



# KUK SOOL WON (UK SCHOOLS)



## **The Role and Responsibilities of the Designated Welfare Officer**

Each club must appoint a Designated Welfare Officer (DWO)/Safeguarding Lead (DSL) and it is best practice to also appoint a Deputy- although a deputy is both not a necessity nor necessary amongst smaller clubs.

About the role:

The person within a club with primary responsibility for managing and reporting concerns about children and adults at risk. They also are responsible for putting procedures in place to safeguard all students within the club.

Their role includes:

- establishing contact with the senior member of children's services in your local authority before an incident occurs. Most Local authorities will have a form of a Multi-Agency Safeguarding Hub (MASH) or LADO (Local Authority Designated Officer) which receive referrals and can provide advice. Their contact details can be found on Local authority websites, if you pop in LADO into google and your local authority, the information should be found;
- be aware of and familiar with Local Safeguarding Children Boards (LSCBs in England) and Safeguarding Adults Boards. These, and similar committees across the UK, are the key system in every locality of the country for organisations to come together to agree on how they will cooperate with one another to safeguard and promote the welfare of children. This is to ensure safeguarding children remains high on the agenda across their region;
- receiving and recording information from staff, instructors or volunteers who have safeguarding concerns;

- assessing the information promptly and carefully, clarifying or obtaining more information about the situation as appropriate; and consider other Club policies or procedures that may be relevant;
- consulting with a statutory agency such as social care or the police to test out any doubts or uncertainties as soon as possible;
- making a formal referral to the statutory safeguarding agency or the police without delay, ensuring referral information is confirmed (under confidential cover) in writing within one working day;
- keeping relevant and senior people within the Club, particularly the Chief Executive, informed of any action taken and update as necessary;
- considering possible disciplinary action within the Club;
- ensuring a case record is maintained of action taken, liaison with other agencies and outcome;
- dealing with the aftermath of an incident within the Club, in terms of offering support to individuals;
- advising about any safeguarding child or adult at risk protection training needs;
- providing information and advice on child and adult at risk protection within the Club;
- ensuring relevant policy and procedures are implemented and followed;
- co-ordinating any action in relation to the safeguarding of children or adults at risk;
- taking personal responsibility for keeping updated on new developments in the subject areas.

It is also important for the designated person to have received relevant basic level awareness training in safeguarding. They may also wish to have specific training for the role of designated person.