

WORLINGHAM CEVC PRIMARY SCHOOL



Designated Safeguarding Lead Job Description

Accountable to Headteacher and Full Governing Body

Worlingham CEVC Primary School is committed to Safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

PROFESSIONAL DUTIES

In line with the requirements of the School Teachers' Pay and Conditions Document (section 9), the post-holder is responsible for the education and welfare of designated classes (and a tutor group if appropriate), having due regard to the requirements of the National Curriculum, the school's aims, objectives and schemes of work and the policies of the Governing Body. The post-holder shares the corporate responsibility for the welfare of all students.

CORE PURPOSE

- ✚ To operate as the named lead for Safeguarding or alternate.
- ✚ To ensure that all statutory requirements are met including training and documentation.
- ✚ To identify and ensure a consistent and professional approach to Safeguarding at the school.
- ✚ To ensure there is positive representation in all meetings both within and beyond school.
- ✚ To ensure there is effective liaison with stakeholders (Governors, parents/carers, students and staff) on all matters relating to Safeguarding.

PRINCIPAL RESPONSIBILITIES AND TASKS

- ✚ To ensure training records for all staff are kept.
- ✚ Deliver training to new staff as part of the induction process.
- ✚ Ensure that clear information and guidance is in place for all members of the school's staff.
- ✚ Receive and co-ordinate referrals, ensuring appropriate action plans and documentation are in place.
- ✚ Maintain accurate and confidential files for all Safeguarding and child protection issues.
- ✚ Liaise and co-ordinate with colleagues regarding the Common Assessment Framework and monitor all recommendations as they relate to the school.
- ✚ Inform the Headteacher of any enquiries operating under Section 47 of the Children Act 1989 and any police investigations.
- ✚ Provide information, support and guidance to all staff on matters of Safeguarding.

NOTE:

This job description outlines the main accountabilities relating to the post, but may not describe in detail all the tasks required to carry them out. It will be reviewed annually by the Personnel Committee and may be amended, after consultation, to reflect the changing needs of the school.