Our Motto is "The Pursuit of Excellence"

Safeguarding Officer **Job Description**	
Wootton Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Job Purpose:	To ensure the implementation of Wootton Academy Trust's Safeguarding and Child Protection Policy and other safeguarding processes and procedures in addition to contributing to the Trust fulfilling its statutory duties with respect to Section 175 of the Education Act 2002 in addition to all other statutory documents [e.g. Keeping Children Safe in Education, Safer Working Practices, etc.] To receive and coordinate welfare concerns, arranging action and reviewing services for children and families. To contribute to effective partnership working between all those involved with providing safeguarding services for children. To provide day-to-day advice and guidance to Wootton Academy Trust employees to enable them to discharge their responsibilities in safeguarding all children and young people they work with.
Job Title: **Location:** **Reporting Line:** **Hours:**	Safeguarding Officer Wootton Upper School and Kimberley College Safeguarding and Early Help Officer and Deputy Head of School [Inclusion and Diversity] 37 hours per week - term time only (including 5 training days) 08:30 - 16:30 Monday - Thursday [unpaid half-hour lunch break] 08:30 - 16:00 Friday [unpaid half-hour lunch break] *The above hours will be flexible due to the need for occasional early morning/ late afternoon meetings.*
Line management responsibility for:	N/A
Principal Accountabilities/ Responsibilities	<u>As a member of WATs Safeguarding Team work across Wootton Upper School & Kimberley College:</u> Implement WATs Safeguarding and Child Protection Policy and procedures. Secure good practice by promoting and championing the Safeguarding and Child Protection Policy and procedures to all stakeholders. Under the guidance of the DSL, facilitate the development and delivery of regular training for WAT staff, ensuring that new employees receive safeguarding and child protection, including on the use of CPOMS to allow for its effective use as part of their initial induction. Respond appropriately to disclosures of abuse or other concerns which relate to the well-being of a child, in line with Trust and national requirements.

	Where appropriate, refer concerns to the Local Authority children's social care services or to other appropriate agencies and ensure that concerns are acted on. Where appropriate, refer concerns to the wider Wootton Academy Trust Pastoral Team for action and ensure that appropriate employees are made aware of vulnerable children and young people. Ensure that children who are victims of abuse are supported appropriately and sensitively in the school or college environments. To liaise with WAT employees and external agencies in initiating or co-ordinating Early Help Assessment (EHA) referrals for children and when preparing for Children who are 'looked after' review meetings, Child Protection Conferences, Core Group meetings, Child in Need or Team around the Child (TAF) meetings. When appropriate, act as lead professional and coordinate Team Around the Family meetings. Be a point of contact for internal issues of Child Protection, and for those from members of the public and other external contacts. Where required, liaise with statutory agencies e.g. the Police and Social Care and ensure they have access to all necessary information if requested. To continue to develop knowledge and expertise in all aspects of legislation and national and local requirements affecting the safety and welfare of children and young people. This will involve undertaking child protection training as required. Take lead role in managing the transfer of children and young people from phase to phase, ensuring that any safeguarding and child protection records are obtained for new starters to the Trust to ensure a smooth transition for the new intake. Manage safeguarding data and produce safeguarding reports as required. Manage resources including filing, photocopying and the security and safe disposal of materials in line with GDPR. <u>Accountabilities</u> To provide administrative and operational support to the Designated Safeguarding Lead. Attend and participate in Children who are 'looked after' review meetings, 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 out of normal working hours. Plan and complete professional assessments of need and risk in respect of parents and carers using the Local Authority procedures for children in need and significant harm. To maintain confidentiality at all times and adhere to the rules of information sharing. To maintain accurate, confidential and up-to-date documentation on cases of safeguarding and child protection and ensure that these documents are kept securely. To adhere to WAT policies and procedures including those outlined in the employee handbook <u>General Duties</u> Maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information. To act as a First Aider and Fire Warden when required. To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job. To undertake health and safety duties commensurate with the post and/or as detailed in the Wootton Academy Trust's health and safety policy.

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Safeguarding Officer Person Specification		
	Essential Criteria	**Desirable Criteria**
Qualifications	Level 3 + qualified in a relevant discipline related to the role. A comprehensive portfolio of CPD related to Safeguarding and Child Protection.	Higher Level qualification related to the role.
Experience	Demonstrable experience of working effectively with vulnerable children in either education, social work, youth work or another related area of work. Experience of working within Child Protection and Multi-Agency liaison for three years. Extensive experience of working effectively with the parents/carers of children. Some experience of working effectively with a range of professionals to promote children's learning or welfare of significant recent experience in work with children and families in a statutory childcare agency.	
Knowledge, Skills & Abilities	Ability to write an action plan for a child, maintain children's records and write other short reports as required. Ability to work on one's own initiative, managing a caseload of students whilst also being able to meet reporting deadlines. Ability to motivate children by establishing empathic and supportive working relationships, sometimes in distressing and challenging circumstances. Ability to work as part of a team to reach agreed targets and outcomes for children. Ability to respond to unexpected or emergency situations and to respond to changes in type or level of need presented by children and young people, parents and staff experiencing challenging circumstances and in potential crisis situations. The ability to use word processing packages and the internet.	

	Flexibility to work irregular hours, on rare occasions, to meet the needs of children, young people and their families. Must have a current driving license, access to a car and to be prepared to travel to meetings and appointments. Demonstrable knowledge of the principles involved in giving advice and guidance to children, including the place of confidentiality. Knowledge of the responsibilities of agencies towards vulnerable children such as the Child Protection Procedures and intervention work. Demonstrable knowledge of the range of additional support/agencies which can be of assistance to vulnerable children and families. Detailed knowledge and understanding of Safeguarding including relevant national policies and their application in practice. Ability to summarise clearly and concisely and articulate concepts and proposals Ability to produce concise and complex reports	
Equality Issues	A commitment to equal opportunities and an awareness of the way in which discrimination affects the achievement and inclusion of children from minority ethnic communities.	