

Appendix 1

Roles, Responsibilities and Entitlements

Role of the Designated Safeguarding Lead(s)

Also see Annex B 'Role of the designated safeguarding lead' in 'Keeping children safe in education' Sept. 2020

Entitlements

To:

- All staff appropriate support from the Head Teacher, Governors and all other staff in child protection matters.
- All staff access to regular training to enable them/her to be aware of responsibilities, current issues and best practice in safeguarding and child protection.
- All staff support from other agencies e.g. Durham Children and Young People's Services (DCYPS) involved in child protection issues, including colleagues in Education Durham.
- All staff policy framework for management of and guidance covering child protection within overall safeguarding arrangements in school.
- All staff an understanding that partners all will carry out their role in line with local partnership safeguarding procedures and the 'Working Together Protocol' (2015)

Responsibilities

For:

- All staff have a working knowledge of local partnership Child Protection/Safeguarding Procedures as they apply to the roles and responsibilities of schools.
- All staff enacting those procedures when cases of abuse are reported.
- All staff ensuring that all staff are aware of their responsibilities in connection with child protection issues and child abuse cases, and that they regularly remind staff of signs and symptoms, how to respond to disclosures and the importance of recording concerns appropriately.
- All staff liaising with DCYPS and other agencies regarding individual cases, and on general issues in connection with child protection.
- All staff ensuring that all written procedures are readily available and are correctly followed in cases of actual and suspected abuse.
- All staff having appropriate in-house forms available to ensure staff document their concerns to add to the DSLs on-going chronology of events
- All staff being responsible for ensuring that relevant staff training is arranged that places CP within the overall context of safeguarding. New staff and volunteers need inducting into their responsibilities
- All staff The Designated Safeguarding Lead must also ensure that he/she is trained appropriately for their role including refresher training every two years.
- All staff attending strategy meetings where appropriate.
- All staff ensuring that the school is represented when invited to Initial and Review child protection conferences, and that those representing the school are aware of the procedures and requirements of the conference in terms of timescales for report completion, sharing and providing a single-agency chronology.
- All staff in conjunction with the Head Teacher, ensuring that those arrangements emanating from any child protection conference which relate to the school are

carried out fully.

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ensuring that information on individual cases is passed to colleagues on a 'need to know' basis.

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ensuring that child protection information and records are kept securely.

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working with the Head Teacher and other curriculum leaders to integrate safeguarding and child protection themes within the curriculum.

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supporting any staff involved in reporting child abuse cases or in the event of the death of a child (including through natural causes).

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liaising with receiving schools on transfer to ensure necessary information and documentation is correctly exchanged.

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liaising with the Head Teacher on monitoring and reviewing the policy.

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system of regular monitoring and review of all on-going concerns ensuring effective communication between pastoral and Designated Teacher colleagues.

Role of the Head Teacher

Entitlements

To:

Head Teacher (Chair of Governors, Governors and the Local Authority (LA) and other partners in child protection in relation to child protection matters.

Head Teacher (Chair of Governors) policy framework for management of child protection from Governors.

Head Teacher (Chair of Governors) training/advice/information/support from the LA and other agencies on child protection matters.

- ♦ Access to advice from the LADO (Local Authority Designated Officer) in cases of allegations against staff.

Head Teacher (Chair of Governors) All partners in child protection will carry out their role as prescribed by local partnership safeguarding and child protection procedures.

Head Teacher (Chair of Governors) Effective communication and information from Police, DCYPS, and other partner agencies in line with local partnership safeguarding and child protection procedures and 'Working Together Protocol' (2010)

Responsibilities

For:

Head Teacher (Chair of Governors) Protecting children from abuse.

Head Teacher (Chair of Governors) The effective day to day management of child protection in accordance with local partnership procedures within the overall context of safeguarding and promoting the welfare of children.

Head Teacher (Chair of Governors) Ensuring that there is a Designated Teacher for Child Protection at an appropriate senior level, who is in a position to liaise with DCYPS and Police as appropriate. In addition further colleagues to share this role within school.

Head Teacher (Chair of Governors) Disciplinary issues relating to staff (including suspension where appropriate), liaising with the LADO and conducting internal investigations.

Head Teacher (Chair of Governors) Providing a clear lead and sense of direction to the school on child protection matters within safeguarding.

Head Teacher (Chair of Governors) Ensuring that the policy framework agreed with Governors is implemented.

Head Teacher (Chair of Governors) Undertaking the relevant Safer Recruitment training as detailed in local partnership procedures

Head Teacher (Chair of Governors) Informing governors of staff suspensions where allegations against staff have been made.

Head Teacher (Chair of Governors) Recognising and identifying the individual needs of children.

Head Teacher (Chair of Governors) Giving privacy, support and information to children who have, or it is suspected, have been abused

Head Teacher (Chair of Governors) Creating an ethos in school where children know that they can disclose their concerns and fears to adults yet recognising that confidentiality cannot always be offered to those who disclose.

