



**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 only plus 1 week

**Responsible to:** Designated Safeguarding Lead

**Post objective:** To support the DSL, support all staff in the day to day operating of safeguarding at Colonel Frank Seely Academy and provide administrative support as decided by the school.

Main Duties and Responsibilities:

- Receiving incoming calls on behalf of the DSL regarding safeguarding cases / issues from:
  - Parents
  - Social workers
  - MASH
  - Other schools
  - Other agencies such as police, health, family service etc
- Triage disclosures from staff or students and assign to appropriate DSL using CPOMs.
- Typing MASH referrals and sending them on behalf of DSL.
- Completing MARF referrals with input from Pastoral Leader, and DSL on behalf of DSL.
- Completing referrals to healthy family team, mental health support team, CAMHS & school counsellor.
- Note taking and acting as a witness in especially sensitive or high-profile student interviews.
- Managing the safeguarding diary (involving Pastoral Leaders and DSLs):
  - Processing meeting invitations
  - Preparing student reports ahead of LAC and CIN / CP meetings
  - Sending appropriate reports when PVA are not attending.
  - Diarising follow up checks with students where appropriate.
- Minuting safeguarding weekly meeting
- Creating weekly reports for SLT and Safeguarding Team from CPOMs  
Uploading to CPOMs:
  - Minutes from external and internal meetings

- Letters received from outside agencies.
- Receive and check Safeguarding files for new students arriving in school, including Year 7 cohort in September.
- Collating and sending on safeguarding files of any students who leave.
- Checking class registers are completed each period and follow up with “on call” and feedback to DSL.
- Attend Agency meetings in place of Pastoral Leader where appropriate.
- Track safeguarding training records with Operations Manager and HR.
- Ensure new staff are trained on Safeguarding (National College allocation or at Induction).
- Maintain admin for CPOMs (staff log ins etc) and liaise with CPOMs team to improve our utilisation of the system.
- Monitor registers (late and incomplete) and feedback to Faculty leaders.
- Maintain list of students on CIN, CP and LAC.
- Liaise with LAC Co-ordinator to maintain appropriate support for LACs in school.
- Complete LAC paperwork for Pastoral leader prior to meetings.

This role involves working in regulated activity with children and an Enhanced DBS Clearance is required for this role.