

Lead safeguarding officer

About the role fulfilled by Andrea Stevens-Moore

Duties and responsibilities

- ☐ Working with others within the organisation to create a positive, child-centred environment
- ☐ Play a lead role in developing and establishing the organisation's approach to safeguarding children and young people – a key role within the organisation
- ☐ Manage cases of poor practice and abuse reported to the organisation – including records system
- ☐ Manage referrals to children's social-care services and the police
- ☐ Central point of contact for internal and external individuals and agencies
- ☐ Represent the organisation at external meetings related to safeguarding
- ☐ Coordinate the dissemination of policy, procedures and resources throughout the organisation
- ☐ Provide advice and support to regional/county welfare officers and play a lead role in their recruitment, selection and training
- ☐ Advise on the organisation's training needs and the development of its training strategy; provide training where appropriate
- ☐ Play a lead role in maintaining and reviewing the organisation's implementation plan for safeguarding and protecting children
- ☐ Ensure safeguarding standards are met and maintained
- ☐ Keep own knowledge and skills up-to-date

Skills and abilities

- ☐ Child-focused approach
 - ☐ Administration and systems (records) management skills
 - ☐ Ability to promote and demonstrate anti-discriminatory practice
 - ☐ Advice and support-provision skills at all levels within the organisation
 - ☐ Communication skills
 - ☐ Ability to develop and produce national level guidance and resources
 - ☐ Influencing skills
 - ☐ Ability to work with conflict and emotionally distressing matters
- Recommended:
- ☐ Ability to deliver core training through different levels within the organisation

Knowledge

- ☐ Role and responsibilities of statutory agencies, including Local Safeguarding Children Boards
- ☐ Planning processes for safeguarding and child-protection enquiries and investigations
- ☐ Behaviour that is harmful to children, thresholds of poor practice and abusive behaviour
- ☐ Own organisation's role and responsibilities
- ☐ Boundaries of the lead safeguarding officer role
- ☐ Organisation's policy and procedures related to safeguarding and protecting children
- ☐ Core values and principles of work with children
- ☐ Equality issues and safeguarding
- ☐ How abusers target and groom organisations in order to abuse children
- ☐ Best practice in prevention
- ☐ Legislation, government guidance and national framework for safeguarding children
- ☐ How adults groom children for abuse