



JOB DESCRIPTION

Job Title:	Safeguarding Officer & Deputy DSL
Salary:	TPAT Point 8
Responsible to:	Headteacher / SLT / Designated Safeguarding Lead
Direct Supervisory Responsibility for:	None
Important Functional Relationships: Internal/External:	TPAT, Local Monitoring Committee, Teachers, Support Staff, Students, Parents/Carers, Local Authority Teams, External Professional Agencies, Volunteers & Visitors

Main Purpose of the Job:

Work closely with the Headteacher and Designated Safeguarding Lead (DSL) on all safeguarding matters and provide administrative support on such matters as required.

Assist the DSL in dealing with safeguarding concerns in a prompt and efficient manner.

Follow all guidance and recommendations in Keeping Children Safe in Education, Child Protection and Safeguarding policies and strategies.

Work with the Trust's Safeguarding Lead as and when required.

Your role and duties will depend on the size of your school and therefore the size of the administration team. You may not be required to undertake every duty listed below and you may be asked to undertake additional duties that are at the appropriate level of responsibility for your post. The details below are not exhaustive, and each school will have their own individual requirements.

Main Duties and Responsibilities:

Key Responsibilities:

- Deputise for the Designated Safeguarding Lead (DSL) in their absence.
- Be on a duty rota supervising specified areas, as directed.
- Build positive and constructive relationships with outside multi agencies ensuring that the safeguarding of our children is supported and maximised.
- Triage referrals from staff and notify the DSL of cases that require immediate action [and take that action in their absence].
- Offer advice to staff about routine safeguarding issues and take appropriate action.
- Share information relevant to safeguarding issues with DSL and outside agencies.
- Make direct referrals with outside agencies including Children Services, Police in absence of DSL and Pastoral Team.

- Organise and update relevant training for staff on safeguarding and child protection in conjunction with Cornwall and Isles of Scilly Safeguarding Children Partnership framework.
- Support DSL to carry out staff induction training on safeguarding procedures.

Key Safeguarding Duties:

- Initiate MARU and Early Help referrals as required, liaising with agencies such as GPs with the safeguarding programme 'Learning Well Partnership' - with Police and Operation Encompass - with NHS services and hospital when necessary - and triage with Locality Link Officer from Social Services half termly ensuring updates.
- Support and signpost families with substance and drug misuse, those attending Addaction, those with mental health concerns (CAMHS), those with suicidal thoughts in an emergency, those with bereavement etc.
- Meet and support vulnerable students as directed by the DSL.
- Monitor absence / attendance for vulnerable children.
- Maintain relationships with identified children and collate information around the actual wellbeing and presentation of children at risk.
- Triage necessary safeguarding information by leading weekly meetings in school TIS (Trauma Informed School).
- Follow children missing in education procedures when necessary.
- Support DSL to work with all staff and LMC members ensuring that safeguarding training is up to date and that all aspects of safeguarding are represented for whole school.
- Support DSL to ensure that safeguarding procedures for all visitors to the school are adhered to rigorously.
- Undertake relevant training to include Child Protection & Safeguarding, Child Sexual Exploitation, FGM, County Lines, Drugs, Alcohol, and E-safety etc.
- Network with all school staff, outside agencies to ensure the best practice - recognising that the role continually demands updating and improving to secure its effectiveness to deliver the best possible outcomes for our children.
- Ensure that relevant staff members are advised on active child protection files and pupils for concern register as required.
- Correspond with families and carers directly, raising 'concerns' in a constructive manner ensuring that any safeguarding concerns are taken seriously and if necessary, referred to the appropriate agencies.
- Work with all staff and LMC members ensuring that safeguarding training is up to date and that all aspects of safeguarding are represented among the DSLs.
- Ensure that safeguarding procedures for all visitors to the school are adhered to rigorously.
- Manage all paperwork and records dealing with queries, correspondence and telephone with multi outside agencies as appropriate.
- Maintain the utmost confidentiality and discretion in providing information for new and existing files.
- Ensure that relevant staff members are advised on active child protection files and pupils for concern register as required.
- Correspond with families and carers directly, raising 'concerns' in a constructive manner ensuring that any safeguarding concerns are taken seriously and if necessary, referred to the appropriate agencies.

