



## Safeguarding and Welfare Officer

Grade 6, SCP 23-27, £32,076 to £35,745 FTE, actual pro rata salary dependent on experience and length of service (£28,172 to £32,390)

36.66 hours per week

Term Time Plus 2 weeks

### Purpose of the Post

The Safeguarding and Welfare Officer role is a key position, working alongside the Designated Safeguarding Lead you will be responsible for the implementation of our safeguarding procedures to ensure that we are doing all that we can to protect and safeguard our students. In addition, the postholder will support students and families through providing an outreach service to those identified by the safeguarding team.

### Reporting to:

Deputy Head Teacher/ Designated Safeguarding Lead (DSL)

### Key responsibilities and duties

The postholder will work with the Pastoral Team and members of the Senior Leadership Team to create and deliver a shared vision for the personal development, attitude and safeguarding for all members of the school community.

- Securing, alongside the DSL, the safeguarding strategic vision and direction for the school, based on analysis of local and national safeguarding needs.
- Working to ensuring that the pastoral offer reflects the school's vision and values and those of our Trust.
- Playing an active role in raising the aspirations and ambitions of our students, their families and carers and the local community.

### Safeguarding

- To be the Deputy Designated Safeguarding Lead for the school, including to deputise for and act as Designated Safeguarding Lead in their absence.
- To lead the school's daily response to safeguarding concerns and referrals.
- To keep up-to-date, accurate and secure records of students with Child Protection plans, Child in Need plans and other social services or external agency involvement.
- To liaise with the Designated Safeguarding Lead daily, ensuring that all relevant safeguarding concerns are communicated to the Leadership Team.
- To coordinate the support, processes and documentation for Looked After Children.
- To offer support, advice and give a level of expertise regarding safeguarding to all members of the school staff team, taking appropriate action when required.
- To model for all staff exemplary practice in terms of Safeguarding and Child Protection procedures.
- To triage concerns and referrals from staff, taking appropriate action and making direct referrals to Children's Services and other relevant agencies.
- To ensure that all staff have access to and understand the school Safeguarding/Child Protection Policy.
- To ensure that PREVENT is communicated to staff and disseminate key information.
- To contribute to the review and update of policy documents relating to safeguarding.
- To contribute to Child Protection Conference and Core Group processes by either attending or ensuring that a relevant member of staff attends meetings and necessary paperwork is completed and/or appropriate documentation is available.
- To keep an accurate and up to date database of information of students who fall into safeguarding/child protection categories using CPOMS.
- To develop, track and monitor the reporting systems in CPOMS to prepare reports for the Leadership Team and the governing body regarding trends in safeguarding concerns and impact of interventions.
- To produce reports with key information on safeguarding for stakeholders, including the Senior Leadership Team, Trust, Governors and Local Authority.

- To work collaboratively with the DSL to write, implement and review an annual safeguarding development plan and relevant policies.
- To ensure that Safeguarding and Child Protection training is part of the induction for all new staff in the school.
- To ensure that visitors to the school are fully aware of basic safeguarding procedures.
- To create training resources for safeguarding to be used by staff, governors, parents/carers, and students.
- To organise and take part in targeted safeguarding training and intervention programs for individuals and groups of students.
- To distribute information on safeguarding to staff, governors, parents/carers, and students liaising with members of the pastoral team.
- To maintain the upkeep of safeguarding notice boards and displays around the school and on the website.
- To hold responsibility for making and confirming arrangements with external trainers for the delivery of training for staff and governors within the school.
- To arrange Child Protection and Safeguarding courses for relevant colleagues and to ensure the renewal of the courses are completed within relevant timescales.
- To work alongside the DSL in having oversight of the safeguarding provision for all students educated off site, liaising with external providers as appropriate.
- To provide targeted outreach support to identified students and families, this could include those families at early help, child in need and child protection, but also as a supportive preventative measure.
- To check filtering and monitoring reports produced by the schools IT safeguarding software, and follow up where necessary.
- To carry out home visits as and when required.

### Communication

- To respond to face-to-face, telephone and email enquiries with all staff and outside agencies.
- To maintain manual and computerised records/management information systems on safeguarding and child protection on CPOMS and Bromcom.
- To play a major role in initiatives and projects that may arise during the year.
- To ensure that all relevant safeguarding files and information are forwarded appropriately when a student transfers to another school or to post-16 education.
- To liaise directly with primary schools, playing a full part in the transition of students from year 6 to year 7 and the transfer of relevant safeguarding documentation.
- To establish constructive relationships with colleagues within the academy and across the sphere of safeguarding and child protection, communicating effectively with other agencies and professionals.
- To communicate key issues regarding individual students to relevant members of staff.

