



ROLE DESCRIPTION FOR THE SAFEGUARDING LEAD

MARCH 2025

PURPOSE OF THIS ROLE:

To take the lead in ensuring that appropriate arrangements for keeping children and young people safe are in place at Girls Are Investors (GAIN).

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

DUTIES AND RESPONSIBILITIES:

- Attend formal training on the role of the Safeguarding Lead, delivered by an accredited provider. Regularly attend refresher training every 2 years, as outlined by Government guidelines on safeguarding.
- Attend regular training in issues relevant to child protection and share knowledge from that training with everyone who works or volunteers with or for children and young people at GAIN.
- Take a lead role in developing and reviewing GAIN's safeguarding policies and procedures. Ensure that this policy is reviewed on an annual basis.
- Take a lead role in implementing GAIN's safeguarding policies and procedures: ensuring all safeguarding and child protection issues concerning children and young people who take part in GAIN's activities are responded to appropriately
- Work with HR to ensure that relevant DBS checks are taken out for staff and volunteers as required for certain areas of work.
- Make sure that everyone working or volunteering with or for children and young people at GAIN, understands the safeguarding a policy and procedures and knows what to do if they have concerns about a child or young person's welfare.
- Make sure children and young people who are involved in activities at GAIN and their parents know who they can talk to if they have a welfare concern and understand what action the organisation will take in response.
- Receive and record information from anyone who has concerns about a child or young person who takes part in GAIN's activities.
- Take the lead on responding to information that may constitute a safeguarding concern, including a concern that an adult involved with GAIN may present a risk to children or young people. This includes:
 - assessing and clarifying the information
 - making referrals to statutory organisations as appropriate
 - consulting with and informing the relevant members of the organisation's management
 - following the organisation's 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 NSPCC Helpline when support is needed, by calling 0808 800 5000 or emailing help@nspcc.org.uk.
- Store and retain child protection records according to legal requirements and the organisation's safeguarding and child protection policy and procedures.
- Work closely with the board of trustees and senior safeguarding lead to ensure they are kept up to date with safeguarding issues and are fully informed of any concerns about organisational safeguarding practice.
- Report regularly to the board of trustees on issues relating to safeguarding, to ensure that child protection is seen as an ongoing priority issue and that safeguarding, and child protection requirements are being followed at all levels of the organisation.
- Be familiar with issues relating to safeguarding and keep up to date with new developments in this area.
- Work flexibly as may be required and carry out any other reasonable duties.

Appointment to this role is subject to satisfactory vetting and barring checks, including an enhanced DBS check.

REVIEW DATE

We are committed to reviewing our policy and good practice annually.

This document was last reviewed on: 10th March 2025

Name: Tasha Hoskins

Signed:

A handwritten signature in black ink, appearing to read 'T. Hoskins', is written over a light grey rectangular background.

Date: 10/03/2025