



Safeguarding delegation of responsibilities

| Headteacher | Inclusion manager | Deputy Headteacher |
|---|---|--|
| Designated teacher for safeguarding | Deputy designated teacher for safeguarding | Deputy designated teacher for safeguarding |
| First receiver of cause for concern forms | Designated teacher for LAC | Designated teacher for behaviour management |
| First receiver of serious incident forms – Racist/homophobic/bullying | Key Professional for CAF/CIN | Updating and monitoring of behaviour tracking system |
| Key professional for child protection cases | Providing evidence/information leading to CAF | Attendance officer working alongside EWO |
| Referrals to social services/prevent team | Monitoring of vulnerability matrix | To fill the responsibilities of the Inclusion manager in their absence |
| Fixed term and permeant exclusions | To fill the responsibilities of the HT in their absence | |
| Reporting to LA on reportable incidents | Monitoring of midyear admissions | |

All information regarding safeguarding concerns/meetings/plans to be stored in files in HT's office.