Job Description

Post Title: Safeguarding Officer – Mary Astell
JE: (A5363)
Salary Grade: N6
Reports to: Headteacher, Assistant Headteacher/ DSL

Job Purpose

Working with the Senior Designated Safeguarding Lead (DSL), the Safeguarding Officer will have responsibility for ensuring all safeguarding and child protection matters across the school (including online safety) are addressed in a timely and effective manner. They will provide a triage of all new incidents and allocate cases based on need, as well as being responsible for ensuring cases are accurately recorded.
They will work with, advise and support other members of staff on child welfare, safeguarding and child protection matters, and liaise with relevant agencies such as the local authority and police. They will also support the pastoral staff with students supporting their pastoral needs and provide intervention as directed the DSL.

Principal Accountabilities

Managing Referrals
- Triage all CPOMS and other safeguarding referrals; allocating cases to the most appropriate member of staff
- Respond and action lower level safeguarding concerns
- Ensure all referrals are correctly recorded, and that they are closed when completed
- Refer cases of suspected abuse and neglect to the local authority children's social care, or to the Channel programme where there is a radicalisation concern
- Support staff who in making referrals to the local authority children's social care or other agencies by completing the most appropriate referral, and ensuring the correct process is followed to completion
- Refer cases to the police where a crime may have been committed

Working with staff and other agencies
- Act as a source of support, advice and expertise for all staff who have safeguarding or CPOMs issues
- Liaise with staff on matters of safety, safeguarding and welfare (including online and digital safety), and when deciding whether to make a referral by liaising with relevant agencies so that children's needs are considered holistically
- Liaise with Assistant Head Teacher (DSL) and, where available, the mental health support team, where safeguarding concerns are linked to mental health

Managing CPOMS
- Ensure child protection files are kept up to date
- Keep information confidential and store it securely
- Make sure records include (refer back to sender, or seek further clarity if they do not):
  - A clear and comprehensive summary of the concern

- o Details of how the concern was followed up and resolved
- o A note of any action taken, decisions reached and the outcome
- Ensure that completed logs are closed when appropriate
- Ensure staff are able to access only the appropriate information they need

Holding and sharing information
- Understand the importance of information sharing, both within the school, with other schools and colleges on transfer, and with the safeguarding partners, other agencies, organisations and practitioners
- Understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR)
- Keep detailed, accurate, secure written records of concerns and referrals

Raising awareness
- Work with the Assistant Head Teacher (DSL) to ensure that each member of staff has access to, and understands, the school's child protection policy and procedures, especially new and part-time staff
- Advise on the development/ adaptation of policies and procedures in relation to child welfare, safeguarding and child protection matters to meet external demands.

Training
- Undergo training (at least every 2 years) to gain the knowledge and skills required to carry out the role and meet the expectations set out in KCSIE, including those outlined in the 'Training, knowledge and skills' section of annex C
- Undertake Prevent awareness training
- Refresh knowledge and skills at regular intervals and at least annually

Support for the School
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos / work / aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

General Accountabilities

Responsibilities
- Comply with and assist in the development of related policies and procedures relating to child protection, health, e-safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Carry out other duties that may reasonably be required by the Line Manager. The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

This job description is based on conditions of employment. It sets out the duties of the post at the time it was prepared. These duties may vary from time to time without changing the general character of the post or the level of responsibility entailed

Person Specification

The successful candidate will be, innovative and influential, reliable and committed, and who recognises the value of teamwork. More specifically candidates should be able to demonstrate the following minimum requirements:

Area	Essential/ Desirable	Assessment
Qualifications & Training		
4 GCSEs Grade A-C (or equivalent eg Level 2 Numeracy/Literacy) including Maths and English (or working towards)	E	Application Form
Level 4 or equivalent qualification	E	Application Form
Knowledge and Experience		
Good knowledge and understanding of relevant ICT packages including schools specialist software, including previous use of BROMCOM, CPOMS, Microsoft office suite and Outlook emails and calendar	E	Application Form
Understanding of School systems	D	Application Form
Working knowledge and understanding of relevant policies, including Child Care legislation, Working Together to Safeguard Children, Adoption legislation, the Assessment Framework and other relevant national guidance.	E	Application Form Interview
Several years' demonstrable experience of working in a school environment • Evidence of direct work with children in need and their families and experience of working in the child protection system	E	Application Form Interview
Experience of safeguarding in a school or other relevant organisation, including o Building relationships with children and their parents, particularly the most vulnerable o Working and communicating effectively with relevant local and national agencies o Implementing and encouraging good safeguarding practice throughout a large team of people o Experience of handling sensitive data and upholding the principles of confidentiality	E	Application Form Interview
Skills & Key Criteria		
Ability to be self-motivated and prioritise own workload and that of others	E	Interview References
Ability to assess children and families in relation to their need or support and/or protection from harm.		Interview References
Effective communication and interpersonal skills	E	Interview References
Ability to use evidence and research to inform practice and decision making	E	Interview References

Excellent record keeping skills and attention to detail in order to produce reports and take minutes of meetings.	E	Interview References
Ability to work with a range of people with the aim of ensuring the safety and welfare of children	E	Interview References
Ability to build effective working relationships with staff and other stakeholders.	E	Interview References
Ability to develop and deliver bespoke, effective training on relevant topics to large and small groups	E	Interview References
Able to relate well to children and adults, including Governors, often on behalf of the Headteacher	E	Interview References
Able to demonstrate sensitivity, diplomacy and tact particularly when dealing with the more sensitive issues.	E	Interview References
Able to work accurately with attention to detail.	E	Interview References
Able to provide advice and guidance to senior staff/Head Teacher/Governors on technical and specialist information and influence school policy on such matters.	E	Interview References
Able to identify potential difficulties/issues, analyse them and make recommendations.	E	Interview References
Able to prepare reports for Headteacher/Governors	E	Interview References
Excellent communication skills and ability to liaise between managers, teachers and support staff.	E	Interview References
Personal Qualities		
An excellent team player, genuinely committed to working in partnership with others	E	Interview References
An excellent communicator to a variety of audiences with good interpersonal skills	E	Interview References
Ability to travel to trust academy locations and external meetings, as required	E	Interview References
Equal Opportunities		
Should indicate an acceptance of, and a commitment to, the principles of the Academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the trust.	E	Application Form Interview
Safeguarding		
Understanding of child protection policies, procedures and practices e.g. Child protection, Children in Care, court proceedings	D	Application Form Interview
Commitment to the protection and safeguarding of children and young people	E	Application Form Interview
Have an up to date knowledge of relevant legislation and guidance in relation to safer working practice for those staff working with children and young people in an education setting	D	Application Form Interview