

# Role description for nominated safeguarding lead

July 2022

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## Purpose of the role

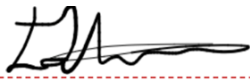
To take the lead in ensuring that appropriate arrangements for keeping children and young people safe are in place at Bath School of Ukulele. To promote the safety and welfare of children and young people always involved in Bath School of Ukulele's activities.

## Duties and responsibilities

1. Take a lead role in developing and reviewing Bath School of Ukulele safeguarding and child protection policies and procedures.
2. Take a lead role in implementing Bath School of Ukulele's safeguarding and child protection policies and procedures: ensuring all safeguarding and child protection issues Child protection lead: role description concerning children and young people who take part in Bath School of Ukulele's activities are responded to appropriately.
3. Make sure that everyone working or volunteering with or for children and young people at Bath School of Ukulele understands 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 Bath School of Ukulele 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.
5. Receive and record information from anyone who has concerns about a child who takes part in Bath School of Ukulele's activities.
6. Take the lead on responding to information that may constitute a child protection concern, including a concern that an adult involved with Bath School of Ukulele may present a risk to children or young people. This includes: a. assessing and clarifying 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. Be familiar with and work within inter-agency child protection procedures developed by the local child protection agencies.
11. Be familiar with issues relating to child protection and abuse, and keep up to date with new developments in this area.
14. Attend 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 Bath School of Ukulele.

This document was last reviewed on: 13.07.22

A handwritten signature in black ink, appearing to be 'LH', written over a red dashed line.

Signed:

Date: ...13.07.22.....