Safeguarding Policy
 10. Subject to paragraph 7 above, liaise with, pass on information to and receive information from statutory child protection agencies such as:
 - the local authority child protection services
 - the police

This includes making formal referrals to agencies when necessary.

11. Consult the NSPCC Helpline when support is needed, by calling 0808 800 5000 or emailing help@nspcc.org.uk,
12. Store and retain records according to legal requirements and the organisation's safeguarding and child protection policy and procedures (see procedures below)
13. Work closely with the Deputy Safeguarding Lead and Lead Safeguarding Trustee to ensure they are kept up to date with safeguarding issues generally, are certain of disclosure procedures, and are fully informed of any concerns about organisational safeguarding and child protection practice.
14. Report regularly to the Trustees on issues relating to safeguarding and child protection, to ensure that safeguarding and child protection is seen as an ongoing priority issue and that safeguarding and child protection requirements are being followed at all levels of the organisation.
15. Be familiar with and work within inter-agency safeguarding and child protection procedures developed by the local child protection agencies.
16. Be familiar with issues relating to safeguarding, child protection and abuse and keep up to date with new developments in this area.
17. Attend regular training in issues relevant to safeguarding and child protection and share knowledge from that training with the Deputy Safeguarding Lead, the Lead Safeguarding Trustee and such other persons involved with the delivery of AOTOS Activities, as considered appropriate.

Appointment to this role is subject to satisfactory vetting and barring checks.

Helpful resources for a Designated Safeguarding Lead (please also see the Charity Commission safeguarding guidance and the Charity Governance Code as referred to in the Safeguarding Policy):

- **Child abuse and neglect** learning.nspcc.org.uk/key-topics/child-abuse-and-neglect/
- **Recognising and responding to abuse** learning.nspcc.org.uk/child-abuse-and-neglect/recognising-and-responding-to-abuse/
- **Safeguarding and child protection** learning.nspcc.org.uk/key-topics/safeguarding

Part 2 DSL Procedures on Receiving Report of Disclosure/Concerns

Action in an emergency

- If there is serious concern that the Person in Contact is in immediate danger contact the Police on 999 (and/or the NSPCC in the case of a child on 0808 800 5000)
- If the relevant Person in Contact is a child or vulnerable adult, contact the parent/s or carers of the child concerned, if this has not already been done UNLESS you believe that sharing this information may increase the risk of harm to the child.
- You may wish to take advice from the Police/NSPCC before contacting the parent/carer

- You must document your decision-making.
- Ask for any additional information from the parent/carer if applicable.
- If the relevant Person in Contact is a child or vulnerable adult, ensure that the parent/carer understands that AOTOS will keep a record of the incident.

Assessing the concern

- If the concern does not require immediate contact with the Police and/or Children's/Adult's Social Care, consider this latest concern within the context of any wider concerns / disclosures.
- If the relevant Person in Contact is a child or vulnerable adult, refer to the local authority threshold document/criteria for action to support decision-making about what action is now required.

Record keeping

- Update record-keeping with information about identified actions, completed actions, decision-making (where applicable) and outcomes (if applicable)
- Keep all electronic records in an encrypted folder
- Store any paper records safely in a locked cabinet.

Last updated 2 April 2022