



FUKUOKA INTERNATIONAL SCHOOL

INCLUDE • EMPOWER • IMPACT

Job Title: Safeguarding Staff Representative

Job Title: Safeguarding Staff Representative (SSR)

Reports To: Safeguarding Lead and Head of School

Introduction:

Fukuoka International School lives its guiding principles of INCLUDE, EMPOWER, IMPACT. The SSR 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 SSR 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 SSR 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 Policies and Procedures:

- Collaborate with the SGT in reviewing safeguarding policies and procedures.

2. Training and Awareness:

- Support the FIS SGT in delivering regular training sessions for staff in enhancing their understanding of safeguarding responsibilities.
- Assist in offering guidance and support to staff regarding recognizing and reporting safeguarding concerns.

3. Risk Assessment and Management:

- Contribute to the identification and assessment of potential safeguarding risks within the school.

4. Communication:

Revised: December 2024

fis.ed.jp

3-18-50 Momochi, Sawara-Ku,
Fukuoka, 814-006, Japan
+81-92-841-7601

admin@fis.ed.jp



FUKUOKA INTERNATIONAL SCHOOL

INCLUDE • EMPOWER • IMPACT

- Foster open communication channels to create a supportive and trusting environment.
- Support in translation when needed.

Revised: December 2024

fis.ed.jp

3-18-50 Momochi, Sawara-Ku,
Fukuoka, 814-006, Japan
+81-92-841-7601

admin@fis.ed.jp