



Colonel
Frank Seely
Academy

SAFEGUARDING OFFICER

Job Description

Location: Colonel Frank Seely Academy, Calverton, Nottingham, NG14 6JZ

Salary: Redhill Academy Trust Pay Scale, Band 8, Scale Points 36 - 40

Hours of work: 37 hours per week, term time plus one

Responsible to: Designated Safeguarding Lead

Main Duties and Responsibilities:

The Safeguarding Officer will be the Deputy Designated Safeguarding Lead, working as part of the safeguarding team, supporting the effective operation of the safeguarding service on a day-to-day basis. They will act as a source of support, advice and expertise to promote safeguarding to students and staff in the academy.

General Description of the post:

- Deliver high quality safeguarding related training to staff and students.
- Support with ensuring safeguarding training records are complete for all staff.
- Keep informed on current legislation, statutory and other guidance with regards to safeguarding and child protection, cascading relevant information accordingly.
- Keep informed on current legislation, statutory and other guidance with regards to GDPR, data protection and confidentiality specifically to safeguarding processes.
- Act as a point of contact for any safeguarding and child protection concerns, providing timely, relevant support and advice to safeguard students.
- Make timely external referrals to a range of external agencies including Children's Social Care to safeguard and support students and record these on student chronologies.
- Monitor any external referrals made to ensure the academy has an outcome and recommendations/actions are completed and recorded on the student chronologies.
- Attend and contribute to external meetings, such as child protection conferences, core groups, child in need meetings, etc ensuring any follow ups for the academy are actioned and recorded appropriately.
- Maintain a current vulnerable student list.

- Attend internal safeguarding related meetings where appropriate.
- Establish and maintain positive working relationships with relevant agencies, parents/carers, staff and students.
- Maintain up to date, accurate, confidential records and support with the management of electronic systems such as Cpoms.
- Provide accurate and timely data on safeguarding and child protection incidents and outcomes when required.
- Input into the design of safeguarding systems and procedures.
- Attend appropriate safeguarding training to maintain own knowledge on all aspects of safeguarding including DSL training.
- Ensure the timely transition of student child protection files for new starters to and leavers from the academy.
- Support the writing of risk assessments to ensure that specific students are safeguarded and appropriately supported with defined review periods monitored.
- Liaise with academy staff as part of the ongoing monitoring and support for students where there has been a safeguarding concern such as attendance, inclusion, heads of house, etc.
- Maintain confidentiality and comply with GDPR and data protection legislation.
- Demonstrate behaviour that is professional, ethical and responsible.

Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.