



# Quarrydale Academy

## Job Description

### **1. Title of Post**

Safeguarding Officer

### **2. Name of Employee**

### **3. Salary**

Grade 5, scp 15-22, £23,953 - £27,514

Full Time, 37 hours per week. Term Time Only.

Actual salary £20,424 - £23,456

### **4. Accountable and Responsible To:**

Responsible to the Head Teacher through the Academy's Line Management Structure. Direct Line Management by the Senior Designated Safeguarding Lead.

### **5. Main Purpose of the Job**

To support the Senior Designated Safeguarding Lead with Academy safeguarding and child protection (including online safety).

To provide advice and support to other staff on child welfare and child protection matters, to take part in strategy discussions and inter-agency meetings, and/or to support other staff to do so, and to contribute to the assessment of children as directed by the Senior Designated Safeguarding Lead.

### **6. Responsible for the Following Key Tasks:**

The following points represent some of the key tasks the post holder will carry out. It is not intended as an exhaustive list as there will be others which become apparent and lead on from the areas indicated below.

Support the Senior Designated Safeguarding Lead to:

1. Refer cases of suspected abuse to the local authority children's social care as required;
2. Support staff who make referrals to local authority children's social care;
3. Refer cases to the Channel programme where there is a radicalisation concern as required;

4. Support staff who make referrals to the Channel programme;
5. Refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required; and
6. Refer cases where a crime may have been committed to the Police as required.
7. Act as a point of contact with the three safeguarding partners;
8. Liaise with the Headteacher or principal to inform him or her of issues- especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations;
9. As required, liaise with the “case manager” and the designated officer(s) at the local authority for child protection concerns in cases which concern a staff member;
10. Liaise with staff (especially pastoral support staff, school nurses, IT Technicians, and SENCOs or the named person with oversight for SEN in a college) on matters of safety and safeguarding (including online and digital safety) and when deciding whether to make a referral by liaising with relevant agencies;
11. Act as a source of support, advice and expertise for all staff.
12. Carry out the assessment process for providing early help and statutory intervention, including local criteria for action and local authority children’s social care referral arrangements.
13. Attend and contribute to child protection case conferences and child protection review conferences;
14. Ensure each member of staff has access to, and understands, the school’s child protection policy and procedures, especially new and part time staff;
15. Information sharing, both within the school and college, and with the three safeguarding partners, other agencies, organisations and practitioners.
16. Keep detailed, accurate, secure written records of concerns and referrals;
17. Support the school with regards to the requirements of the Prevent duty and provide advice and support to staff on protecting children from the risk of radicalisation;
18. Advise the school on how to keep children safe whilst they are online;
19. Recognise the additional risks that children with SEN and disabilities (SEND) face online, for example, from online bullying, grooming and radicalisation and support SEND children to stay safe online;
20. Obtain access to resources and attend any relevant or refresher training courses;
21. Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school may put in place to protect them.
22. Ensure the school’s child protection policies are known, understood and used appropriately;
23. Ensure the school’s child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this;
24. Ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school in this;
25. Link with the safeguarding partner arrangements to make sure staff are aware of any training opportunities and the latest local policies on local safeguarding arrangements.
26. Being aware of the GDPR and Data Protection Act and other legislation to ensure the confidentiality of records and information is maintained.

**All staff:**

1. Comply with the requirements of Data Protection and other legislation specifically relating to personnel records.
2. Contribute towards the priorities identified in Academy Improvement Plan.
3. Initiate and manage relevant improvement processes to support the continuous development of staff and Academy.
4. To participate in appropriate staff meetings, training sessions, including INSET, where required governor committees and other meetings as identified by the Headteacher.
5. Seek win-win solutions.
6. Be a positive voice for the Academy in the community.

**Health and Safety:**

7. Comply with all statutory requirements in relation to Health & Safety and be aware of the Academy's Health & Safety policy.
8. Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
9. Co-operate with the Academy on all issues to do with Healthy, Safety and Welfare.

**Continuing Professional Learning:**

10. Actively engage and seek opportunities to improve own professional learning.
11. Undertake professional development necessary as identified in Academy Improvement Plan, performance management reviews or as a result of developments.

In addition to the duties specified you may be asked to undertake 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 should be incorporated into the job description in specific cases.

The job description may be subject to amendment or modification, should circumstances change, and any changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with the Headteacher who may involve Trustees.

**7. Further Statement**

Employees are expected to maintain high standards of customer care, to uphold Academy policies and health and safety standards and to participate in training activities necessary to their post.

Employees are expected to be courteous and provide a welcoming environment for visitors and telephone callers.

The Academy will endeavour to make necessary reasonable adjustments to the job and working environment to enable employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is effective from 1 May 2022. The contents have been agreed in consultation with the post-holder/s and the Academy.