

Role description for named person for child protection



Registered Charity 260887

Employer:	Brighton Orpheus Choir
Hours:	As required
Reports to:	Management Committee, Brighton Orpheus Choir
Grade:	Voluntary position
Safer recruitment:	Selection for this post is in line with our safer recruitment procedures

Purpose of the role

To take the lead role in ensuring that appropriate arrangements are in place at Orpheus Young Singers (run by Brighton Orpheus Choir) for keeping children and young people safe.

To promote the safety and welfare of children and young people participating in Orpheus Young Singers.

Duties and responsibilities

1. Make sure that all issues concerning the safety and welfare of children and young people who attend Orpheus Young Singers are properly dealt with through policies, procedures and administrative systems.
2. Make sure that the workers at the Orpheus Young Singers, children/young people, parents/carers and the management committee are made aware of the procedures and what they should do if they have concerns about a child or children.
3. Receive and record information from anyone who has concerns about a child who attends Orpheus Young Singers.
4. Take the lead on dealing with information that may constitute a child protection concern. This includes assessing and clarifying the information, and taking decisions where necessary in consultation with colleagues, the chair of the management committee and statutory child protection agencies.
5. Consult with, pass on information to and receive information from statutory child protection agencies, such as the local authority children's social care department and the police. This includes making formal referrals to these agencies when necessary.
6. Consult with the NSPCC Helpline when such support is needed.
7. Report regularly to the management committee.
8. Be familiar with and work within child protection procedures developed by the Safe Network
9. Be familiar with issues relating to child protection and abuse, and keep up-to-date with new developments in this area.
10. Attend training in issues relevant to child protection from time to time and share knowledge from that training with workers and management committee members.
11. Attend team meetings, supervision sessions and management meetings as arranged.
12. Work flexibly as may be required and carry out any other reasonable duties.

Adapted from Safe Network Tool B6

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