



Digital Writes - Development & Publishing C.I.C.

Role Description for the Nominated Child Protection Lead

Note:

This Role Description should be read in conjunction with our Safer Recruitment Policy and our general Safeguarding Policy and all related policies, procedures and guidelines.

Purpose of the role

To take the lead in ensuring that Digital Writes has appropriate arrangements in place for keeping children and young people safe.

To promote the safety and welfare of children and young people involved in Digital Writes' activities at all times.

Responsibilities

1. Take a lead role in developing and reviewing Digital Writes' safeguarding and child protection policies and procedures.
2. Take a lead role in implementing Digital Writes' safeguarding and child protection policies and procedures: ensuring all safeguarding and child protection issues concerning children and young people who take part in Digital Writes' activities are responded to appropriately.
3. Make sure that everyone working or volunteering with or for children and young people at Digital Writes, including the board of directors, 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 with Digital Writes 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 Digital Writes' activities.

6. Take the lead on responding to information that may constitute a child protection concern, including a concern that an adult involved with Digital Writes 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
 - c. 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. Report regularly to the Digital Writes board of directors 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.
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 Digital Writes.

Declaration

This Code of Conduct was written by Digital Writes staff based on a standard example by NSPCC and approved by Digital Writes Board of Directors on 23 June 2020.

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