

# SAFEGUARDING ROLES AT VALENTINES HIGH SCHOOL



**BENITA SIMMONS** - DEPUTY HEADTEACHER  
OVERSEES BEHAVIOUR/SAFEGUARDING  
LINE MANAGES DESIGNATED SAFEGUARDING LEAD



**SARAH FORSTER** - DEPUTY HEADTEACHER  
PUPIL PREMIUM FUNDING FOR VULNERABLE CHILDREN



**STEVE CONSIGLIO** – ASSISTANT HEADTEACHER AND DESIGNATED SAFEGUARDING LEAD - The lead responsibility for child protection is with the DSL



- Support the Child Protection Co-ordinator/ Child Protection 2<sup>nd</sup>
- Work with other agencies and act as a point of contact with safeguarding partners
- Liaise with the Headteacher to inform him of issues and concerns
- Liaise with staff (especially pastoral support staff, SENCO) on matters of safety and safeguarding
- Act as a source of support, advice and expertise for all staff.
- Ensure staff are trained and have knowledge of current safeguarding developments
- Ensure all staff have access to and understand, the school's child protection policy and procedures, using them appropriately
- Ensure all staff are alert to the specific needs of children in need, those with special educational needs and young carers
- Understand relevant data protection legislation and regulations
- Information sharing, both within the school, and with safeguarding partners, other agencies
- Keep detailed, accurate, secure written records of concerns and referrals
- Follow the requirements of the Prevent duty and be able to provide advice and support to staff on protecting children from the risk of radicalisation;
- Refer cases to the Channel programme where there is a radicalisation concern
- Keep children safe whilst they are online at school, particularly vulnerable groups
- Manage referrals
- E-Safety
- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff
- Ensure the school's child protection policy is reviewed annually
- Ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school
- Link with the safeguarding partner arrangements to make sure staff are aware of any training opportunities and the latest local policies on local safeguarding arrangements.
- Where children leave the school or college the designated safeguarding lead should ensure their child protection file is transferred to the new school or college as soon and securely as possible.
- Be available during term time the designated safeguarding lead (or a deputy) for staff in the school or college to discuss any safeguarding concerns.



**KIM BOWNAS** – CHILD PROTECTION COORDINATOR



- Liaise with the Designated Safeguarding Lead on all CP matters
- Keep detailed, accurate, secure written records of concerns and referrals
- Work with other agencies and act as a point of contact with safeguarding partners
- Liaise with the Headteacher and DSL to inform them of issues and concerns
- Liaise with staff on matters of safety and safeguarding
- Act as a source of support, advice and expertise for all staff.
- Ensure staff are trained and have knowledge of current safeguarding developments
- Information sharing, both within the school, and with safeguarding partners, other agencies, organisations and practitioners.
- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff
- Ensure the school's child protection policies are known, understood and used appropriately;
- Ensure child protection files are transferred to the new school or college as soon and securely as possible.
- Be available during term time
- Attend child protection case conferences and child protection review conferences and be able to attend and contribute to these effectively when required to do so
- Line manage the CP administrator

**SARAH STARLING** – SENCO AND CHILD PROTECTION 2<sup>ND</sup> - To carry out Child Protection duties in the absence of Kim Bownas on a day to day basis, particularly with regards to reporting, written records and referrals.

- CP training for staff
- Line Manage the CP administrator
- Ensure all staff are alert to the specific needs of children in need, those with special educational needs, LAC and young carers

