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**Guidelines for Developing a**

**Procedure for Appointing a Relevant Person**

**for the purpose of a Child Safeguarding Statement**

**Information about the ‘Relevant Person’**

The Children First Act 2015 places specific legal responsibilities on ‘relevant services’ i.e. organisations providing services to children and young people. These organisations are required to undertake an assessment of any potential risk of harm to a child availing of the services and develop a Child Safeguarding Statement. The Act states that a ‘Relevant Person’ must be appointed for the purposes of the Child Safeguarding Statement and that a written procedure must be in place for the appointment of a ‘Relevant Person’.

The relevant person is the first point of contact in respect of the Child Safeguarding Statement. They should be able to provide information about the risk assessment process that was undertaken to develop the child safeguarding statement.

The Relevant Person must be named, and their contact details provided, on the Child Safeguarding Statement.

If there is a change of Relevant Person, the Child Safeguarding Statement must be updated to reflect this.

The Relevant Person appointed to a Child Safeguarding Statement that covers a number of services and/or a number of risk assessments should hold a list of persons who can be contacted for further information in respect of the activities of each service and the risk assessment undertaken.

**Procedure for appointing a Relevant Person for the purpose of the**

**Child Safeguarding Statement in**

**Name of Service**

* Provide a brief outline of how the Unit(s) of Service have been determined for the development of the Child Safeguarding Statement; who is responsible for undertaking Secondary Risk Assessments for the Unit of Service, and who is responsible for developing the Child Safeguarding Statement.
* Detail the procedure for appointing the Relevant Person for the purpose of the Child Safeguarding Statement– for example, ‘The service manager/the principal social worker will be the Relevant Person’, or, ‘The Relevant Person will be decided at a meeting of the area management team/the hospital Children First Committee’.
* State that ‘The name and contact details of the Relevant Person will be displayed on the Child Safeguarding Statement’.
* State clearly that, ‘If there is a change to the Relevant Person the Child Safeguarding Statement will be updated to reflect this’ [note: this should not change the review date for the CSS, unless all risk assessments have been reviewed]. The person(s) responsible for updating the Statement should be specified in the procedure.
* Consider who would be the point of contact in the event of the Relevant Person not being available for extended periods such as annual leave/sick leave, and how this will be communicated.

**Date of procedure: Date of review:**