



**Job Title: Safeguarding Officer**  
**Grade: Band 7, Points 13-15**

The success of the Bridgwater and Taunton College Trust will be underpinned by two fundamental beliefs:

**Students come first:** First and foremost, the purpose of the Trust is to enable students to achieve their potential, and it is this principle that drives how we make decisions and how we act. It is expected that anyone who joins or forms part of the Trust shares this philosophy.

**We are team players:** Whilst every colleague has a specific role to fulfil, we expect all staff to communicate with compassion, treat others with positive regard, collaborate and behave with professionalism. In our colleagues we seek energy, passion, initiative and cooperation, as well as acting in a way that promotes a positive image of the Trust in the wider community.

**Our values**

We are ambitious, collaborative and inclusive.

We believe that every role contributes to our students achieving. We are a values driven organisation and strongly feel a shared sense of purpose. We behave in a way that puts our students at the forefront of our actions and decision making, we champion equality of opportunity and respect our colleagues, our students and our community. We believe passionately that all individuals are entitled to learn and should be encouraged to do so.



### **Core Purpose**

Support the Designated Safeguarding Lead and Senior Leadership Team in promoting the welfare, safety and wellbeing of all children and young people at Bridgwater College Academy. Work collaboratively with pupils, families and external agencies to provide effective safeguarding, child protection and early help support. Promote a culture where safeguarding is everyone's responsibility and support the implementation, monitoring and continuous improvement of safeguarding, online safety and Prevent arrangements across the Academy.

### **Main Responsibilities**

The responsibilities of this role could vary as a result of new legislation, changes in technology or policy changes. This job description is not an exhaustive list of tasks of the role.

#### **Safeguarding Practice and Development**

- To facilitate the development of safeguarding and child protection policies, procedures, guidance and training for the Academy.
- To monitor and review the implementation of safeguarding policies, procedures and documentation to ensure they remain compliant, current and fit for purpose.
- To promote safeguarding best practice across the Academy.
- To contribute to safeguarding audits, online safety audits, Prevent risk assessments and policy reviews.
- To raise awareness of safeguarding, child protection and early help services amongst pupils, parents/carers and staff.
- To support the Academy's Online Safety and Prevent arrangements and promote awareness of emerging safeguarding risks.
- To provide safeguarding advice and support to staff and contribute to safeguarding awareness activities and training.

#### **Case Management and Direct Support**

- To receive, coordinate and respond appropriately to safeguarding concerns, MyConcern referrals and requests for involvement.
- To work directly with children, young people and their families to promote positive outcomes and prevent children becoming looked after and/or suffering significant harm.
- To support the care of children and young people where living arrangements are at risk of breakdown.
- To ensure children who are victims of abuse are supported appropriately and sensitively and that actions identified through safeguarding planning and intervention meetings are implemented and monitored.
- To support safeguarding arrangements for vulnerable pupils, including children with SEND, Children in Need, Children Looked After, Previously Looked After Children and young carers.

#### **Multi-Agency Working and Early Help**

- To work closely with Children's Social Care, Early Help, Health, Police and other professional agencies, developing effective partnerships to support children and families.



- To initiate, coordinate and monitor referrals to Children's Social Care, Early Help and other support services and oversee recommendations within the Academy.
- To act as Lead Professional for Early Help Assessments where appropriate and coordinate multi-agency support plans.
- To lead and coordinate with colleagues completing Early Help Assessments and support multi-agency interventions to address safeguarding concerns.
- To plan and complete professional assessments of need and risk using the Effective Support for Children and Families in Somerset guidance.
- To attend and contribute to child protection conferences, strategy meetings, child in need meetings, core groups, reviews and other multi-agency meetings as required.
- To liaise with colleagues across Bridgwater College Academy to support strategic development, share good practice and plan collaborative activities.

#### **Record Keeping and Compliance**

- To maintain accurate, confidential and up-to-date safeguarding records on MyConcern and other school systems, ensuring all concerns, actions, decisions, outcomes and rationale are appropriately recorded and responded to within required timescales.
- To lead and maintain records relating to children and young people who are vulnerable or considered at risk, ensuring appropriate monitoring and review of actions taken.
- To ensure child protection files are transferred securely when pupils move educational settings.
- To maintain confidentiality at all times.

#### **Training and Professional Development**

- To keep up to date with safeguarding legislation, statutory guidance, local procedures and national developments through training, professional development, safeguarding bulletins and relevant publications.
- To attend relevant training, events and continuing professional development activities to support effective safeguarding practice.

#### **Other Duties**

- Attend mandatory training courses, e.g., Child Protection, Equal Opportunities and Health and Safety related courses
- Promote and celebrate an approach of equality, diversity and inclusion for all colleagues, students and external stakeholders.
- Responsible for the health and safety of themselves and others
- Responsible for the safeguarding of and promotion of wellbeing for both children and colleagues
- Be a team player and contribute towards the vision, culture and ethos of the Trust
- From time to time, you may be required to carry out other duties commensurate with the role.

### **Person Specification**

<b>Area to be assessed</b>	<b>Essential criteria</b>	<b>Desirable criteria</b>
<b>Safeguarding</b>	Must be able to demonstrate a commitment to the safeguarding and well-being of children and young people.	Experience of working within safeguarding, child protection or early help services.

	<p>Demonstrates an understanding of child protection, safeguarding responsibilities and professional boundaries.</p>	
<p><b>Qualifications/Experience</b></p>	<p>Must have at least 5 GCSEs at Grade C/Grade 4 (or equivalent) or above, to include English and maths.</p> <p>Experience of working with children, young people and/or families.</p> <p>The confidence and good judgement to manage situations relating to the conduct or behaviour of others towards a child.</p> <p>Experience of maintaining accurate and confidential records.</p>	<p>Relevant qualification in safeguarding, education, social care, youth work, counselling, health or family support.</p> <p>Experience of working in a school, academy or multi-agency environment.</p> <p>Experience of Early Help, Child in Need or Child Protection processes.</p>
<p><b>Knowledge/Skills</b></p>	<p>Ability to build effective relationships with governors, trust representatives, staff, parents/carers, children and external agencies.</p> <p>A willingness to challenge opinion where necessary and promote safeguarding and early help priorities.</p> <p>Strong listening, interpersonal and communication skills, with the ability to deal with sensitive situations with integrity and professionalism.</p> <p>Ability to maintain accurate, confidential and detailed records.</p> <p>Ability to prioritise workload, manage competing demands and respond appropriately to safeguarding concerns.</p>	<p>Knowledge of safeguarding legislation and statutory guidance, including Keeping Children Safe in Education (KCSiE) and Working Together to Safeguard Children (WTSC)</p> <p>Knowledge of Early Help processes and multi-agency working.</p> <p>Experience of using safeguarding recording systems such as MyConcern.</p> <p>Knowledge of online safety, Prevent and emerging safeguarding risks.</p>



	<p>Ability to work independently and as part of a team.</p> <p>Good IT skills and ability to use electronic record-keeping systems.</p>	
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