

Post: Family Liaison Officer and Deputy Designated Safeguarding Lead

Job Description

Family Liaison Officer

Responsible to: Deputy Head (Inclusion) & Headteacher

Liaison with: Teaching Staff, External Agencies and Parents

Main Purpose:

Under the direction of the Deputy Headteacher for Inclusion, to work closely with families, school staff and other agencies to support pupils and their families, where additional support is required to enable pupils to get the most of their education.

A significant part of the FLO's role will be as a Deputy Designated Safeguarding Lead. The Deputy DSL will be required to safeguard and promote the welfare of all children and young people, and follow school policies and the staff code of conduct.

To work within the Inclusion team at WPPA, ensuring information is shared in a timely way.

To liaise with and refer to children's services, health and other professionals to provide support to pupils and their families.

This job description covers key areas and therefore is not a comprehensive list of objectives. Specific objectives will be subject to annual review in consultation with the post holder and may develop to meet changing needs.

Supporting Families

- To liaise with parents/carers and families who are identified by the school, by support services or who refer themselves.
- To help parents / carers who may need support on a wide range of issues or difficulties impacting on their family life e.g. illness, domestic abuse, disability, parental separation, bereavement or financial difficulties.
- To support the deputy headteacher in tackling persistent absence by providing appropriate support, guidance and challenge to families.
- To offer parenting guidance and signpost to further guidance where necessary.
- To represent the school in liaison with families and social services through Early Help and Child in Need plans.
- To support families and children to access services, resources and local community information.
- To act as an advocate for families, if required, in their relationship with school or other agencies.

Liaison with other agencies

- Attend meetings with professionals from other agencies in support of pupils and families at the school, including Team Around the Family (TAF) meetings, Early Help meetings, and safeguarding conferences as appropriate.
- Make contact with external agencies to seek appropriate support, guidance and information for families.
- Meet with professionals from other agencies to discuss individual pupils, including specialist support.
- Respond to requests for information from external agencies, ensuring protection of sensitive data, and appropriate sharing in line with safeguarding guidance.
- Make referrals to the Integrated Front Door as required, and follow-up where appropriate.

Deputy Designated Safeguarding Lead

- Encourage a culture among all staff of, 'It could happen here,' and of listening to children, ensuring that children's feelings are heard.
- Monitor disclosures and other evidence gathered from children, and take the appropriate action to follow
- To work in accordance with Child Protection policies and procedures
- To use CPOMS effectively, in order to maintain and prepare accurate, timely records.
- To ensure all staff use CPOMS effectively, providing support and guidance where necessary.
- Meet regularly with the DSL to review any safeguarding issues.
- Where appropriate, and in collaboration with the lead DSL, make referrals to the Integrated Front Door.
- Attend and contribute to safeguarding meetings, including Child Protection case conferences.
- Alongside DSL, ensure that training of staff is proactive and up to date

Working with staff

- Act as a source of support, advice and expertise for staff
- Be aware of individual children and their individual needs,
- Gather and report information from and to parents/carers as directed.

Training

- Undergo training to develop and maintain the knowledge and skills required to carry out the role.
- Undergo Prevent training and be able to support the school in meeting the requirements of the Prevent duty.
- Attend DSL Update briefings each term and DSL Update training as required.

Other areas of responsibility

- Provide support to the Deputy Headteacher (Inclusion) in relation to vulnerable pupils, including those with Special Educational Needs or for whom there are safeguarding concerns.
- Oversee IHCPs (medical plans) and liaise with external medical advisers (eg the diabetes team) and parents to ensure these are up to date, accurate and shared appropriately in school.
- Model best practice and uphold the principles of confidentiality and data protection at all times.
- Maintain a professional approach at all times and be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns.
- Be aware of and support difference and ensure all children have equal access to opportunities to learn and develop.
- Participate in training and other learning activities and performance development as required.
- Establish and maintain relationships with families and carers and other adults,