

**Safeguarding and Welfare Officer**

**Application pack**

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**Safeguarding and Welfare Officer**

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| **From the Headteacher…** |

Thank you for your interest in the post of Safeguarding and Welfare Officer.  I hope that our website [www.waltonledale.lancs.sch.uk](http://www.waltonledale.lancs.sch.uk/) will give you a good overall “flavour” of the school, in particular our very distinctive ethos ([www.waltonledale.lancs.sch.uk/about-us/vision-and-ethos](http://www.waltonledale.lancs.sch.uk/about-us/vision-and-ethos))

As you will see from the following information, this is a key role which will enable the successful candidate to have a significant impact on the success of our school. We are well known for the exceptional support for our students and for the provision of excellent personal development – these have a huge impact on the lives of our young people. As the operational lead for our safeguarding work and the key contact with external agencies related to our young people’s welfare you will be a vital part of our school life.

I have been Headteacher here since 2017, having been Deputy Headteacher between 2007 and 2010. I returned to Walton-le-Dale because of the values and ethos of the school and because of the nature and strength of the very supportive staff team. My basic approach is to recruit brilliant, intelligent, child-centred professionals who share our ethos and values and then to trust you to do the very best for our students.

This is a school where you can make a real difference and have a significant impact; whilst I strongly disagree with the recent Ofsted judgement (they got it wrong) we are always seeking to improve our provision in the best interests of our students and the community.

If you feel you are up to this challenge and share our ethos and values, I would love to see an application from you.   If not, I wish you good luck in your future career.

Best wishes



James Harris

Headteacher

**Safeguarding and Welfare Officer**

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| **Overview** |

We are a very distinctive school. Many visitors comment on the warmth and friendliness and the strong relationships between students and staff.  We see each child and member of staff as an individual. This is, and will continue to be, a student-centred school. Everything we do must have the interests of our students at the heart of it. In order to make the best provision for our students we recruit and develop exceptional staff.

Safeguarding is vital to our work. Our commitment to this aspect of our provision is shown by the large number of staff who are DSL trained and act as Deputy DSLs. We are widely known for our pastoral and inclusion work and our safeguarding practice is a key element of this. Everyone who works here knows that safeguarding is a vital aspect of their day to day practice.

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| **The key responsibilities of this role:** |

This is a key role in our school. You will be the operational safeguarding lead – the Headteacher is the DSL and you will report to him for this aspect of your work. You will be the key point of contact for external agencies related to student and family welfare and, in particular, you will be responsible for those students who are subject to safeguarding referrals.

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| Job Description |

**POST TITLE: Safeguarding and Welfare Officer**

**RESPONSIBLE TO:** Assistant Headteacher (HR and Facilities)

**DURATION:** Permanent

**PAY SCALE AND SALARY:** Grade 7 points 19 – 25 – 8.00am – 4.00pm 37hours per week – term time + 10 days

**ACTUAL SALARY**: £24745 - £28449

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| Overall Purpose of Post |

* To safeguard and protect the children, young people and staff of Walton-le-Dale High School
* To assist in delivering safeguarding training, update and implement policies and procedures and share the learning from Serious Case Reviews with all relevant staff and governors
* To receive safeguarding referrals and coordinate a procedure which addresses and prioritises the needs of those affected by liaising with statutory agencies
* To promote positive attitudes by students and families towards education and to ensure parents are aware of statutory responsibilities

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| Duties and Responsibilities |

