

Job description: Welfare Manager

Our Mission

Our purpose is to inspire a love of learning, empower our college community with the knowledge and skills to help them make meaningful choices and contribute positively to the world in which we live

To achieve excellence in all aspects of school life.

Thurston Community College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of the role:	To take the responsibility of Designated Safeguarding Lead (DSL) for safeguarding and child protection across the Upper/Lower school.
Line management	Responsible to the Head of School
Main duties and responsibilities:	<p>General</p> <ul style="list-style-type: none"> • To support staff within the welfare, student development and standards team • To work with other professionals, both internal and external when necessary. • To adhere to and work within the College's practices and policies including relating to Safeguarding, Health & Safety, Data Protection, Confidentiality, and Equal Opportunities • All staff have a responsibility to safeguard and promote the welfare of children and young people within the College. • Carry out a range of additional duties that may arise from time-to-time in accordance with the nature of the role and level of responsibility. <p>Main Responsibilities</p> <p>To support the AP:Head of Inclusion (the nominated SLT DSL) in all matters related to safeguarding.</p> <p>To act as the day-to-day operational DSL for the Upper/Lower School.</p> <p>Managing referrals</p> <ul style="list-style-type: none"> • Refer cases of suspected abuse and neglect to the local authority children's social care • Support staff who make referrals to the local authority children's social care • Refer cases where there is a radicalisation concern • Support staff who make referrals • Refer cases to the police where a crime may have been committed <p>Working with staff and other agencies</p> <ul style="list-style-type: none"> • Act as a source of support, advice and expertise for all staff • Act as a point of contact with the safeguarding partners • Inform the AP Inclusion/VP/Principal of safeguarding 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 the LA senior mental health lead and, where available, the mental health support team, where safeguarding concerns are linked to mental health

- Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances
 - Work with the AP: Head of Inclusion and relevant strategic leads, taking lead responsibility for promoting educational outcomes by:
 - Knowing the welfare, safeguarding and child protection issues that children in need are experiencing, or have experienced
 - Identifying the impact that these issues might be having on children's attendance, engagement and achievement at school
- The above includes:
- Ensuring the College knows which children have or have had a social worker, understanding their academic progress and attainment, and maintaining a culture of high aspirations for this cohort
 - Supporting teaching staff to provide additional academic support or reasonable adjustments to help these children reach their potential
- Managing the child protection file**
- Ensure child protection files are kept up to date
 - Keep information confidential and store it securely
 - Make sure records include: a clear and comprehensive summary of the concern; details of how the concern was followed up and resolved; and a note of any action taken, decisions reached and the outcome
 - Ensure files are only accessed by those who need to see them, and that where a file or content within it is shared, this happens in line with information sharing advice as set out in Keeping Children Safe in Education (KCSIE)
 - Where children leave the College (including in year transfers):
 - Ensure their child protection file is securely transferred to the new school as soon as possible, separately from the main pupil file, with a receipt of confirmation, and within the specified time set out in KCSIE
 - Consider whether it would be appropriate to share any additional information with the new school before the child leaves, to help them put appropriate support in place
- Raising awareness**
- Ensure each member of staff has access to, and understands, the College's child protection policy and procedures, especially new and part-time staff
 - Link with the safeguarding partner arrangements to make sure staff are aware of any training opportunities and the latest local policies on local safeguarding arrangements
 - Help promote educational outcomes by sharing information with teachers and school leadership staff about the welfare, safeguarding and child protection issues that children who have or have had a social worker are experiencing
- 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
- Providing support to staff**
- Support and advise staff and help them feel confident on welfare, safeguarding and child protection matters
 - Support staff during the referrals process

	<ul style="list-style-type: none"> ● Support staff to consider how safeguarding, welfare and educational outcomes are linked, including to inform the provision of academic and pastoral support <p>Understanding the views of children</p> <ul style="list-style-type: none"> ● Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, and in any measures the College may put in place to protect them ● Understand the difficulties that children may have in approaching staff about their circumstances and consider how to build trusted relationships which facilitate communication <p>Holding and sharing information</p> <ul style="list-style-type: none"> ● 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
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