



Staff Handbook

Lead Safeguarding Officer

DESCRIPTION OF LEAD SAFEGUARDING OFFICER

In order to make it easier for all staff to keep themselves informed of Bowerbirdy's policies and any changes made to them, we will highlight any changes made from one update to the other.

New text will be highlighted as follows: **This is new text xxx xxx xxx.**

Any old text that has been deleted will be highlighted as follows: ~~This is old text that has been deleted yyy yy yyyyyy.~~

We hope this will help you to quickly be able to identify any changes made to our policies.

Introduction

Lead Safeguarding Officer

Alternative titles: National Lead Safeguarding Officer; National Lead Child Protection Officer.

The designated person within Bowerbirdy with primary responsibility for managing and reporting concerns about children and for putting into place procedures to safeguard children in the organisation, including supporting county and regional welfare officers, where relevant.

Duties and responsibilities

- Working with others within Bowerbirdy to create a positive, child-centred environment.
- Play a lead role in developing and establishing Bowerbirdy's approach to safeguarding children and young people – a key role within the organisation.
- Manage cases of poor practice and abuse reported to Bowerbirdy – 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 Bowerbirdy 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 Bowerbirdy'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 Required

- 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 Bowerbirdy, customers and general public.

Knowledge Required

- 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.
- Bowerbirdy'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.
- How adults groom children for abuse.
- Best practice in prevention.
- Legislation, government guidance and national framework for safeguarding children.

Review

This policy is reviewed annually or as required following updates in legislation or best practice.

NOTE: This Policy was approved by the following officer on 01/01/2026 and is due for review every 1 year: John-Paul White