



# **JOB SPECIFICATION- DESIGNATED SAFEGUARDING OFFICER**

## Job Overview

The role of the Designated Safeguarding Officer is to provide a high standard of physical, emotional, social and intellectual care and support to all children throughout the nursery and protect all children from harm and neglect. To offer support and advice to colleagues throughout the nursery in regards to child protection and support the nursery management with all aspects of safeguarding.

## Aims

- Support the nursery team to safeguard all children in their care
- Work with and support all team members with all aspects of safeguarding through training, mentoring and other support mechanisms
- Keep up to date with all safeguarding developments and updates, research, policies and best practice in order to support all children within the nursery and ensure these are implemented throughout the setting by all staff
- Build and maintain positive working partnerships with parents
- Build and maintain positive working partnerships with other outside agencies
- To ensure all safeguarding concerns are reported promptly to the relevant agencies
- Ensure records are stored securely according to the companies safeguarding policy and procedures

## Key Responsibilities

- Attend advanced safeguarding training on a regular basis - minimum every 3 years
- To keep up to date with all relevant safeguarding developments within the local authority to enable all practices and procedures to be current
- To keep up to date with all relevant safeguarding developments within the wider government to enable all practices and procedures to be current
- Support all staff with all aspects relating to safeguarding
- To act on behalf of the child in all aspects relating to their health, safety and welfare
- Liaise with external agencies to protect all children from harm and neglect
- Liaise with and support parents and other family members
- To keep confidential records of any safeguarding concerns and referrals
- To follow all appropriate record keeping requirements and complete all written reports as and when required
- To attend and contribute to all core group meetings, case conferences and strategy meetings in order to support the child and their family
- To represent the setting at all core group meetings, case conferences and strategy meetings
- To understand and ensure confidentiality when dealing with any safeguarding concerns
- To understand when and how to share vital information with and without parental consent
- Ensure staff's knowledge and understanding relating to safeguarding is up to date and embedded
- To ensure nursery policies and procedures are reviewed and updated regularly, or when changes occur

The duties and responsibilities included in this job specification are not exhaustive or restrictive and can be reviewed at any time in the future, changes and other duties deemed relevant to this post may be added.