

# LEOMINSTER PRIMARY SCHOOL

## JOB DESCRIPTION: Safeguarding Lead

Post reference: U401

Scale: HC06

### Organisational Information:

**Responsible to:** Headteacher (or Deputy Headteacher in their absence)

### Key relationships/ Functional links with:

*Internal:* Deputy Headteacher, pupils, teaching and support staff across the school

*External:* parents and carers, Social Workers, Police, other agencies as required.

### Main Purpose of Job:

To take lead responsibility for all safeguarding and child protection matters arising at the school and to support all other staff in dealing with any child protection concerns that arise.

To take lead with managing behaviour across the school.

### Main Responsibilities/ Accountabilities

*The jobholder will be expected to complete the responsibilities/ accountabilities effectively in order to deliver the key objectives of the organisation.*

The *key areas of the role are summarised below, see 'job Activities' for the detailed responsibilities*

- **Leadership on safeguarding and child protection issues**
- **Safeguarding responsibilities**
- **Supporting pupils**
- **Supporting the school**
- **Supporting the family**
- **Behaviour**

### Leadership Duties

- To help develop school strategy, policy and procedures regarding Safeguarding and child protection
- To take the lead on safeguarding issues within the school and undertake the role of Deputy Designated Safeguarding lead (DDSL)
- To be the Prevent Lead for school and acting as first point of contact for parents, pupils, teaching and support staff and external agencies in all matters relating to the Prevent Duty in school.
- To Line manage the Student Family Support Worker and Home school liaison officer
- To identify, interpret and apply national and Herefordshire Safeguarding Children Board's guidance and protocols to ensure best practice is followed at all times
- To formulate the Safeguarding and Child Protection policies and procedures within the school and ensure legal and Local Authority requirements are met
- To be responsible for arranging / delivering training in all aspects of Safeguarding and Child protection to all staff across the school to ensure staff are kept updated with current

procedures and secure the school's duty of care to its pupils; working collaboratively to make sure their safety and their wellbeing is upheld and best practice maintained

- To be the expert within the school with Safeguarding and Child Protection issues being referred to you for internal action or referred to the relevant agencies to action. You will use your professional judgement and experience as to the appropriate course of action; this frequently requires you to liaise with external agencies
- To be responsible for identifying specific strategic initiatives within your Child Protection remit and devise and implement solutions within the school; highlighting possible areas of improvement to current practice
- To monitor and review safeguarding procedures and policies to ensure the school meets all national and local requirements
- To lead behaviour across the school, liaising with SENCo's to effectively manage behaviour
- Attend SMT meetings to discuss children causing concern and safeguarding as required
- To develop whole school initiatives to continually improve behaviour

### **Safeguarding**

- To undertake appropriate external training on Safeguarding and Child Protection to ensure you are updated and equipped to implement current procedures and practice
- You will respect professional boundaries in contact with pupils and take care not to place yourself or other individuals in a vulnerable position in relation to Child Protection (see Guidance for Safer Working Practice for Adults who work with Children and Young people)
- You will report any concerns that involve allegations against a member of staff to the Head teacher immediately
- You will collaborate with the Head teacher / Deputy Head teacher / Student Family Support Worker/ Home school liaison officer (SENCo's when appropriate) regarding Safeguarding concerns, keeping them updated on current concerns ensuring information is accurately imparted for the safety and well-being of pupils at all times
- You will fulfil the role of Deputy Designated Safeguarding Lead and work closely with the designated Safeguarding Lead to ensure that the school complies with all relevant Herefordshire Safeguarding Children's Board (HSCB) policies, procedures and guidance
- You will maintain a clear and secure filing system of record of concerns so that patterns can be identified and referrals made when appropriate
- You will seek advice and guidance from Herefordshire Safeguarding Children's Board when necessary to insure the school is fulfilling its role in safeguarding the children in care
- You will be confident in the process of referral of child concerns to the MASH Team and in dealing with social workers and staff in all agencies working with vulnerable children and their families, implementing strategies to ensure positive outcomes for pupils and their families
- You will be confident and have a working knowledge of multi-agency working and information sharing; you or your team will attend the Team Around the Family (TAF) meetings to work collaboratively with all agencies to help identify issues and discuss the progress of Early Help Interventions. Working within the parameters of this process and presenting a professional image and ability to keep confidentiality
- You will be competent when representing the school in Child Protection meetings such as Child Protection conferences, Reviews and Core Groups/Child In Need Meetings as arranged by social care. You will have the responsibility to ensure teaching staff are informed and staff produce relevant reports to present at these meetings which you will share appropriately. You will relay any relevant information from these meetings on a

