

## Job Description

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**Job Title:** Operational Safeguarding Lead

**Location:** Lodge Park Academy

**Job Purposes:** The Operational Safeguarding Lead will assist the Designated Safeguarding Lead (DSL) in all matters of safeguarding and child protection across the school. They will take part in strategy discussions and inter-agency meetings and contribute to the assessment and support of children. They will advise and support other members of staff on child welfare and child protection matters and will liaise with relevant agencies such as the local authority, police and health partners.

The Operational Safeguarding Lead will contribute to assessment, planning and intervention for families and will work in partnership with parents and children providing practical, hands on support, information, advice and guidance covering a range of issues. This will also include signposting to relevant agencies to further support the family.

The Operational Safeguarding Lead will liaise with all other colleagues at Lodge Park Academy who contribute to the comprehensive care of pupils especially staff in the pastoral, behaviour and welfare teams in ensuring robust and coordinated advocacy for the child.

The Operational Safeguarding Lead will be responsible for sustaining and monitoring academy safeguarding records ensuring information is recorded in accordance with school policies and procedures. They will analyse this information and corresponding data in determining effective decision making for swift intervention.

The Operational Safeguarding Lead will be expected to have a thorough understanding of the procedures implemented by the Northamptonshire Children's Trust and to work in accordance with these expectations. The Operational Safeguarding Lead will make all reasonable attempts to understand the contextual risks

**Background:**

The David Ross Education Trust (DRET) is a growing network of academies with a geographical focus on Northamptonshire, Lincolnshire, Leicestershire and Yorkshire/Humber region.

**Reporting To:**

Designated Safeguarding Lead

## Key Responsibilities

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### Key Duties and Responsibilities

#### 1. Managing referrals and Case Management

The Operational Safeguarding Lead is expected to:

- Support the DSL in referring cases of suspected abuse to the local authority children's social care.
- Support staff who make referrals to local authority children's social care.
- Support DSL in referring cases to the Northamptonshire Prevent team where there is a radicalisation concern.
- Support DSL in reporting cases where a crime may have been committed to the police.
- Keep detailed, accurate and secure written records of concerns and referrals.
- Regularly review and triage cases to ensure timely responses to queries and concerns from children, families, staff and agencies.
- Ensure that the 'voice of the child' is captured and appropriately responded to in all cases particularly children that form 'vulnerable' reporting groups, for example; Children in Care, LGBTQ+ children.
- Work closely with the LAC designated teacher to ensure all actions to safeguard, promote wellbeing and ensure access to education for children in care are reviewed and undertaken in a timely manner.

#### 2. Work with others

- The Operational Safeguarding Lead is expected to liaise with the Designated Safeguarding Lead to inform him of any and all safeguarding and welfare issues, and in working alongside the Area Safeguarding Lead assigned by the Trust to support Lodge Park Academy.
- The Operational Safeguarding Lead will coordinate case management with relevant members of staff in school including the SENCO, the Behaviour Lead, the Heads of Year, the House Champions and members of the Pastoral Team.
- The Operational Safeguarding Lead is expected to work closely with the Designated Safeguarding Lead in coordinating and responding to all urgent and immediate safeguarding and welfare concerns such as ongoing enquiries under section 47 of the Children Act 1989.
- As required, the Operational Safeguarding Lead will liaise with the relevant professional from external agencies and ensure that all actions and concerns are allocated and clearly recorded. At times the Operational Safeguarding Lead may be required to escalate concerns or request a review of case management. This will be done with the support of the Designated Safeguarding Lead and/ or the Trust Area Safeguarding Lead.
- The Operational Safeguarding Lead is required to utilise existing statutory guidance and best practice guidance in all case work and management decisions under the leadership of the Designated Safeguarding Lead. The Operational Safeguarding Lead will be required to act as a source of support, advice and expertise for staff.
- The Operational Safeguarding Lead is required to adopt a 'strengths-based approach' when working with families and encouraging attendance and engagement with school activities. This may include working with external agencies or third sector colleagues to identify and best support the range of needs and/or requirements.

#### 3. Training

- As part of the safeguarding the Operational Safeguarding Lead will undergo training to provide them with the knowledge and skills required to carry out the role.

- This training will be updated at least every two years.
- The Operational Safeguarding Lead will undertake Prevent awareness training and under the leadership of the Designated Safeguarding Lead will ensure this training is accessed and understood by all staff.
- In addition to the formal training set out above, the Operational Safeguarding Lead is expected to continually demonstrate a commitment to professional development. The dynamic nature of safeguarding practice requires the role of Family Support Worker to update and refresh knowledge and skills using a variety of media and means including the developing of peer support and networks where possible.
- The Operational Safeguarding Lead is required to keep up with and apply all local and national developments relevant to their role, including but not limited to the specific vulnerabilities of developing safeguarding culture in a specialist setting.

