



**Open Water Education Network**

## **Role description for Lead trustee/Committee member for safeguarding**

Purpose of the role

To work alongside the Child Protection Lead in ensuring that appropriate arrangements for keeping children and young people safe are in place at OWEN Open Water Education Network

To promote the safety and welfare of children and young people involved in OWEN Open Water Education Network's activities at all times.

### **Duties and responsibilities**

1. Make sure that all safeguarding and child protection issues concerning children and young people who take part in OWEN Open Water Education Network's activities are responded to appropriately through policies, procedures and administrative systems.
2. Make sure that everyone working or volunteering with or for children and young people at OWEN Open Water Education Network, understands and signs the child protection procedures and knows what to do if they have concerns about a child's welfare.
3. Make sure children and young people who are involved in activities at OWEN Open Water Education Network 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.
4. Receive and record information from anyone who has concerns about a child who takes part in OWEN Open Water Education Network activities.
5. Take the lead on responding to information that may constitute a child protection concern.  
This includes:
  - assessing and clarifying the information
  - making referrals to statutory organisations as appropriate
  - consulting with and informing the relevant members of the organisation's management
  - following the organisation's safeguarding policy and procedures.
6. Store and retain child protection records according to legal requirements and the organisation's safeguarding policy and procedures.
7. Liaise with, pass on information to and receive information from statutory child protection agencies such as:
  - the local authority child protection services
  - 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. Report regularly to the management committee on issues relating to safeguarding and child protection, to ensure that child protection is seen as a priority issue.

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.

12. 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 OWEN Open Water Education Network

13. Attend team meetings, supervision sessions and management meetings as arranged.

14. Work flexibly as may be required and carry out any other reasonable duties. Appointment to this role is subject to satisfactory vetting and barring checks. Child protection leads must be fully trained and should refresh their training every two years.

- Training for nominated child protection leads.
- Child abuse and neglect
- Recognising and responding to abuse
- Safeguarding and child protection

**We are committed to reviewing our policy and good practice annually.**

This policy was created on: .....(date)

This policy review date is: .....(date)

Print name: .....

Signed: ..... Date: .....