




Role of the nominated child protection lead

Purpose of the role






To take the lead in ensuring that appropriate arrangements for keeping children and young people safe in Theatrics Speech and Drama lessons.

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

Theatrics child protection lead:

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Duties and responsibilities

-  Make sure that all safeguarding and child protection issues concerning children and young people who take part in Theatrics activities are responded to appropriately through policies, procedures and administrative systems.
-  Make sure that everyone working or volunteering with children and young people at Theatrics understands the child protection procedures and knows what to do if they have concerns about a child's welfare.
-  Make sure that all staff and volunteers at Theatrics have the correct Enhanced Access NI checks completed for their corresponding schools and any other relevant documentation needed.
-  Make sure children and young people who are involved in activities at Theatrics and their parents/guardians know who to talk to if they have a welfare concern. Ensuring that all children, young people and parents/guardians understand what action Theatrics will take in response to any concerns that are brought forward.
-  Receive and record information from anyone who has concerns about a child who takes part in Theatrics activities.

- 🎬 Take the lead on responding to information that may constitute a child protection concern. This includes:
 - assessing and clarifying the information
 - making referrals to statutory organisations as appropriate
 - consulting with and informing the relevant members of staff
 - following Theatrics safeguarding policy and procedures.
- 🎬 Store and retain child protection records according to legal requirements and Theatrics safeguarding policy and procedures.
- 🎬 Liaise with, pass on information to and receive information from statutory child protection agencies such as:
 - the local authority child protection services
 - the police

This includes making formal referrals to agencies when necessary.
- 🎬 Consult the local child protection services or the NSPCC Helpline when support is needed.
- 🎬 Report regularly to all Theatrics staff on issues relating to safeguarding and child protection, to ensure that child protection is seen as a priority issue.
- 🎬 Be familiar with and work within inter-agency child protection procedures developed by the Safeguarding Board of Northern Ireland.
- 🎬 Be familiar with issues relating to child protection and abuse and keep up to date with new developments in this area.
- 🎬 Support all staff members in classes where a concern for a child or young person's welfare has been reported.
- 🎬 Work flexibly and carry out any other relevant child protection duties.