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**Assignment of Child Protection Officer**

DYNAMIX will have an assigned Child Protection Officer; Fiona Mercer will carry out this role.

**Their role will be as follows**:

· To take the lead role in ensuring that appropriate arrangements are in place for keeping children and young people safe.

· To promote the safety and welfare of children and young people in the group.

**Duties and responsibilities**

1. Make sure that all issues concerning the safety and welfare of children and young people who attend the group are properly dealt with through policies, procedures and administrative systems.

2. Make sure that the workers of the group, children/young people, parents/carers and the leader, is made aware of the procedures and what they should do if they have concerns about a child or children.

3. Receive and record information from anyone who has concerns about a child who attends the group.

4. Take the lead on dealing with information that may constitute a child protection concern. This includes assessing and clarifying the information, and taking decisions where necessary in consultation with colleagues, the leader of the group and statutory child protection agencies.

5. Consult with, pass on information to and receive information from statutory child protection agencies, such as the local authority children’s social care department and the police. This includes making formal referrals to these agencies when necessary.

6. Consult with the Local Authority when such support is needed.

7. Report regularly to the management.

8. Be familiar with and work within local interagency child protection procedures developed by the local safeguarding children board.

9. Be familiar with issues relating to child protection and abuse, and keep up to date with new developments in this area.

10. Attend training in issues relevant to child protection from time to time and share knowledge from that training with team members and management.

11. Attend team meetings, supervision sessions and management meetings as arranged.

12. Work flexibly as may be required and carry out any other reasonable duties.