Key Child Protection Duties:

- Keeping accurate and up to date safeguarding records, including administration using MyConcern / CPOMS.
- Monitor entries to MyConcern / CPOMS and deal with concerns directly or triage to appropriate personnel based on agreed rules.

- Securely and immediately transfer child protection documents to other schools and to receive and chase up relevant child protection documents from other schools and counties.
- Update chronologies and child protection files ensuring all files remain up to date and are securely maintained according to GDPR and other legislation.
- Ensure that child protection meetings are held in accordance with the regulations that are laid out by child protection plans and then maintain the appropriate documentation once these meetings have been completed.
- Work with the Headteacher / SLT / DSL to review and submit 175/157 annual declaration of safeguarding compliance.
- Help to create training resources for safeguarding and support the DSL in the training of staff and volunteers.
- Distribution of information on safeguarding to staff and upkeep of safeguarding notice boards and displays.
- Recognise own strengths and areas of expertise and use these to advise and support others.

Key Admin Duties:

- Manage all paperwork and records dealing with queries and correspondence as appropriate.
- Maintain the utmost confidentiality and discretion in providing information for new and existing files.
- Review, update and amend policy documents concerning safeguarding as requested.
- Undertake research and obtain information to inform decisions.
- Carry out general administrative duties related to safeguarding, eg photocopying, filing, completion of standard forms, respond to routine correspondence etc.
- Answer and respond to routine telephone calls and emails from staff, parents / carers and outside agencies.
- Assist in analysis of safeguarding data, to include collating information and presentation of MyConcern / CPOMS reports for whole school evaluation.
- Play a major role in safeguarding initiatives and projects that may arise during the year.
- Liaise with the website coordinator and provide updates to relevant safeguarding pages on the school website.

General Responsibilities applicable to all staff

- Always demonstrate and promote the values of Truro and Penwith Academy Trust.
- Contribute to the overall ethos and aims of the school.
- Always follow and adhere to all agreed Child Protection and Safeguarding policies and procedures.
- Make a positive impact on our students' lives and contribute to shaping a brighter future.
- Play a full part in the life of the school community and support its vision and ethos to encourage all staff and students to follow this example.
- Work effectively with other members of staff to meet the needs of students, prioritising students' needs.
- Act as a role model and set high expectations of conduct and behaviour.
- Appreciate and support the role of other professionals.
- Always have a clear sight of how this role impacts on the school's students.
- Work with professionalism in line with the Trust's Code of Conduct.
- Be aware of and always comply with all policies and procedures, especially those relating to child protection, health, safety and security, confidentiality, data protection and copyright, reporting all concerns to line manager.
- Always be a positive influence on the climate and culture of the school and a positive role model.
- Model good management practice across the Trust.
- Be aware of and support difference, ensuring equal opportunities for all.

- Actively promote the safety and welfare of our children and young people.
- Administer basic first aid and assist in the dispensing of medically prescribed controlled drugs in line with school procedures (only if trained to do so); recording on SafeSmart as required.
- Attend liaison events and effectively promote the school at open days/evenings and other events.
- Act as a Trust team member and provide support and cover for other staff where needs arise, inclusive of work at other sites within a reasonable travel distance.
- Be aware of and comply with all School and Trust policies and procedures.
- Undertake mandatory training, professional development, learning activities and appraisal procedures as appropriate.
- Attend and participate in relevant meetings and Trust based INSET as required.
- Responsible for your own self-development on a continuous basis; taking responsibility for your own CPD.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Always maintain the utmost confidentiality with regards to all reports, records, personal data relating to staff and students and other information of a sensitive nature acquired while undertaking duties for the Trust, with due regard to General Data Protection Regulations.
- Carry out any other reasonable instructions commensurate with the post to support the work of the Trust and its Academies.

