COLTON HILLS COMMUNITY SCHOOL

Post Title: **Early Help Prevention Officer and Deputy Designated Safeguarding Lead**

Responsible to: Designated Safeguarding Lead (DSL)

# Salary Grade: NJC Grade 5 (pro-rata to hours worked)

Contracted Hours: 37 hours per week, 46.5 weeks per annum (Term Time + 10 days)

# Job Purpose and Role

1. To identify, implement and lead on Early Help Assessments across the school.
2. As part of the school’s safeguarding team, to safeguard and protect the children, young people and staff of Colton Hills Community School.
3. To support the Designated Safeguarding Lead (DSL) to deliver safeguarding training, safeguarding caseload management, update and implement policies and procedures and share the learning from Serious Case Reviews with all staff, volunteers, mentors and governors.
4. To receive safeguarding referrals via the school’s safeguarding system, My Concern, and follow school safeguarding processes and policies.
5. To promote positive attitudes by students and families towards education and to ensure parents are aware of statutory responsibilities.

# Principal Duties and Responsibilities

1. Initiate and lead on Early Help Assessments across the school, which identify and address the needs of vulnerable students in a co-ordinated manner, and in accordance with early help assessment timeframes, liaising with relevant staff as needed including the pastoral and inclusion staff.
2. As part of early help prevention, work directly with children in need and their families in the community in order to promote, strengthen and develop the potential of parents and carers and their children in order to prevent children missing in education /becoming looked after and /or suffering significant harm.
3. As part of early help assessment and identifying needs complete one to one direct interventions with pupils (and where required the wider family) or sourcing agencies to provide interventions as required in liaison with the community and inclusion officer.
4. Co-ordinate referrals to multi-agencies and where appropriate act as the lead in professional meetings.
5. Encourage a culture of listening to children and young people taking into account their wishes and feelings so that measures may be put in place to protect them.
6. Be a part of the school safeguarding team and a Deputy Designated Safeguarding Lead (DDSL), which involves being responsible for safeguarding and child protection issues, acting according to the roles and responsibilities as outlined in the Statutory Government guidance *Keeping Children Safe in Education.*
7. Support the DSL to refer all cases of suspected abuse to the Local Authority’s children’s social care and where necessary Police and other appropriate agencies.
8. Liaise with the DSL on day-to-day issues, especially ongoing enquiries under sections 17 and 47 of the Children’s Act 1989 and police investigations.
9. Deputise for the DSL as necessary and act as a source of support, advice and expertise to staff on matters of safeguarding when deciding whether to make a referral by liaising with relevant agencies.
10. Obtain access to resources and attend any relevant or refresher training courses.
11. Deputise for the DSL as needed to represent the school at Child Protections cases working closely with the DSL to ensure the school’s professional evidence and opinion informs effective and integrated support for vulnerable children attending the school.
12. Support the co-ordination of in-year transfers of students considered vulnerable as required.
13. Be alert to the specific needs of children in need, those with special educational needs and disabilities and young carers.
14. Respond appropriately to disclosures or concerns, which relate to the well-being of a child.
15. Maintain accurate, confidential, secure and up-to-date documentation on all cases of safeguarding and child protection using My Concern.
16. Ensure that students who are victims of abuse are supported appropriately and sensitively and that all actions assigned to Colton Hills Community School from reviews, planning and intervention meetings are successfully carried out and monitored.
17. Raise awareness of Colton Hills School’s Early Help Prevention Officer role to children, young people, parents/carers and other stakeholders.
18. Support the DSL and DDSLs to ensure the school’s child protection policy is reviewed annually and the procedures and implementations are updated and reviewed regularly in liaison with the governing body.
19. Maintain a robust online filing system (my Concern) and ensure that when a student leaves the school a copy of the child protection file is transferred to the new school as soon as possible, separate from the main file.
20. Regularly review new students being admitted to the school and making sure safeguarding files have been sent from their previous school.
21. Support the DSL by organising the relevant professionals meetings in schools with pupils, making sure that safeguarding procedures are followed and those professionals are permitted in school and are DBS checked.
22. Support the DSL with administration tasks as directed.
23. Challenge behaviour from staff and students which breaches school policies and/or report matters in a timely manner to relevant your line manager or relevant line manager.