'need to know' basis only and maintain confidentiality requesting parental consent to share where appropriate

- You will liaise at appropriate times with school staff, relevant outside agencies and parents etc. regarding pupils' well-being and safeguarding issues so that all parties work together in the best interests of the child
- You will lead and manage the Student Family Support Worker and Home school liaison officer and work together, including the school SENCo to identify unmet needs for children and their families. You and your Safeguarding Team will work with families and pupils to offer support with these unmet needs and use strategies such as Early Help Assessments and interventions to produce positive outcomes and reduce issues helping children access better opportunities to reach their potential, acting as Lead Professional where appropriate and engaging with other Lead Professionals of Early Help for school pupils and families. You will attend any reviews and take relevant information to MAG meetings for discussion

### **Supporting Pupils**

- To lead and manage the Student Family Support Worker and Home school liaison officer in providing support to families in respect of Child Protection and Safeguarding issues and any concerns that involve pastoral care of pupils. Working with families to allay any fears of the social care process and providing support within school when parents have concerns
- You and your team will inform parents of the need to refer to outside agencies supporting as necessary; developing a working relationship with professional boundaries to ensure school's procedures are adhered to
- You and your team will keep securely detailed records of incidents and disclosures and work undertaken with pupils and communicate information to relevant staff, parents and outside agencies at appropriate times, gaining parental consent as appropriate so that work is supported and understood by all relevant individuals
- Work with families and health professionals identifying, developing and reviewing Health Care Plans and communicating these effectively to staff

### **Supporting the School**

- You will attend SLT staff meetings, training and development activities as required to ensure you have up to date information and are equipped to be confident in the role
- You will be aware of confidential school issues and keep confidences appropriately in line with Data Protection, Freedom of Information and Child Protection legislation and guidelines. You will be available to support staff with concerns brought to you and advise as appropriate
- You will participate in the School's Performance Management scheme to ensure you are involved in your own professional development and the development of the school

### **Supporting the Family**

- To provide impartial information or referrals to parents about the school and relevant local services available to parents, children and families including those provided by education, social care, Drug and Alcohol agencies from the voluntary sector and others
- You will liaise with staff members, parents regarding families/children as necessary

**Behaviour**

- Work collaboratively with SLT and SENCOS to implement and review the schools policies and procedures regarding behaviour
- Work collaboratively with SLT and SENCOS lead the promotion of strategies to encourage positive attitudes and behaviour
- Work collaboratively with SLT and SENCOS to lead, manage and monitor the work of staff who work directly with pupils with challenging behaviour, including the school SENCo and Learning Mentor, formulating individual behaviour plans with staff
- Work collaboratively with SLT and SENCOS to monitor and evaluate the impact of whole school behaviour procedures and individual behaviour plans
- Work collaboratively with SLT and SENCOS to identify and respond to the training and development needs of staff in their management of pupils with challenging behaviour
- When necessary you will attend SMT meetings to discuss children causing concern

**General information:**

The post holder will be required to comply with organisation's policies and procedures.

The organisation has a no smoking policy. Employees are not permitted to smoke on any of the organisation's premises nor in any vehicle used on organisation business.

The postholder will promote the Council's Health and Safety work policies and ensure that these are implemented effectively within his/her areas of responsibility.

Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that employees are aware of the Herefordshire Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Employees have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation.

Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.

**Line Manager Name:****Line Manager Signature:****Date Job Description last reviewed:**