

# Designated Safeguarding Lead Role and Responsibilities

Agreed by committee on 10/05/2024

| Name | Position | Date |
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## Purpose of the role

To take the lead in ensuring that appropriate arrangements for keeping children and young people safe are in place at Path 4.

To promote the safety and welfare of children and young people involved in Path 4's activities at all times.

## Duties and responsibilities

1. Take a lead role in developing and reviewing Path 4's safeguarding and child protection policies and procedures.
2. Take a lead role in implementing Path 4's safeguarding and child protection policies and procedures: ensuring all safeguarding and child protection issues concerning children and young people who take part in Path 4's activities are responded to appropriately.
3. Make sure that everyone working or volunteering with or for children and young people at Path 4, including the management committee members, understands the safeguarding and child protection policy and procedures and knows what to do if they have concerns about a child's welfare.
4. Make sure children and young people who are involved in activities at Path 4 and their parents know who they can talk to if they have a welfare concern and understand what action the organisation will take in response.

5. Receive and record information from anyone who has concerns about a child who takes part in Path 4's activities.
6. Take the lead on responding to information that may constitute a child protection concern, including a concern that an adult involved with Path 4 may present a risk to children or young people. This includes:
  - a. assessing and clarifying the information.
  - b. making referrals to statutory organisations as appropriate.
  - c. consulting with and informing the relevant members of the organisation's management.
  - d. following the organisation's safeguarding policy and procedures.
7. Liaise with, pass on information to and receive information from statutory child protection agencies such as: a. the local authority child protection services b. the police. This includes making formal referrals to agencies when necessary.
8. Store and retain child protection records according to legal requirements and the organisation's safeguarding and child protection policy and procedures.
9. Work closely with the management committee and senior safeguarding lead to ensure they are kept up to date with safeguarding issues and are fully informed of any concerns about organisational safeguarding and child protection practice.
10. Report regularly to the management committee/board of trustees [delete as appropriate] on issues relating to safeguarding and child protection, to ensure that 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.
11. Be familiar with and work within inter-agency child protection procedures developed by the local child protection agencies.
12. Be familiar with issues relating to child protection and abuse, and keep up to date with new developments in this area.
13. Attend regular training in issues relevant to child protection and share knowledge from that training with everyone who works or volunteers with or for children and young people at Path 4.
14. Attend team meetings, supervision sessions and management meetings as arranged.
15. Work flexibly as may be required and carry out any other reasonable duties. Appointment to this role is subject to satisfactory vetting and barring checks.

Signed:

*Moinul Islam*

Position: Head of center

Date: 19/07/2025

Signed:

*ALAUZ RAHMAN*

Position: Head of Operations

Date: 19/07/2025

To be reviewed annually.