

CHILD PROTECTION LEAD OFFICER

The role of the Child Protection Lead Officer [CPLO] is, primarily, to support the Head in his or her management of the critical task to safeguard pupils in the School.

This is a senior post within the School and the CPLO is expected to take a leading part in the administration and management of relevant policy formation and future planning. The CPLO will regularly review statutory guidance regarding safeguarding and monitor ISI regulatory requirements to ensure the School's policies and procedures are current and relevant. He or she will also report annually to Governors, with termly updates where appropriate and will brief the staff, parents and pupils as required.

The CPLO reports direct to the Head. He or she is a member of Cabinet and will also attend Senior Management meetings. He or she may be invited to attend meetings of the Prep School and Education & Academic Standards Committees of the Governing Body and other Governing Body meetings as needed. He or she will liaise closely with the CPLO at Stroud.

The CPLO leads the child protection team consisting of the CPLO, a designated child protection governor and at least one other trained member of staff. The CPLO will ensure that there is a designated deputy to act in his or her absence.

In addition the CPLO will undertake the following duties:

Managing referrals

- Refer all cases of suspected abuse to the local authority children's social care and:
 - The local authority designated officer (LADO) for child protection concerns (all cases which concern a staff member), under the direction of the Head;
 - Disclosure and Barring Service (cases where a person is dismissed or left due to risk/harm to a child); and/or
 - Police (cases where a crime may have been committed).
- Liaise with the Head to inform him or her of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations
- Act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies

Training

- The CPLO should receive appropriate training carried out every two years in order to:
 - Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments

- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so
- Ensure each member of staff has access to and understands the School's child protection policy and procedures
- Be alert to the specific needs of children in need, looked after children, those with special educational needs and young carers
- Be able to keep detailed, accurate, secure written records of concerns and referrals
- Obtain access to resources and attend any relevant or refresher training courses
- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the School may put in place to protect them

Raising Awareness

- The CPLO should ensure the School's policies are known and used appropriately:
 - Ensure the School's child protection policy is reviewed annually and the procedures and implementation are updated and reviewed regularly, and work with the Governing Body regarding this
 - Ensure that staff are appropriately trained and new staff and volunteers are appropriately inducted in child protection matters
 - Ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the School in this
 - Link with the local LSCB to make sure staff are aware of training opportunities and the latest local policies on safeguarding
 - Where children leave the School ensure their child protection file is copied for any new school or college as soon as possible but transferred separately from the main pupil file
 - Notify Children's Social Care if a child attending the School is being privately fostered
 - Work alongside the Head of PSHE to ensure children are taught about safeguarding, including online, through the curriculum and PSHE.