



THE UNIVERSITY *of* EDINBURGH
Centre for Open Learning

COL Designated Safeguarding Lead Role Description

January 2024

Purpose of the Role

To take the lead in ensuring that appropriate arrangements for keeping young people safe during the Pre-university Summer School are in place at the Centre for Open Learning (COL).

To promote the safety and welfare of young people participating in COL's Pre-university Summer School.

Duties and Responsibilities

1. Take a lead role in developing and reviewing COL's Pre-university Summer School safeguarding policies and procedures.
2. Take a lead role in implementing COL's Pre-university Summer School safeguarding policies and procedures: ensuring all safeguarding issues concerning young people who take part in the Pre-university Summer School are responded to appropriately.
3. Make sure that everyone working with young people on the Pre-university Summer School complete the necessary disclosure checks, understand the safeguarding policies and procedures and know what to do if they have concerns about a young person's welfare.
4. Make sure young people participating in the Pre-university Summer School and their guardians know who they can talk to if they have a welfare concern and understand what action the Centre for Open Learning will take in response.
5. Receive and record information from anyone who has concerns about a young person participating in the Pre-university Summer School.
6. Take the lead on responding to concerns, incidences and disclosures of abuse, including a concern that a staff member involved with the Pre-university Summer School may present a risk

to young people.

7. Consult with the Designated Officer, as outlined in the [University of Edinburgh Protection of Children and Protected Adults Policy](#), as required or when formal referrals must be made to statutory agencies such as:
 - a. the local authority social services
 - b. the police
8. Consult the NSPCC Helpline when support is needed, by calling 0808 800 5000 or emailing help@nspcc.org.uk.
9. Store and retain safeguarding records according to legal requirements and COL's safeguarding policies and procedures.
10. Report regularly to COL's Senior Management Team on issues relating to safeguarding. Ensure that it is seen by COL's Executive Committee as an ongoing priority issue and inform them of any concerns about organisational safeguarding practice, proposing amendments to practice as necessary.
11. Be familiar with issues relating to safeguarding and keep up to date with new developments in this area.
12. Complete NSPCC Designated Child Protection Lead training, and periodic training refreshers as required. Share knowledge from that training with everyone who works with young people on the Pre-university Summer School.
13. Be available for the duration of the Pre-university Summer School. Work flexibly as may be required and carry out any other reasonable duties.

Appointment to this role is subject to disclosure checks and completion of [NSPCC Designated Child Protection Lead in Scotland](#) training.