* Refer all cases of suspected abuse to the relevant local authority’s children’s social care and:
* The Local Authority’s Designated Officer (LADO) for child protection concerns involving a member of staff
* Disclosure and Barring Service (in consultation with Human Resources) where a person is dismissed or left due to risk/harm to a child
* Police, cases where a crime may have been committed
* Liaise with the DSL especially with regards to ongoing enquiries under section 47 of the Children Act 1989 and police investigations
* Complete referrals into Children’s Social Care at Level 3 (intensive support early help) and Level 4 (CP)
* Identify levels of need, when appropriate with advice from the School Safeguarding Team, for support at Level 2
* Act as a source of support, advice and expertise to staff on matters of safeguarding and when deciding whether to make a referral by liaising with relevant agencies
* Coordinate the supervision of cases with staff working in the safeguarding area at Walton-le-Dale
* Monitor the relevant training of staff and governors within the school
* Arrange and deliver relevant training to staff and governors as required
* Liaise with the pastoral team and other staff as necessary, to ensure the best possible support is in place for pupils and families
* Obtain access to resources and attend any relevant or refresher training courses
* Work directly with child in need cases in the community in order to promote, strengthen and develop the potential of parents/carers and their children in order to prevent children missing in education / becoming looked after and/or suffering significant harm
* Complete CAF and Early-Help assessments and act as the lead in professionals’ meetings.
* Act as a source of support, advice and expertise to other staff completing CAFs and leading on TAFs.
* Liaise with primary feeder schools to ensure smooth transition for children who are currently working with multi-agencies
* Be alert to the specific needs of child in need cases, children with special educational needs and disabilities and young carers
* Encourage a culture of listening to children and young people, taking in to account their wishes and feelings so that measures may be put in place to support and protect them
* Respond appropriately to disclosures or concerns which relate to the well-being of a child
* Maintain accurate, confidential, secure and up-to-date documentation on all cases of safeguarding and child protection
* Coordinate referrals to outside agencies.
* Liaise with the school nurse team and police early action to coordinate appointments and respond as appropriate to the needs of the children
* Coordinate therapist and outside agency appointments and meetings, collate feedback and share relevant information with other professionals as appropriate
* Ensure that students who are victims of abuse are supported appropriately and sensitively and that all actions assigned to Walton-le-Dale High School from reviews, planning and intervention meetings are successfully carried out and monitored
* Raise awareness of the Safeguarding and Welfare Officer role to staff, students, parents/carers and other stakeholders
* Ensure the school’s child protection policy is reviewed annually and the procedures and implementations are updated and reviewed regularly in liaison with parents and the governing body
* Ensure that the child protection policy is available publicly and parents/carers are aware of the fact that referrals about suspected abuse or neglect may be made and the school’s role in this
* Attend the Local Safeguarding Children’s Board network meetings and other network/cluster meetings
* Update the SLT of any changes to procedures or practises as soon as possible
* When students leave the school ensure that a copy of their child protection file is transferred to the new school/academy/college as soon as possible, separate from the main file

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| Accountabilities |

* Attend and participate in Child Protection Conferences and Planning and Review meetings whilst working closely with colleagues in Children’s Services as required, some of which may take place outside of normal working hours
* Plan and complete professional assessments of need and risk (S17 and S47 reports)
* Maintain confidentiality at all times and be aware of data protection and the sharing of information
* Develop a confidential database of safeguarding referrals as a point of reference for the governors’ reports
* Adhere to Walton-le-Dale High School’s policies

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| **Notes** |

* 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 post holder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
* All staff are expected to be courteous to colleagues and students and provide a welcoming environment to parents and other visitors.

*This job description, and associated responsibilities, are subject to annual review.*

*November 2022*

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| Person Specification |

This is a summary of the skills, knowledge and attributes and should be read in conjunction with the job specification.

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|  | **Essential** | **Desirable** |
| **Qualifications and Experience** | Demonstrable experience of working effectively with vulnerable children/ young people in either education, social work, youth work or another related area of work Experience of managing child protection cases and investigations Experience of working effectively with the parents /carers of children Experience of working effectively with a range of professionals to promote children’s learning or welfare  | Experience of working in a multi-agency environment Significant recent experience in work with children and families in a statutory childcare agency Suitable qualifications, possibly at degree level and a willingness to undertake further training Post qualifying Certificate in Child Protection or evidence of formal training  |
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| **Knowledge & Skills** | Ability to complete S17 and S47 enquiries and reports for conference in a timely manner. Maintain student records and write other reports as required Ability to work on one’s own initiative, balance competing priorities and organise a work schedule Ability to motivate children/young people by establishing empathic and supportive working relationships Comfortable using ICT and word processing Demonstrate knowledge of the principles involved in giving advice and guidance to children/young people, including the place of confidentiality Demonstrate knowledge of the range of additional support/agencies which can be of assistance to vulnerable pupils and their families Ability to summarise clearly and concisely and articulate concepts and proposals Ability to produce concise and complex reports  | Experience of working with children including work within Child Protection and Multi Agency liaison Knowledge of the Children Act 1989, United Nations Convention on the Rights of the Child, Working Together to Safeguard Children and Keeping Children Safe in Education Hold a full valid driving licence and have the use of a car  |
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| **Personal Qualities** | * Like children and have a sense of humour
* A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school
* Ability to work under pressure and prioritise effectively
* Commitment to maintaining confidentiality at all times
* Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.
* Willingness to undertake training
* Resilience, self-confidence, self-reliance and self-motivation
* Healthy, with an excellent attendance record
 | N/A |

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| **How to Apply** |

Walton-le-Dale is committed to the safeguarding of all students. The successful candidate will be required to undertake the Enhanced Disclosure process via the DBS.

Completed application forms and letters must be submitted to **vacancies@waltonledale.lancs.sch.uk**

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| **Key dates** |

**Closing Date: Thursday 8th December 2022 at 12.00pm**

**Shortlisting completed by: Friday 9th December 2022**

**Interview Date: week commencing 12th December 2022**

**Start Date: As soon as possible after 1/1/2023**

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| **Selection Process** |

Candidates will be shortlisted and invited for interview on the basis of their applications and letters. The interview process will involve a panel interview, a tour of the school and discussion with key staff, as well as appropriate selection tasks.