**General duties and responsibilities**

* Act in accordance with the school’s policies and procedures set down by the Headteacher and the City’s Policies and procedures in respect to Safeguarding and Child Protection.
* Participate in staff development, appraisal and training as appropriate, including continuous professional development.
* Comply with the school's agreed policies and procedures including but not limited to Health and Safety, Equal Opportunities Policies, Data Protection Act, Child Protection Policy, Freedom of Information Act, Financial Management Regulations and other relevant school regulations
* Undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
* Participate in the wider development of the school and contribute to school improvement as required.
* Provide First Aid across the school as required
* Assist with the supervision of pupils at break and lunchtimes
* Undertake other such reasonable duties as may be required from time to time
* Work towards and support the School’s vision and its objectives
* Support and contribute to the School’s responsibility for safeguarding students
* Work within the School’s health and safety policy to ensure a safe working environment for staff, students and visitors
* Work to promote equality of opportunity for all students and staff, both current and prospective
* Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
* Engage actively in the performance review process.

Effective date ……………………

Signature of jobholder ………………………………………..

**PERSON SPECIFICATON**

E= *Essential requirements to carry out the job successfully.*

D *=Desirable / additional requirements which are relevant, but not essential, to the work involved in the job.*

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| **Criteria** |  |
| **Experience** |  |
| Demonstrable experience of working effectively with vulnerable children/young people in either education, social work, youth work or another related area of work | E |
| Demonstrate experience of leading and completing early help assessments | E |
| Experience of working effectively with parents/carers of children /young people | E |
| Experience of working effectively with a range of professionals to promote children’s/young people’s learning or welfare OR significant experience in work with children and families in a statutory childcare agency | E |
| Experience of working in a multi-agency environment | E |
| Experience of managing child protection cases and investigations | D |
| **Skills/Abilities** |  |
| Maintain accurate student records and write effective reports as required | E |
| Ability to work on one’s own initiative, balance competing priorities and organise a work schedule | E |
| Ability to motivate children/young people by establishing empathic and supportive working relationships | E |
| Able to work as part of a team to reach agreed targets and outcomes for children/young people | E |
| Comfortable and effective around word processing and the ability to deliver training to others using multi media | E |
| Experience of working with children including work within Child Protection and Multi Agency  Liaison | E |
| Ability to complete S17 and S47 enquiries and reports for conference in a timely manner. | D |
| **Knowledge** |  |
| Knowledge of the Children Act 1989, United Nations Convention on the Rights of the Child, Wolverhampton Safeguarding Together Partnership, Working Together to Safeguard Children and Keeping Children Safe in Education | E |
| Demonstrate knowledge of the principle involved in giving advice and guidance to children/young people, including the place of confidentiality. | E |
| Demonstrate knowledge of the range of additional support /agencies which can be of assistance to vulnerable students and their families | E |
| Knowledge of the Wolverhampton Multi Agency Safeguarding Hub (MASH) | E |
| Ability to summarise clearly and concisely and articulate concepts and proposals | E |
| Ability to produce concise and complex reports | E |
| To be able to evaluate theoretical research based information | E |
| **Qualifications and/or Training** |  |
| A qualification in a related area, education, social care, family support or significant experience in this area and a willingness to undertake further training. | E |
| Suitable qualification at degree level. | D |
| Post qualifying Certificate in Child Protection or evidence of formal training | D |
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| **Personal Qualities** |  |
| Excellent attendance record | E |
| Sense of humour, hard-working, self-motivated, team-worker | E |
| Willingness to undertake training, including First Aid | E |
| To be able to deal with matters of a confidential nature | E |
| **Other Requirements** |  |
| Ability to travel to meet work commitments | E |
| Ability to work flexibly and attend evenings and early mornings, when required | E |
| Self-motivated and able to prioritise a demanding work load | E |
| To be professionally assertive and clear thinking, able to negotiate | E |
| To be able to recognise the positives of difference and diversity | E |
| A full valid driving licence and the use of a car | E |
| DBS Clearance at Enhanced Level | E |