

SPECIMEN JOB DESCRIPTION

POST TITLE Governor with responsibility for Safeguarding and Child Protection

ACADEMY / SCHOOL / COLLEGE

REPORTS TO Chair of Governors

MAIN PURPOSE OF THE JOB

The governor responsible for safeguarding children / young adults plays an essential role in ensuring children / young adults in their academy / school / college are kept safe from harm and that the school's / academy's / college's policies and procedures for child protection meet statutory requirements. They play an important role in ensuring oversight and scrutiny of the academy's / school's / college's safeguarding and child protection policy, procedure and practice on behalf of the full governing body.

DUTIES AND RESPONSIBILITIES

The governor with responsibilities for child protection and safeguarding should carry out the following actions on a termly basis and report their findings to the full governors:

Governing bodies should ensure that:

- the school has a child protection policy and procedures in place that are in accordance with local authority guidance and locally agreed interagency procedures, and the policy are reviewed annually, provide information to the local authority about them and about how the duties have been discharged and ensure that the policy is available to parents on request. The governor responsible for child protection and safeguarding should:
 - Have an overview on the policies currently live in the school / academy / college;
 - Monitor the policies in practice, be aware of paper trails, record keeping, storage of files.
- the school operates safe recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children. The governor responsible for child protection and safeguarding should:
 - Ensure safer recruitment guidelines are followed;
 - Monitor the single central record ensuring that all staff and volunteers are recorded on the single central register. That these records are up to date and checked by the SMT on a regular basis. The personnel files for staff members should have a photocopy of a photo ID e.g. passport or driving licence. Particular attention should be paid to any staff member who has had a name change to ensure their name has been changed on the SCR and that new photo ID in their new name has been provided;
 - Check CRB certificates against SCR;
 - Monitor the system in place for visitors;
 - Check that contractors working in the school/academy have relevant CRB or have no contact with children.
- a senior member of the school's leadership team is designated to take lead responsibility for dealing with child protection issues, providing advice and support to other staff, liaising with the local authority and working with other agencies. The governor responsible for child protection and safeguarding should:
 - Liaise with the CPC so that any issues can be reported to the governing body;
 - Monitor impact and know of work carried out by CPC.
- the designated person undertakes basic child protection and in inter-agency working training that is provided by, or to standards agreed by, the LSCB and refresher training at two yearly intervals to keep their knowledge and skills up to date. In addition the Headteacher / Principal, and all other staff who work with children, undertake appropriate training and regular refresher training. The governor responsible for child protection and safeguarding should:
 - Have an overview of the CPC / safeguarding training and any training needs.

- they remedy without delay any deficiencies or weaknesses in regard to child protection arrangements that are brought to their attention and liaise with the local authority and / or partner agencies, as appropriate in the event of allegations of abuse being made against the Headteacher / Principal. The governor responsible for child protection and safeguarding should:
 - Know the number of CP, CiN, vulnerable children currently live in the school / academy;
 - Know the procedures in place if an allegation is made against the Headteacher / Principal;

This job description is not a contract of employment, or any part of it. It has been prepared only for the purpose of academy / school / college organisation and may change either as your role as governor changes or as the organisation of the academy / school / college is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the appraisal process or as appropriate.

Signature of Post holder **Date**

Signature of Principal / Head Teacher **Date**