



# Role description for nominated child protection lead

February 2021

## Purpose of the role

To take the lead in ensuring that appropriate arrangements for keeping young people safe are in place at Marlow Chamber of Commerce.

To promote the safety and welfare of children and young people involved in Marlow Chamber of Commerce's activities at all times.

## Duties and responsibilities

1. Take a lead role in developing and reviewing Marlow Chamber of Commerce's safeguarding and child protection policies and procedures.
2. Ensuring all safeguarding and child protection issues concerning children and young people who take part in Marlow Chamber of Commerce's activities are responded to appropriately.
3. Make sure that everyone working or volunteering with or for young people at Marlow Chamber of Commerce, including the President/executive committee members, 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 young people who are involved in activities at Marlow Chamber of Commerce 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 young person who takes part in Marlow Chamber of Commerce'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 Marlow Chamber of Commerce may present a risk to young people. This includes:
  1. assessing and clarifying the information
  2. making referrals to statutory organisations as appropriate
  3. consulting with and informing the relevant members of the Chamber Executive
  4. following the organisation's safeguarding policy and procedures.
  5. Liaise with, pass on information to and receive information from statutory child protection agencies such as:
    1. the local authority child protection services
    2. the police.

This includes making formal referrals to agencies when necessary.



7. Consult the NSPCC Helpline when support is needed, by calling **0808 800 5000** or emailing **help@nspcc.org.uk**.
8. Store and retain child protection records according to legal requirements and the organisation's safeguarding and child protection policy and procedures.
9. Work closely with the President/Executive Committee members and senior safeguarding lead 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.
10. Report regularly to the President/Executive Committee 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.
11. Be familiar with and work within inter-agency child protection procedures developed by the local child protection agencies when appropriate.
12. Be familiar with issues relating to child protection and abuse, and keep up to date with new developments in this area.
13. Attend regular training in issues relevant to child protection and share knowledge from that training with everyone who works or volunteers with or for young people at Marlow Chamber of Commerce.
14. Attend team meetings, supervision sessions and management meetings as arranged.
15. 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 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.**

- Training for nominated child protection leads:  
**[learning.nspcc.org.uk/training/designated-and-lead-officer-training-and-refresher-courses](https://learning.nspcc.org.uk/training/designated-and-lead-officer-training-and-refresher-courses)**.

#### **Helpful resources for a nominated child protection lead:**

- Child abuse and neglect **[learning.nspcc.org.uk/key-topics/child-abuse-and-neglect/](https://learning.nspcc.org.uk/key-topics/child-abuse-and-neglect/)**
- Recognising and responding to abuse **[learning.nspcc.org.uk/child-abuse-and-neglect/recognising-and-responding-to-abuse/](https://learning.nspcc.org.uk/child-abuse-and-neglect/recognising-and-responding-to-abuse/)**
- Safeguarding and child protection **[learning.nspcc.org.uk/key-topics/safeguarding-and-child-protection/](https://learning.nspcc.org.uk/key-topics/safeguarding-and-child-protection/)**