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 2016

Entitlements
To:

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

Responsibilities
For:

- Have a working knowledge the Local Safeguarding Children Board (LSCB) Child Protection/Safeguarding Procedures as they apply to the roles and responsibilities of schools.
- Enacting those procedures when cases of abuse are reported.
- 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.
- Liaising with DCYPS and other agencies regarding individual cases, and on general issues in connection with child protection.
- Ensuring that all written procedures are readily available and are correctly followed in cases of actual and suspected abuse.
- Having appropriate in-house forms available to ensure staff document their concerns to add to the DSLs on-going chronology of events
- 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
- The Designated Safeguarding Lead must also ensure that he/she is trained appropriately for their role including refresher training every two years.
- Attending strategy meetings where appropriate.
- 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.
- 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.

- Ensuring that information on individual cases is passed to colleagues on a 'need to know' basis.
- Ensuring that child protection information and records are kept securely.
- Working with the Head Teacher and other curriculum leaders to integrate safeguarding and child protection themes within the curriculum.
- Supporting any staff involved in reporting child abuse cases or in the event of the death of a child (including through natural causes).
- Liaising with receiving schools on transfer to ensure necessary information and documentation is correctly exchanged.
- Liaising with the Head Teacher on monitoring and reviewing the policy.
- A 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:

- Support from governors, staff and the Local Authority (LA) and other partners in child protection in relation to child protection matters.
- A policy framework for management of child protection from 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.
- All partners in child protection will carry out their role as prescribed by the LSCB procedures.
- Effective communication and information from Police, DCYPS, and other partner agencies in line with LSCB Child Protection procedures and 'Working Together Protocol' (2010)

Responsibilities
For:

- Protecting children from abuse.
- The effective day to day management of child protection in accordance with LSCB procedures within the overall context of safeguarding and promoting the welfare of children.
- 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.
- Disciplinary issues relating to staff (including suspension where appropriate), liaising with the LADO and conducting internal investigations.
- Providing a clear lead and sense of direction to the school on child protection matters within safeguarding.
- Ensuring that the policy framework agreed with Governors is implemented.
- Undertaking the relevant Safer Recruitment training as detailed in LSCB Procedures
- Informing governors of staff suspensions where allegations against staff have been made.
- Recognising and identifying the individual needs of children.
- Giving privacy, support and information to children who have, or it is suspected, have been abused
- 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.
- Working with Governors and staff towards creating a 'safe' school.
- Ensuring all staff receive appropriate Safeguarding, Early Help and Child Protection training and that the Designated Teacher receives specialist training every two years.
- Encouraging designated staff and other pastoral staff to enhance their basic training with further Level 3 courses provided by the LSCB.
- Ensuring that the school child protection policy is communicated to staff, parents and volunteers.

- Practice safe and secure recruitment policy and practice which reflects child protection issues.
- Maintaining an up-to-date Single Central Record along with records of staff training.
- Ensuring compliance with the LA Policy on the Use of Restrictive Physical Interventions.

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

Entitlements
To:

- Training at a minimum of every 3 years to refresh knowledge about child protection within safeguarding
- Regular 'in-house' reminders about roles, responsibilities, signs and symptoms of concern and appropriate response to disclosures
- Timely reminders and feedback relating to the detailed and accurate recording of information to pass to the Designated Safeguarding Leads in school
- Advice, guidance, information and support from the LA.
- An agreed child protection policy framework established by Governors.
- Appropriate procedures in line with LSCB procedures.
- Clear, and well publicised lines of communication between the school and DCYPS, Police, and other agencies.
- Guidance about the LA Policy on the Use of Restrictive Physical Interventions and the recording of incidents.
- Support from LA for staff subject to allegations
- Advice about union membership

Responsibilities
For:

- Protecting children from abuse.
- Implementing and working within the framework of the school policy on child protection.
- Acting as positive role models for parents and children.
- Making referrals, preferably via the Designated Safeguarding Lead, to the appropriate agencies in accordance with LSCB procedures.
- Responsibility to act upon concerns including ones related to the confidential reporting code.
- Working in partnership with other agencies and the LA.
- Providing a safe, secure and supportive learning environment for children and young people.
- Listening to children and responding in an appropriate way.
- Managing and supporting abused children and those suspected of being harmed
- Respecting and valuing children as individuals.
- Recognising and addressing the individual needs of children.
- Working 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.
- Working 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 LSCB procedures are followed where allegations are made against the school's Head Teacher.
- Undertaking the relevant Safer Recruitment training as detailed in LSCB 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 LSCB 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 May 2016, 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:

- A safe, secure and supportive school environment for their child/children.
- Their children being valued and respected as individuals.
- Their children having their individual needs recognised and addressed.
- Their children having the freedom to enjoy the activities and experiences appropriate to their age and developmental stage.
- Their children being safeguarded from inappropriate and damaging influences and experiences.
- Their children attending a school which manages child protection effectively and efficiently.
- Their children having information about the Child Protection Policy and how it relates to them.
- Their children knowing that they can disclose their concerns and fears.
- 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
- Their children having access to appropriately trained adults to discuss their concerns.
- Their children having privacy, support and information where abuse has been recognised.
- Access to appropriate support.
- Access to relevant school policies and opportunities to contribute to discussion about these, as appropriate.

Responsibilities
For:

- Protecting their child/children from abuse.
- Providing a safe, secure and supportive home environment for their child/children.
- Providing positive role models and experiences for their children in relation to their child/ children's physical, sexual, and emotional development.
- Listening to their child(ren), taking concerns seriously and taking appropriate action following any disclosure of worrying information.
- Showing value and respect for their child as an individual.
- Providing activities or experiences appropriate to the age and developmental stage of the child.
- Working positively with the school in all matters pertaining to their child/children's welfare, education and development.
- Supporting the staff, Governors and children in creating a 'safe' school.
- Keeping school regularly informed of important information needed to safeguard their child(ren): up to date contact numbers, address, change of adult with parental responsibility
- Informing the school should their child be absent from school or not in the appropriate place.

Role of Children/Young People

Entitlements
To:

- A safe, secure and supportive school environment.
- A school which manages child protection effectively and efficiently.
- Being valued and respected as an individual.
- Having their individual needs recognised and addressed.
- The freedom to enjoy the activities and experiences appropriate to their age and developmental stage.
- Being listened to, concerns taken seriously and appropriate responses being made.
- Access to appropriately trained adults to discuss their concerns.
- Privacy, support and information where abuse has been recognised.
- Being safeguarded from inappropriate and damaging influences and experiences.
- Information about child protection within overall safeguarding and related issues
- 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:

- Supporting one another by passing on concerns about friends/peers to staff, within an ethos of a 'telling/listening school'.
- Honesty, in relation to any disclosures they make.
- Working with all adults working in school to create a 'safe' school that safeguards and promotes the welfare of all students.
- 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 LSCB 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 the LSCB newsletter.

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 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 multi-agency LSCB courses.
- Maintaining professional confidentiality.
- Working with other partners in child protection.
- Developing practice issues.
- Developing policy with LSCB 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 LSCB procedures and advising on the implementation of any Serious Case Review recommendations.