

Roles in Child Protection at RCHK

Title	Roles in Child Protection at RCHK
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Reviewed by	
Approved by	CLT11
Approval date	February 2024
Date for next review	June 2026

The role of **Designated Safeguarding Lead (DSLs)** is part of the responsibility of the Vice Principal for Wellbeing in Primary and the Vice Principal for Wellbeing in Secondary. RCHK has two DSLs. This aspect of the VP role is related specifically to the safeguarding and welfare of students in the school. The DSL is the central point of contact for all safeguarding concerns and is responsible for coordinating the school's response to safeguarding issues. They are also responsible for developing the processes and procedures to support the safeguarding of all students in the school, including more specifically, the actions taken to protect any children who are unsafe in a way defined by the Child Protection and Safeguarding policy. Please refer to

[RCHK Guidance Child Protection and Safeguarding: What is the Difference](#) for clarification on how Child Protection is part of safeguarding.

Key responsibilities of the DSL include:

1. Being the first point of contact for staff, volunteers, and external agencies regarding safeguarding concerns. As well as evidence of abuse, safeguarding concerns might include bullying, inappropriate sexual behaviour, mental health and wellbeing and indicators of abuse that do not include direct disclosure.
2. Acting as one of the **Child Protection Officers** for RCHK, alongside the Principal and the Heads of School.
3. Developing guidelines and procedures as needed to meet the safeguarding needs of RCHK students.
4. Providing advice, support, and guidance to staff members on safeguarding matters.
5. Systematically raising awareness of safeguarding with parents/guardians.
6. Ensuring that all staff members and volunteers receive appropriate safeguarding training and know how to recognise signs of abuse and respond to disclosures. Ensuring that staff are aware of ESF and the school's policies and procedures.
7. Maintaining accurate and confidential records of safeguarding concerns and actions taken using RecordMy. DSLs receive notifications of all reports made in RecordMy in their respective schools.

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8. Monitoring and reviewing the effectiveness of RCHK's safeguarding practices and policies in collaboration with ESF Centre.
9. Coordinating personal safety curriculum development as part of Relationships and Sexuality Education.
10. Keeping up-to-date with relevant legislation, policies, and best practices in safeguarding.

The DSLs in the school meet and liaise regularly about safeguarding issues to ensure consistency and continuity across the college in this area. They also liaise and consult as necessary with the ESF Safeguarding and Child Protection Adviser, and attend Child Protection Officer meetings when appropriate.

The role of **Child Protection Officer (CPO)** at RCHK is undertaken by the two Vice Principals for Wellbeing in the first instance. The Heads of School and the Principal are also CPOs, should one of the VPs not be available to respond.

The CPO role has a specific focus on investigating and handling reports and cases of child abuse. CPOs at RCHK can view all reports made on RecordMy, including those listed as Child Protection. They do not receive automatic notifications of all new incidents logged. The DSL shares information when appropriate.

1. To be up-to-date with the processes and procedures required for investigating and handling reports and cases of child abuse.
2. To be a point of contact and support for staff and students in cases of suspicion or disclosure.
3. Referring cases of abuse to the Family and Child Protective Services Unit (FCPSU) of the Social Welfare Department (SWD), where appropriate, after consultation with the school social worker and the person who raised the concern. Keeping other CPOs informed of these steps.
4. Collaborating with internal social workers and external agencies, such as social services or law enforcement, as necessary.
5. Ensuring that there is support within the school for children who have been abused.
6. Keeping up to date with relevant information, legislation and developments regarding child protection.