

Job Description: Safeguarding Officer

Band: OLOL Band 4, SCP 11 – 17
Hours: 37 hours per week (8:30 am – 4:30 pm)
Contract Type: Full-Time, term time only
Reporting to: Safeguarding Lead/Headteacher

Job Purpose

The Safeguarding Officer will support the Designated Safeguarding Lead (DSL) in all areas of safeguarding and child protection across the school. This includes participating in strategy discussions, attending inter-agency meetings, and contributing to child assessments. The Safeguarding Officer will advise and support staff regarding child welfare matters, liaise with relevant agencies, and ensure the proper implementation of safeguarding procedures.

Key Responsibilities:

Managing Referrals

- Refer cases of suspected abuse to local authority children's social care.
- Support staff making referrals to local authority children's social care.
- Refer cases of radicalisation concerns to the Channel programme.
- Refer cases to the police where a crime may have been committed.
- Maintain detailed, accurate, and secure records of concerns and referrals.
- Adhere to school policies when managing cases involving sexual harassment or violence.

Working with Staff and Agencies

- Deputise for the DSL when necessary.
- Ensure all staff are aware of the school's safeguarding policies and procedures.
- Keep the headteacher and DSL informed about ongoing safeguarding concerns.
- Collaborate with staff on safety, safeguarding, and referral decisions.
- Act as a source of advice and support for staff and students.
- Understand and apply the early help and intervention processes.
- Attend and contribute to child protection case conferences when required.
- Implement strategies to support mental health at both the individual and school level.

Training

- Participate in ongoing safeguarding training to maintain required knowledge.
- Complete Prevent training and provide staff guidance on protecting children from radicalisation.
- Provide staff with advice and support on FGM-related concerns and ensure mandatory reporting of known cases to the police.
- Refresh safeguarding knowledge and skills annually.

Raising Awareness

- Ensure child protection policies are accessible and well-understood by the school community.
- Liaise with the local safeguarding children board (LSCB) regarding training and policy updates.
- Be vigilant to the needs of children with special educational needs, disabilities, and young carers.
- Foster a culture of listening to children, ensuring their voices are heard.
- Maintain detailed safeguarding records using CPOMs.

Other Responsibilities

- Transfer child protection files securely when pupils move schools.
- Provide safeguarding updates to the governing board and leadership team.
- Uphold confidentiality and data protection principles.
- Contribute to the overall ethos and aims of the academy.
- Engage in professional development and ensure health and safety standards are met during duties.
- Respond to parental inquiries, attend TAC meetings, and invigilate exams when required.

Additional Responsibilities:

Safeguarding Officers will also take responsibility for one of the following areas, as assigned by the headteacher:

- Provide pastoral support to pupils, encouraging participation in school activities.
- Develop mentoring relationships with pupils in need, creating and implementing individual support plans.
- Coordinate with external agencies to assess and address pupils' barriers to learning.
- Maintain contact with pupils' families to encourage involvement in the child's learning.
- Serve as a key contact for pupils needing specialist support and guide them to appropriate services.

Person Specification

Qualifications

- Grade c in Maths and English at GCSE, O Level or equivalent
- Relevant qualification or experience in safeguarding, social work, or child protection (Essential).
- Completion of DSL, Prevent, and FGM training (or willingness to undertake training) (Essential).
- Further training in mental health or child welfare (Desirable).

Experience

- Experience working in a safeguarding role, particularly within an educational setting (Essential).
- Proven experience managing child protection cases and working with external agencies (Essential).
- Experience in developing and implementing child intervention and support plans (Desirable).
- Experience providing pastoral or emotional support to young people (Desirable).

Knowledge and Skills

- Sound understanding of current safeguarding and child protection legislation and procedures (Essential).
- Strong knowledge of early help assessments and intervention strategies (Essential).
- Excellent written and verbal communication skills, including the ability to produce accurate and detailed reports (Essential).
- Strong interpersonal skills with the ability to advise, support, and collaborate with staff, students, and external agencies (Essential).
- Understanding of mental health strategies and issues affecting young people (Desirable).

Personal Attributes

- Ability to handle sensitive and confidential information with discretion (Essential).
- Strong organizational skills, with the ability to manage a caseload of referrals effectively (Essential).
- Resilient and able to handle emotionally challenging situations with professionalism (Essential).
- A proactive attitude, with a commitment to continuous professional development (Essential).
- Ability to work effectively both independently and as part of a team (Essential).

Commitment

- Commitment to safeguarding and promoting the welfare of children and young people (Essential).
- Willingness to actively participate in all aspects of school life and contribute to the school's ethos (Essential).