Role description for nominated child protection lead

September 2019

This is an example of one of the documents organisations need to ensure safeguarding is at the heart of their activities.

Use this example to write a document that reflects the safeguarding needs of the children/young people your organisation works with and aligns with your other key safeguarding and organisational policies, procedures and standards.

Purpose of the role
To take the lead in ensuring that appropriate arrangements for keeping children and young people safe are in place at [insert name of organisation].

To promote the safety and welfare of children and young people involved in [insert name of organisation]’s activities at all times.

Duties and responsibilities
1. Take a lead role in developing and reviewing [insert name of organisation]’s safeguarding and child protection policies and procedures.

2. Take a lead role in implementing [insert name of organisation]’s safeguarding and child protection policies and procedures: ensuring all safeguarding and child protection issues
concerning children and young people who take part in [insert name of organisation]’s activities are responded to appropriately.

3. Make sure that everyone working or volunteering with or for children and young people at [insert name of organisation], including the board of trustees/management committee members [delete as appropriate], 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 [insert name of organisation] 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 [insert name of organisation]’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 [insert name of organisation] 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.

9. Store and retain child protection records according to legal requirements and the organisation’s safeguarding and child protection policy and procedures.

10. Work closely with the management committee/board of trustees and senior safeguarding lead [delete as appropriate] to ensure they are kept up to date with safeguarding issues and are fully informed of any concerns about organisational safeguarding and child protection practice.

11. Report regularly to the management committee/board of trustees [delete as appropriate] on issues relating to safeguarding and child protection, to ensure that child protection is seen as
an ongoing priority issue and that safeguarding and child protection requirements are being followed at all levels of the organisation.

12. Be familiar with and work within inter-agency child protection procedures developed by the local child protection agencies.

13. Be familiar with issues relating to child protection and abuse, and keep up to date with new developments in this area.

14. 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 [insert name of organisation].

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

16. Work flexibly as may be required and carry out any other reasonable duties.

Appointmnent to this role is subject to satisfactory vetting and barring checks.

Child protection leads must be have received relevant safeguarding and child protection training that is specific to their role. This training should be refreshed regularly and they should keep up to date with any changes in safeguarding and child protection legislation and guidance.


Helpful resources for a nominated child protection lead:
- Child abuse and neglect learning.nspcc.org.uk/key-topics/child-abuse-and-neglect/
- Safeguarding and child protection learning.nspcc.org.uk/key-topics/safeguarding-and-child-protection/
More ways to help you protect children

See our introductory child protection courses [nspcc.org.uk/training](https://nspcc.org.uk/training)

Sign up for our weekly current awareness email newsletter [nspcc.org.uk/caspar](https://nspcc.org.uk/caspar)

Visit [nspcc.org.uk/vcs](https://nspcc.org.uk/vcs) for more information and resources for voluntary and community organisations