Head Teacher (Chair of Governors) Working with Governors and staff towards creating a 'safe' school.

Head Teacher (Chair of Governors) Ensuring all staff receive appropriate Safeguarding, Early Help and Child Protection training and that the Designated Teacher receives specialist training every two years.

Head Teacher (Chair of Governors) Encouraging designated staff and other pastoral staff to enhance their basic training with further Level 3 courses provided by local multi-agency

partners.

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nsuring that the school child protection policy is communicated to staff, parents and volunteers.

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ractice safe and secure recruitment policy and practice which reflects child protection issues.

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aintaining an up-to-date Single Central Record along with records of staff training.

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nsuring compliance with the LA Policy on the Use of Restrictive Physical Interventions.

Role of School Staff (including Support Staff and Voluntary Helpers)

Entitlements

To:

- All staff (including support staff and voluntary helpers) must receive training at a minimum of every 3 years to refresh knowledge about child protection within safeguarding
- All staff (including support staff and voluntary helpers) must receive regular 'in-house' reminders about roles, responsibilities, signs and symptoms of concern and appropriate response to disclosures
- All staff (including support staff and voluntary helpers) must receive regular additional training and updates to increase knowledge and expertise
- All staff (including support staff and voluntary helpers) must receive timely reminders and feedback relating to the detailed and accurate recording of information to pass to the Designated Safeguarding Leads in school
- All staff (including support staff and voluntary helpers) must receive advice, guidance, information and support from the LA.
- All staff (including support staff and voluntary helpers) must work within an agreed child protection policy framework established by Governors.
- All staff (including support staff and voluntary helpers) must follow appropriate procedures in line with local partnership safeguarding and child protection procedures.
- All staff (including support staff and voluntary helpers) must use clear, and well publicised lines of communication between the school and DCYPS, Police, and other agencies.
- All staff (including support staff and voluntary helpers) must receive guidance about the LA Policy on the Use of Restrictive Physical Interventions and the recording of incidents.
- All staff (including support staff and voluntary helpers) must receive advice on their own professional conduct including 'Guidance for safer working practice for those working with children and young people in education settings' May 2019
- All staff (including support staff and voluntary helpers) must receive support from LA for staff subject to allegations
- All staff (including support staff and voluntary helpers) must receive advice about union membership

Responsibilities

For:

- All staff (including support staff and voluntary helpers) must protect children from abuse.
- All staff (including support staff and voluntary helpers) must implement and work within the framework of the school policy on child protection.
- All staff (including support staff and voluntary helpers) must act as positive role models for parents and children.
- All staff (including support staff and voluntary helpers) must make referrals, preferably via the Designated Safeguarding Lead, to the appropriate agencies in accordance with local partnership procedures.
- All staff (including support staff and voluntary helpers) must have a responsibility to act upon concerns including ones related to the confidential reporting code.
- All staff (including support staff and voluntary helpers) must work in partnership with other agencies and the LA.
- All staff (including support staff and voluntary helpers) must provide a safe, secure and supportive learning environment for children and young people.
- All staff (including support staff and voluntary helpers) must listen to children and respond in an appropriate way.
- All staff (including support staff and voluntary helpers) must identify and support abused children and those suspected of being harmed
- All staff (including support staff and voluntary helpers) must respect and value children as individuals.
- All staff (including support staff and voluntary helpers) must recognise and address the individual needs of children.
- All staff (including support staff and voluntary helpers) must work towards an ethos in school where children feel they can disclose their concerns and fears to adults, yet recognising that confidentiality cannot always be offered to those who disclose.
- All staff (including support staff and voluntary helpers) must work with the Head Teacher and governors in creating a 'safe' school.

Role of Governors

Entitlements

To:

- Support/training/guidance/information from the LA regarding child protection matters, at a level appropriate to Governors.
- Guidance and support for the Chair of Governors in the event of an allegation being made regarding the Head Teacher
- To be informed that a member of staff has been suspended.
- Annual, or more frequent termly updates, about Safeguarding and Child protection matters in school and the work of the Designated Safeguarding Leads.

Responsibilities

For:

- The Governor with CP Responsibility will comply with training appropriate to their role
- Ensuring that staff/pupil anonymity is safeguarded in all their procedures.
- Ensuring that LA guidelines and local partnership procedures are followed where allegations are made against the school's Head Teacher.
- Undertaking the relevant Safer Recruitment training as detailed in local partnership procedures.
- Providing a policy framework within which the school staff will manage child protection matters.
- Ensuring that there is a risk assessment made of the school premises, which has regard to Child Protection/Safeguarding matters.
- That policy review and monitoring arrangements are defined and implemented.
- Ensuring appropriate day to day mechanisms are in place and that these adhere to local partnership procedures.
- The allocation of appropriate resources for the Head Teacher and staff to manage child protection in line with expectations in Keeping Children Safe in Education September 2020, Annex B. Ensuring an appropriate training programme is supported and followed in school.
- Ensuring disciplinary action is taken against staff where necessary.
- Supporting the Head Teacher in relation to child protection matters.
- Working with the Head Teacher and staff towards creating a safe school.

