



# MAIDSTONE DANCE STUDIOS LTD

## Designated Safeguarding Officer Role

General enquiries to:

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### Role Outline: Designated Safeguarding Officer (DSO)

**NAME OF OFFICER:** Zoe Harris

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#### Typical Responsibilities:

- Assist the school to fulfil its responsibilities to safeguard children and adults at risk
- Assist the school to implement its safeguarding children and adults at risk plan
- The first point of contact for everyone where concerns about a children's or adults at risk welfare, poor practice or abuse are identified
- Implement the school's reporting and recording procedures
- Maintain contact details for the local children's social care department, the police and local safeguarding children board
- Promote the school's best practice guidance/code of conducts
- Ensure adherence to safeguarding children training
- Ensure appropriate confidentiality is maintained
- Promote anti-discriminatory practice
- Take responsibility for personal conflicts of interest and declaring, recording and managing these appropriately

### Role Outline: Deputy Designated Safeguarding Officer (DDSO)

**RESPONSIBLE TO:** School Principal

**NAME OF OFFICER:** Amber Ainsworth

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#### Typical Responsibilities:

- Assist with the above, and in the absence of the DSO carry out the above responsibilities.