



## Role description for Designated Safeguarding Lead

### Purpose of the role

To take the lead in ensuring that appropriate arrangements for keeping children and young people safe are in place at Owl Tutors. To promote the safety and welfare of children and young people involved in Owl Tutors' activities at all times.

### Duties and responsibilities

1. Take a lead role in developing and reviewing Owl Tutors' safeguarding and child protection policies and procedures.
2. Take a lead role in implementing Owl Tutors' safeguarding and child protection policies and procedures: ensuring all safeguarding and child protection issues concerning children and young people who take part in Owl Tutors' activities are responded to appropriately.
3. Ensure that everyone working or volunteering with or for children and young people at Owl Tutors has read and understood the safeguarding and child protection policy and procedures and knows what to do if they have concerns about a child's welfare.
4. Make sure children and young people who are involved in activities at Owl Tutors' and their parents know who they can talk to if they have a welfare concern and understand what action the organisation will take in response. Make a copy of the safeguarding policy available on the Owl Tutors website.
5. Receive and record information from anyone who has concerns about a child who takes part in Owl Tutors' activities.
6. Take the lead on responding to information that may constitute a child protection concern, including a concern that an adult involved with Owl Tutors may present a risk to children or young people. This includes:
  - a. Assessing, clarifying and recording the information
  - b. making referrals to statutory organisations as appropriate
  - c. consulting with and informing the relevant members of the organisation's management
  - d. following the organisation's safeguarding policy and procedures.

7. Liaise with, pass on information to and receive information from statutory child protection agencies such as:

- a. the local authority child protection services
- b. the police.

This includes making formal referrals to agencies when necessary.

8. Consult the NSPCC Helpline when support is needed, by calling 0808 800 5000 or emailing [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

9. Store and retain child protection records according to legal requirements and the organisation's safeguarding and child protection policy and procedures.

10. Work closely with the company's management team to ensure they are kept up to date with safeguarding issues and are fully informed of any concerns about organisational safeguarding and child protection practice.

11. Report regularly to the management team on issues relating to safeguarding and child protection, to ensure that child protection is seen as an ongoing priority issue and that safeguarding and child protection requirements are being followed at all levels of the organisation.

12. Be familiar with and work within inter-agency child protection procedures developed by child protection agencies locally to the families with whom we work.

13. Be familiar with issues relating to child protection and abuse, and keep up to date with new developments in this area.

14. Attend regular training in issues relevant to child protection and share knowledge from that training with everyone who works or volunteers with or for children and young people at Owl Tutors.

15. Be aware of child protection practice and policies in the overseas countries and territories in which families we work with are based, and advise tutors on request of any specific child protection contextual issues within those countries or territories.

**Reviewed and updated: 01/06/23**

**Date of next review: 01/06/24**