

JOB DESCRIPTION: Safeguarding Officer

Created May 2021

Salary: TAL4 – SCP Range 12-19 £22,183 - £25,481 FTE

Hours of work: 32.5 hours per week, term time plus 5 professional days.

Contract: Permanent

Line of Responsibility: The Safeguarding Officer is directly responsible to the Lead Designated Person for Child Protection.

Strategic Purpose

Safeguarding:

- To be a first point of contact for any member of the school staff who has a concern about the safety and well-being of a pupil, and for the pupils who self-refer.
- To ensure that any pupil suspected of being at risk of harm is protected and kept safe, through the following of best practice in safeguarding young people.

Operational Responsibilities:

The post-holder will:

- Work as part of the Safeguarding Team; reporting directly to the Lead Designated Person for Child Protection
- Attend team meetings
- Undertake appropriate Child Protection training every two years in order to understand the local assessment processes for providing early help and intervention, for example through locally agreed common and shared assessment processes such as Early Help Assessments
- Respond to Logs of Concern
- Monitor pupils who are the subject of Child Protection plans.
- Be alert to the specific needs of vulnerable children, those with SEN and young carers.
- Refer all cases of suspected child abuse to the local authority (LA) children's social care department and any other relevant outside body.
- Communicate with professionals, and parents and carers
- Attend Child Protection conferences, planning and review meetings as required.
- Share information appropriately
- Create half termly newsletters for staff, pupils and parents.
- Respect confidentiality
- Maintain accurate and secure Child Protection records, (including transfer of files to other schools and archiving)
- Carry out basic Child Protection training for staff as needed

- Encourage among all staff a culture of listening to children and taking account of their wishes and feelings.
- Support students in mainstream lessons or in the Hub, when appropriate.

Conditions of employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- The post holder will uphold the school's policy in respect of child protection and safeguarding matters.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service (DBS) check will be carried out for the successful candidate.
- The post holder shall be subject to all relevant statutory and institutional requirements.
- The post holder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.
- All members of staff are required to participate in the college's performance management scheme.