



# Hyde High School

<p>Job description: Child Protection Officer/Safeguarding Lead</p> <p>Grade: H (Points 29-31) pro rata</p> <p>Working pattern: 36 hours per week, term time only. N.B. The role will require occasional urgent work outside core hours.</p>	
Responsible to	Deputy Headteacher (Pastoral)
Core Role	Reporting to the Deputy Headteacher (Pastoral), the postholder will work closely with colleagues across the school as Deputy Designated Safeguarding Lead (DDSL). The role involves leading on high-level safeguarding, mental health, neglect and crisis support, managing a caseload of the most complex cases, and offering advice and support to colleagues in relation to less complex interventions. The postholder will act as the first point of contact in the school for any child protection issues and will lead the safeguarding team.
Key responsibilities	
Managing Referrals	<p>As DDSL, act as the first point of contact within school for any concerns potentially relating to Child Protection.</p> <p>Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils as necessary.</p> <p>Be responsible for the management of child protection cases.</p> <p>Refer cases to the relevant authorities in a clear and timely manner.</p> <p>Coordinate and allocate welfare checks as necessary.</p>
Working with staff and other agencies	<p>Act as the main point of contact between school and relevant external agencies.</p> <p>Act as a source of support, advice and expertise for all staff in relation to CP issues.</p> <p>Make referrals to and liaise with the Local Authority and other agencies as necessary.</p> <p>Participate in internal and external meetings, case conferences and reviews as required.</p> <p>Be responsible for day to day line management of the safeguarding team.</p> <p>Liaise with other members of the pastoral team as required.</p> <p>Work closely with the Designated Mental Health Lead.</p> <p>Coordinate supervision counselling for school staff as required.</p>
Support for pupils and families	<p>Establish constructive professional relationships with pupils, parents and carers.</p> <p>Ensure a culture of listening to children.</p> <p>Proactively foster safe reporting channels and trusted relationships which facilitate communication.</p> <p>Support and promote the safeguarding and welfare of children, including where families may be facing challenging circumstances.</p> <p>Signpost pupils, parents and staff to available support as appropriate.</p> <p>Identify the impact that welfare, safeguarding and child protection issues might have on children's attendance, engagement and achievement at school and support them to overcome these.</p> <p>Mentor pupils who are or have been subject to Child Protection or Child in Need plans.</p> <p>Act as a key worker for identified pupils and their wider network (parents/social workers etc.)</p> <p>Support pupils to attend meetings with external agencies.</p> <p>Support pupils in completing relevant questionnaires prior to conference and reviews.</p> <p>Undertake home visits (with a colleague) as necessary.</p> <p>Be aware of and support 'difference'.</p>

	Act as a first aider (training provided).
Recording, holding and sharing information	<p>Be responsible for keeping detailed, accurate, confidential, secure and up-to-date written records of concerns and referrals.</p> <p>Be responsible for keeping safeguarding logs up to date and accurate.</p> <p>Be responsible for the secure and timely transfer or receipt of CP files as required and with confirmed receipt.</p> <p>Collate information for meetings, case conferences and reviews as required.</p> <p>Be responsible for ensuring that all reports and minutes of meetings are shared with the appropriate staff and professionals in a timely manner.</p> <p>Monitor DNA NetSupport and alert relevant staff as required.</p> <p>Collate school records for external investigations as required.</p> <p>Prepare and provide reports for governors and SLT as required.</p> <p>Ensure that all storage and sharing of information complies with data protection legislation and regulations.</p>
Raising Awareness	<p>In liaison with the Deputy Headteacher (Pastoral), review and update the school's Child Protection and Safeguarding Policy annually in line with legislation.</p> <p>Ensure that all staff are aware of and understand the school's Child Protection and Safeguarding Policy and associated guidance.</p> <p>Take responsibility for providing relevant induction training to all new staff, volunteers and trainees with respect to Child Protection and Safeguarding.</p> <p>Source and facilitate high quality CP/Safeguarding training for all staff and governors.</p> <p>Ensure that all staff and governors keep CP/Safeguarding training up to date in line with legislation and keep accurate records to inform this.</p> <p>Communicate any relevant training opportunities to staff.</p> <p>Keep the Deputy Headteacher (Pastoral) informed of any CP concerns.</p> <p>Update key staff about ongoing issues and concerns relating to individual pupils.</p> <p>In liaison with the Deputy Headteacher (Pastoral), review, update and act upon the school's annual Safeguarding Audit.</p> <p>Liaise with the nominated governor for Safeguarding and CP as required.</p>
Personal Development	<p>Undertake DSL training at least every two years to ensure own knowledge is fully up to date in line with safeguarding and child protection legislation and best practice.</p> <p>Maintain a sound knowledge of strategies, resources and external agencies available to support pupils and families.</p> <p>Attend Child Protection Network meetings and other relevant CPD to keep knowledge and training up to date and share good practice.</p>
<p>This job description is not necessarily a comprehensive definition of the post and the staff member may be required to undertake such other tasks appropriate to the level of appointment as the Headteacher may require. The job description will be subject to review and may be modified or amended at any time after consultation with the post holder.</p> <p>All adults at Hyde High School are expected to:</p> <ul style="list-style-type: none"> <li>actively promote the school's positive and inclusive ethos and values;</li> <li>subscribe to the priorities within the School Improvement Plan;</li> <li>play a full part in the life of the school community including enrichment and enhancement activities;</li> <li>comply with and promote the school's corporate policies including, but not restricted to Health and Safety, Child Protection, Safeguarding and Data Protection;</li> <li>be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</li> </ul> <p>Hyde High School is committed to safeguarding and expects all staff and volunteers to share this commitment. All staff are subject to an enhanced DBS check.</p>	