



Hall Park
Academy

SAFEGUARDING OFFICER

Job Description

Location: Hall Park Academy, Mansfield Road, Eastwood, Nottinghamshire, NG16 3EA

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

Hours of work: 15 hours per week, term time only

Responsible to: Designated Safeguarding Lead

Post objective: 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.

Main Duties and Responsibilities:

- 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 internal and external meetings, such as child protection conferences, core groups, child in need meetings, early help 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.