### **Parent Liaison and Pastoral Support**

- To liaise and work closely with external agencies, including attendance of off-site meetings, to support pupils and their families as part of the mentoring process.
- To contact parents and carers regularly by telephone or home/school visits and meetings to discuss barriers to learning or specific welfare issues and keep accurate records of agreed outcomes.
- Carry out home visits when need is identified, ensuring the safety and welfare of children and to support parents and carers in encouraging their children to maintain full and regular attendance.
- Where appropriate, and in collaboration with the wider pastoral offer (including health colleagues), facilitate group sessions for pupils with common needs e.g. friendship groups, self-esteem low level mental health support interventions.
- To develop parental engagement with school activities and events including those that promote welfare support.
- Support parents and their children through transitions to ensure continual engagement with school and to oversee the handover of case work and history to relevant professionals.

### **Raise Awareness**

Working with the Designated Safeguarding Lead the Operational Safeguarding Lead will:

- ensure the school child protection policies are communicated clearly, understood and applied appropriately;
- ensure the academy safeguarding and child protection policy appendix is reviewed annually (as a minimum) including the procedures and implementation.
- support the Designated Safeguarding Lead to ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school in this;

### **Child protection file (Safeguard)**

Where children leave the school ensure their child protection file is transferred to the new school as soon as possible. This will be transferred separately from the main pupil file if paper copies exist and Safeguard electronically, ensuring secure transit and confirmation of receipt should be obtained. This process will be overseen by the Operational Safeguarding Lead under the leadership of the Designated Safeguarding Lead.

### Availability

During term time the family support worker will be available (during school hours) for staff in the school to discuss any safeguarding or wider welfare concerns. In exceptional circumstances availability via phone and/or Teams is acceptable. The school and the designated safeguarding lead will arrange adequate and appropriate cover arrangements for any out of hours/out of term activities.

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### Equal Opportunities

- A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best.

### Safeguarding

- Committed to promoting the welfare of all children and creating a safe environment in which children can learn; considering, at all times, what is in the best interests of the child.
- Play an important part in the wider safeguarding of children – identifying concerns, sharing information and taking prompt action to safeguard and protect them.
- Aware that the Trust will take all steps to prevent those who pose a risk of harm from working with children. Recruitment procedures ensure rigour in identifying and rejecting people who might abuse children.

### Health and Safety

- Aware of Health & Safety and Safeguarding as appropriate to role

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

The David Ross Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including a social media presence check and Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the Trust.

**All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance.**

## Person Specification

<b>Relevant Experience</b>	Essential	Desirable	Assessment
Minimum of 18months experience in a safeguarding role within a school or other organisation working with children and their families.	✓		
Good level of knowledge and experience of current relevant legislation, policy, statutory guidance and good safeguarding practice.	✓		
Experience of developing and maintaining effective relationships and liaison with outside agencies and families, focusing at all times on the welfare of the child.	✓		
Able to evidence effective experience in planning intervention to improve outcomes (eg. attendance or similar).	✓		
Experience of working creatively with children and families to identify strengths and develop mutually agreed action plans.	✓		
Experience using safeguarding record keeping software, for example; 'My Concern'/'Safeguard' or 'C-Poms'.		✓	
Knowledge and understanding of Bromcom or a similar web-based management information system		✓	
Experience developing and delivering training to staff.		✓	
Experience of community involvement and promoting parental and/or stakeholder engagement.		✓	
<b>Qualifications</b>			
Educated to GCSE level grade C or above, including English and Maths, or able to demonstrate equivalent experience at that level.	✓		
Degree qualification.		✓	
Level 2 or above Safeguarding training.	✓		
<b>Knowledge and Skills</b>			
Ability to keep up to date with legislative, policy and guidance developments in safeguarding, evidenced in a commitment to continual professional development.	✓		
Ability to monitor records to spot attendance patterns and recognising changes in whole school trends and individual pupil attendance.	✓		
Ability to utilise and where required, develop systems for regular monitoring and review of case management.	✓		
Excellent communication and interpersonal skills.	✓		

Ability to demonstrate a positive attitude when working with children and families that daily face a range of challenges and may be reluctant to explore further intervention.	✓		
Ability to maintain accurate records and reports.	✓		
Good ICT skills and the ability to write concise summary reports regarding safeguarding and attendance issues and associated interventions.	✓		
Ability to negotiate effectively, both verbally and in writing, with: colleagues, children, families and external agencies.	✓		
Ability to contribute to an effective team, both collectively and as an individual.	✓		
Ability to manage time effectively to meet deadlines.	✓		
Ability to work flexibly and respond positively to a varied workload.	✓		
Awareness of GDPR and confidentiality procedures.	✓		
<b>Additional Requirements</b>			
Evidence of ongoing professional development in relation to safeguarding, that demonstrate an awareness of the complex and diverse range of safeguarding related issues.	✓		
Ability to be flexible and adapt to the needs of the school.	✓		