### Pastoral/Welfare

- To work collaboratively with other members of the pastoral team and SENDCO to ensure the highest standards of attendance, uniform, attitudes to learning and outcomes for all students.
- To be a visible presence around the academy modelling high standards, motivation, and persistence.
- To undertake a series of duties ensuring that students are safeguarded and observed during social times and between lessons.
- To sustain effective, positive relationships with all staff, students, parents/carers, Governors and the local community and be an excellent ambassador for the school.
- To organise and take part in parent/carer meetings and events including the parent/carer forums relating to safeguarding to ensure that parents/carers are fully involved in supporting their child.
- To attend and contribute to pastoral leadership and other relevant meetings, supporting others as required.
- To attend and participate in relevant training, meetings and performance development as required.
- To promote mental health and wellbeing, know how to support students and be a point of contact for students with regards to extra support which may be needed.
- To understand ACES and be committed to being trauma informed with an understanding of what this means for

students and their families.

- To act as a first aider.
- To attend trips and visits as required.

### General Duties

- Proactively promote and comply with safeguarding and child protection in all areas of responsibility.
- Understand the importance of inclusion, equality and diversity and promote equal opportunities for all.
- Uphold and promote the values and ethos of the Trust.
- Implement and uphold all policies, procedures, and codes of practice of the Trust.
- Support the Health, Safety and Welfare policy and be aware of the responsibility for personal Health, Safety and Welfare and that of others, reporting any hazards and actively contributing to the security of the school.
- Participate fully in staff training and development opportunities including attendance at staff meetings, and work to continually improve own and team performance, sharing skills and expertise with others as required.
- Keep abreast of new technology, and make suggestions for improvement, assisting in the review and improvement of operational procedures as required.
- Undertake any other additional duties commensurate with the grade of the post.

The job description is current at the date shown, but, in consultation with the post-holder, it may be changed by the Headteacher or their representative to reflect or anticipate changes in the job which are commensurate with the job title and salary weighting.

**This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.**

**This job description should be read in conjunction with the accompanying person specification.**



Safeguarding and Welfare Officer Person Specification	Essential / Desirable	Application Interview
<b>Qualifications</b>		
GCSE Mathematics and English A*-C (or equivalent)	E	A
Hold or willingness to undertake Deputy Designated Safeguarding Lead training (Safeguarding Children Level 3).	E	A
Training in relevant safeguarding procedures including KCSiE, CSE, PREVENT and e-safety	E	A/I
Willingness to obtain first aid certificate	E	A/I
<b>Experience</b>		
Experience of working in an educational environment or social care background	E	A/I
Experience of work in safeguarding and child protection	E	A/I
Experience of working with vulnerable children, young people or adults	E	A/I
Experience and knowledge of how to refer to/ and work with outside agencies to deliver outcomes	E	A/I
Experience of attending case conferences or other meetings with professionals and external agencies	E	A/I
Experience of keeping written, confidential records as a robust chronology	E	A/I
Knowledge of school data systems e.g. CPOMs, Bromcom	D	A/I
Experience of restorative practices to improve relationships	D	A/I
Understanding and awareness of national child protection case reviews and implications for practice with schools	D	A/I
<b>Skills and Abilities</b>		
Empathy with and respect for young people, including an awareness of cultural differences and the implications for students and families	E	I
Approachable nature and ability to command respect and confidence	E	I
Professional resilience and integrity and the ability to handle confidential issues and material sensitively and appropriately	E	A/I
Excellent communication skills with both adults and children (e.g. students, parents/carers, staff, external agencies, etc.)	E	A/I
Ability to work under pressure, self-motivate, plan, organise and prioritise effectively	E	A/I
Ability to use initiative and be proactive	E	A/I
Able to demonstrate reliability, flexibility, and professionalism	E	A/I
Ability to work as part of a team	E	A/I
Demonstrate a commitment to safeguarding and promoting the welfare of the students within school	E	A/I
Ability to work to deadlines with excellent attention to detail and accuracy levels	E	A/I



Ability to analyse and interpret data	E	A/I
<b>Personal</b>		
Enhanced DBS Disclosure (to be arranged through the school)	E	A/I
Flexibility with working hours and ability to cope with a wide range of tasks in a busy and changing environment	E	A/I
Excellent timekeeping and attendance record with an enthusiastic and positive attitude	E	A/I
Full driving license, daily access to a car and occasional business use insurance	D	A/I