Job Description

This job description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post. This job description does not form part of your contract of employment.

The post-holder may be required to undertake such work as may be determined by their line manager from time to time, up to or at a level consistent with the main responsibilities of the job.

This job description may be amended at any time in consultation with the post-holder.

Special Conditions of Employment

Truro and Penwith Academy Trust is committed to safeguarding and promoting the welfare of children and young people, ensuring a culture of valuing diversity, and ensuring equality of opportunities, and expects all staff and volunteers to share this commitment. The post-holder is required to follow all the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The post-holder must take appropriate action if they have concerns, or are made aware of the concerns of others, regarding the safety or well-being of children or young people.

All offers of employment are conditional and are subject to satisfactory pre-employment checks including receipt of original qualification documents, two satisfactory references, health screening, proof of eligibility to work in the UK, Childcare Disqualification check, a Disclosure and Barring Service (DBS) check and online searches.

PERSON SPECIFICATION – Safeguarding Officer & Deputy DSL

Person Specification	Essential	Desirable	Recruiting Method
Education and Training	<p>Attainment of GCSEs Grade C or above in English & Maths (or able to demonstrate equivalent numeracy/literacy skills to a Level 2 standards of education)</p> <p>Qualified to NVQ Level 3 or above (or an equivalent qualification)</p>	<p>Level 3 Safeguarding Certificate</p> <p>Training in relevant strategies</p> <p>First Aid Certification</p>	<p>Application Certificates</p>

	<p>Level 2 safeguarding qualification or equivalent experience</p> <p>Safeguarding training</p>		
Skills and Experience	<p>Experience of working with young people and families, teaching & learning, youth work, social work or a similar discipline</p> <p>A practical working knowledge of the multi agencies involved in safeguarding matters</p> <p>Evidence of recent experience working within the field of safeguarding</p> <p>Good listening skills and an understanding of common family problems</p> <p>The ability to deal with private information & sensitive issues</p> <p>The ability to work well with pupils, parents, teachers and other professionals</p> <p>Organisational skills</p> <p>Excellent interpersonal & strong organisational skills</p> <p>Able to prioritise between different demands</p> <p>Flexible and able to work to deadlines</p> <p>Self-motivated, and able to work in a team</p> <p>Up-to-date ICT skills</p>	<p>Experience of working within a school or similar environment</p> <p>Experience of working with parents</p> <p>Experience of working in a multi-agency environment</p> <p>Experience of using Arbor, My Concern or similar databases</p>	<p>Application Interview Assessment</p>
Specialist Knowledge and Skills	<p>An understanding of the law about education and keeping children safe</p> <p>Teamwork & networking skills to work with a range of other agencies</p> <p>Counselling and mental health skills to support pupils' emotional wellbeing</p> <p>Meticulous attention to detail and accuracy of information / records</p> <p>Excellent communication skills, both written & verbal</p> <p>Competent typing & word processing skills</p> <p>Demonstrates an awareness, understanding and commitment to</p>		<p>Application Interview Assessment</p>

	<p>the protection and safeguarding of children and young people</p> <p>Demonstrates an awareness, understanding and commitment to equal opportunities</p>		
<p>Behaviours and Values</p>	<p>A calm and confident approach in difficult situations</p> <p>Strong professional relationships with parents and pupils</p> <p>Ability to maintain positive, nurturing relationships with staff, parents and children</p> <p>Enthusiastic, hard-working & committed</p> <p>Discrete and professional in approach; trustworthy with sensitive and confidential information</p> <p>Generates a positive ethos and working environment around them through their words and actions to others</p> <p>Evidence of being a team player</p> <p>Two fully supportive references from appropriate sources</p> <p>Display an understanding and commitment to the safeguarding of children; successful completion of an enhanced DBS and safeguarding checks</p>		<p>Application Interview Assessment</p>