



FUKUOKA INTERNATIONAL SCHOOL  
INCLUDE • EMPOWER • IMPACT

## **Job Title: Safeguarding Lead**

**Job Title:** Safeguarding Lead (SL)

**Reports To:** Head of School (unless the HoS is personally involved in a case) or the lead administrator

### **Introduction:**

Fukuoka International School lives its guiding principles of INCLUDE, EMPOWER, IMPACT. The SL is expected to embrace and promote the mission of Fukuoka International School at all times. They are expected to represent the school to the highest professional standards.

The SL is responsible for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact and will adhere to and ensure compliance with the relevant Safeguarding / Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the SL identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to FIS's Safeguarding Lead or Deputy Safeguarding Lead or to the Head of School so that a referral can be made accordingly to the relevant third party services.

### **Key Responsibilities:**

#### **1. Safeguarding Oversight:**

- Take a lead role in the development, implementation, and review of safeguarding policies and procedures.
- Stay updated on relevant legislation, guidelines, and best practices related to safeguarding in an educational setting ensuring that there is an understanding of these by the leadership team and that they are reflected in school policies.
- Work closely with staff to ensure a comprehensive understanding of safeguarding responsibilities.
- Ensures policies and procedures are reviewed annually.

Revised: December 2024

[fis.ed.jp](http://fis.ed.jp)

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### 2. Training and Awareness:

- Organize and deliver regular training sessions for staff on safeguarding protocols, ensuring that all employees are aware of their responsibilities.
- Provide guidance and support to staff in recognizing and reporting safeguarding concerns.
- Participates in the Japan Council of International School sponsored meetings in regards to Child Protection issues at JCIS schools.

### 3. Risk Assessment and Management:

- Conduct risk assessments in collaboration with relevant stakeholders to identify potential safeguarding issues.
- Develop and implement strategies to manage and mitigate identified risks effectively.
- Acts as a member of the Crisis Management Team when context requires.

### 4. Case Management:

- Oversee the management of safeguarding cases, ensuring that all actions are in line with established policies and procedures with the HOD and DSGL.
- Collaborate with external agencies, as necessary, to support students and families involved in safeguarding concerns.
- Acts as a support person to students, staff or faculty who make referrals or identify an issue.

### 5. Record-Keeping:

- Maintain accurate and confidential records of safeguarding concerns, investigations, and outcomes.
- Ensure that relevant information is shared appropriately with relevant staff members.

### 6. Communication:

- Act as a point of contact for staff, students, parents, and external agencies regarding safeguarding matters.

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## FUKUOKA INTERNATIONAL SCHOOL

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- Foster open communication channels to create a supportive and trusting environment.
- Collates access to resources, professional development, parent information sessions on community learning around student safeguarding and child protection.

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