Role of Parents/Carers

Entitlements

To:

- Children have the right to a safe, secure and supportive school environment for their child/children.
- Children have the right to their children being valued and respected as individuals.
- Children have the right to their children having their individual needs recognised and addressed.
- Children have the right to their children having the freedom to enjoy the activities and experiences appropriate to their age and developmental stage.
- Children have the right to their children being safeguarded from inappropriate and damaging influences and experiences.
- Children have the right to their children attending a school which manages child protection effectively and efficiently.
- Children have the right to their children having information about the Child Protection Policy and how it relates to them.
- Children have the right to their children knowing that they can disclose their concerns and fears.
- Children have the right to their children being listened to, concerns taken seriously and appropriate action being taken. Working positively with the school in all matters pertaining to their child/children's welfare, education and development.
- Children have the right to their children having access to appropriately trained adults to discuss their concerns.
- Children have the right to their children having privacy, support and information where abuse has been recognised.
- Children have the right to their children having access to appropriate support.
- Children have the right to their children having access to relevant school policies and opportunities to contribute to discussion about these, as appropriate.

Responsibilities

For:

- Parents/Carers have the responsibility of protecting their child/children from abuse.
- Parents/Carers have the responsibility of providing a safe, secure and supportive home environment for their child/children.
- Parents/Carers have the responsibility of providing positive role models and experiences for their children in relation to their child/ children's physical, sexual, and emotional development.
- Parents/Carers have the responsibility of listening to their child(ren), taking concerns seriously and taking appropriate action following any disclosure of worrying information.
- Parents/Carers have the responsibility of showing value and respect for their child as an individual.
- Parents/Carers have the responsibility of providing activities or experiences appropriate to the age and developmental stage of the child.
- Parents/Carers have the responsibility of working positively with the school in all matters pertaining to their child/children's welfare, education and development.
- Parents/Carers have the responsibility of supporting the staff, Governors and children in creating a 'safe' school.
- Parents/Carers have the responsibility of keeping school regularly informed of important information needed to safeguard their child(ren): up to date contact numbers including more than one emergency number, address, change of adult with parental responsibility.
- Parents/Carers have the responsibility of informing the school should their child be absent from school or not in the appropriate place.

Role of Children/Young People

Entitlements

To:

- Children should have a safe, secure and supportive school environment.
- Children should have a school which manages child protection effectively and efficiently.
- Children should be valued and respected as an individual.
- Children should have their individual needs recognised and addressed.
- Children should have the freedom to enjoy the activities and experiences appropriate to their age and developmental stage.
- Children should be listened to, concerns taken seriously and appropriate responses being made.
- Children should have access to appropriately trained adults to discuss their concerns.
- Children should have privacy, support and information where abuse has been recognised.
- Children should be safeguarded from inappropriate and damaging influences and experiences.
- Children should have information about child protection within overall safeguarding and related issues
- Children should have a curriculum that addresses Child Protection (protect) themes, safeguarding and promoting welfare (prevention) in addition to 'increasing resilience' amongst children and young people.

Responsibilities

For:

- Children should support one another by passing on concerns about friends/peers to staff, within an ethos of a 'telling/listening school'.
- Children should be honest, in relation to any disclosures they make.
- Children should be working with all adults working in school to create a 'safe' school that safeguards and promotes the welfare of all students.
- Children should be following school rules and behaving responsibly.

Role of safeguarding colleagues in Education Durham

Entitlements

To:

- Expecting that schools will work within the framework of the local partnership. Child Protection procedures
- That schools will receive regular training to refresh their knowledge of basic good practice
- That Designated Safeguarding Leads will attend regular relevant training to undertake their role effectively and receive updates on relevant issues following on from Serious Case Review recommendations.
- Requests for information, the annual audit of Designated Safeguarding Leads, will be acted on promptly
- Staff will access important safeguarding and child protection information posted on the Durham Schools extranet and also in local partnership newsletters.

Responsibilities

For:

- Placing CP within the overall framework of safeguarding & promoting the welfare of all children.
- Protecting children from abuse.
- Maintaining a record of whole school training undertaken by establishments.
- Maintenance of a database of Designated Safeguarding Leads at all schools and records of specialist DSL training undertaken.
- Providing guidance, information, support and advice to schools on generic policy and record-keeping
- Providing a range of appropriate training opportunities to schools and publicising local partnership courses.
- Maintaining professional confidentiality.
- Working with other partners in child protection.
- Developing further training materials for in-house use.
- Developing policy with local partnership partners.
- Clear and well-publicised lines of communication between the school and the LA, Police, DCYPS and other agencies.
- Supporting Head Teachers and Governors in relation to Child Protection matters.
- Carrying out the LA role in Child Protection matters according to local partnership procedures and advising on the implementation of any Serious Case Review recommendations.