



Role of the Designated Safeguarding Officer

Purpose

To define the role, authority, and responsibilities of the DSO. within Everyday English Ltd.

Policy Statement

The DSO is the central point for safeguarding concerns and is responsible for ensuring Everyday English Ltd meets its safeguarding duties.

Legal Framework

- Working Together to Safeguard Children (HM Government)
- Care Act 2014 (for adults)

We will:


- Appoint a trained and experienced DSO and deputy.
- Ensure the DSO maintains up-to-date safeguarding training.
- Require the DSO to:
 1. Receive and respond to safeguarding concerns.
 2. Liaise with statutory agencies.
 3. Maintain secure safeguarding records.
 4. Support and advise staff/volunteers.

Breach of Policy

Failure to fulfil the DSO role effectively may result in review of the individual's role.

Review

This policy will be reviewed annually by the Board of Directors.

Signed: 

Chair, Board of Directors

Date: 30th September 2025