

| Employment details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                             |
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| <b>Post:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Safeguarding Officer                        |
| <b>Pay Scale:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Grade 6                                     |
| <b>Responsible to:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Designated Safeguarding Lead                |
| <b>Main Location:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | St. Cuthbert's RC High School               |
| <b>Hours of Work:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Term time only plus 2 weeks (TTO + 10 days) |
| General Duties                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                             |
| <ul style="list-style-type: none"> <li>• Assist DSL with all matters of safeguarding and child protection, including online safety and understanding the filtering and monitoring systems and processes in place.</li> <li>• Contribute to creating a safe and welcoming learning environment.</li> <li>• Be available during all school hours during term time for staff to discuss any safeguarding concerns. Generally, this should be in person; however, they may be available virtually in exceptional circumstances.</li> <li>• Attend and contribute effectively to child protection and child in need meetings.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                             |
| Managing referrals                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                             |
| <ul style="list-style-type: none"> <li>• Act as the first point of contact for staff members raising safeguarding and child protection concerns.</li> <li>• Identify pupils who may be at risk and use the correct referral protocol to reduce these risks.</li> <li>• Respond appropriately to disclosures or concerns relating to the wellbeing of a pupil.</li> <li>• Refer cases of suspected child protection issues to the appropriate investigating agency, e.g. children's social care services (CSCS), the police and Channel.</li> <li>• Work closely with staff on safeguarding and child protection matters, ensuring that staff members understand when it is necessary for a referral to be made.</li> <li>• Liaise with the LA and follow up any referrals made, ensuring the school aids the LA's work where necessary.</li> </ul>                                                                                                                                                                                                                                                                             |                                             |
| Working with others                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                             |
| <ul style="list-style-type: none"> <li>• Act as a source of support, advice and expertise for all staff regarding child protection and safeguarding matters.</li> <li>• Engage with children's social care and specialist services as required.</li> <li>• Continuously keep the DSL/Headteacher informed of any safeguarding issues or ongoing enquiries.</li> <li>• Have a good knowledge of local inter-agency arrangements led by the three safeguarding partners (the LA, integrated care boards, and a chief officer of police from within the LA), and act as the main point of contact with the safeguarding partners.</li> <li>• Have a working knowledge of how LAs conduct a child protection case conference and be able to attend these, as well as effectively contribute to these when required.</li> <li>• Work with staff (particularly teachers, pastoral staff, the school nurse, IT technicians, the senior mental health lead and the SENCO) on safeguarding matters.</li> <li>• Liaise with the wellbeing lead and school counsellor where safeguarding concerns are linked to mental health.</li> </ul> |                                             |

- Promote supportive engagement with parents in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances.
- Work with the DSL/Headteacher and other key members of staff, taking the lead responsibility for promoting educational outcomes by knowing the welfare, safeguarding and child protection issues that children in need are experiencing, or have experienced, and identifying the impact that these issues might be having on these pupils.
- Assist the DSL in writing reports to the governing board and headteacher in a timely manner.
- Take part in strategy discussions and inter-agency meetings.
- Act as a point of contact for families in need of support
- Support vulnerable and 'at risk' families in a manner appropriate for individuals needs including home visits when required.

### **Information sharing**

- Ensure child protection files are kept up-to-date.
- Keep detailed, accurate and secure written records of concerns and referrals.
- Where necessary, securely transfer child protection files, and any additional safeguarding information considered appropriate, to other educational establishments, ensuring that confirmation of receipt is obtained.
- Understand the importance of information sharing with appropriate staff and external agencies.
- Work in line with relevant data protection legislation, including the Data Protection Act 2018 and UK GDPR.

### **Raising awareness**

- Assist the DSL to ensure that child protection policies and procedures are understood by all staff members, especially new and part-time staff, and are implemented correctly.
- Liaise with the safeguarding partner arrangements to ensure staff are aware of any training opportunities and the latest local policies on safeguarding arrangements.
- Assist in promoting educational outcomes by sharing information about the welfare, safeguarding and child protection issues that children who have or have had a social worker are experiencing with staff.

### **Training**

- Attend comprehensive safeguarding and child protection training at least every two years.
- Undertake Prevent awareness training.
- In addition to formal training, update knowledge and skills at regular intervals and at least annually.
- Understand the assessment process for providing early help and intervention, and take the lead when early help is appropriate.
- Provide safeguarding and child protection guidance to the school safeguarding team, where appropriate.

- Provide advice and support to staff members regarding child protection issues such as radicalisation.
- Assist the DSL to keep staff members up-to-date with guidance regarding safeguarding, including the Prevent duty.

### Working with pupils

- Encourage a culture of listening to pupils and taking account of their wishes and feelings throughout the school and its procedures.
- Understand the difficulties pupils may have in approaching staff about their circumstances and ensure trusted relationships are built.
- Be alert to, and understand, the specific needs of vulnerable pupils.
- Monitor pupils at risk of harm or those that have been subject to harm, providing support and ensuring their welfare.
- Recognise potential barriers some pupils, e.g. those with SEND, may face to disclosing abuse, or staff recognising that they are being abused, ensuring measures are in place to mitigate such issues.

### Other Duties

- Other duties that the Headteacher may reasonably from time to time ask the post holder to perform.
- To undertake all duties reasonably requested in a manner consistent with the mission and aims of St Cuthbert's as a Catholic School.

*These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.*

*The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance.*

*It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.*

| Person Specification                                                                                                                                      |                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Key E Essential, , D Desirable,                                                                                                                           |                       |
|                                                                                                                                                           | Essential / desirable |
| Qualifications                                                                                                                                            |                       |
| Evidence of undergoing sufficient safeguarding and child protection training.                                                                             | E                     |
| Willing to undertake further training.                                                                                                                    | E                     |
| Current first aid certificate.                                                                                                                            | D                     |
| Maths and English GCSE Grade 4 & above or equivalent                                                                                                      | E                     |
| Holds a current Driving Licence                                                                                                                           | E                     |
| Skills and experience                                                                                                                                     |                       |
| Working effectively with vulnerable pupils.                                                                                                               | E                     |
| Assisting with development of safeguarding policies and protocols.                                                                                        | E                     |
| Child protection cases and investigations.                                                                                                                | E                     |
| Liaising with a range of agencies and professionals to support pupils.                                                                                    | E                     |
| Working effectively with parents to safeguard pupils.                                                                                                     | E                     |
| Promoting pupils' learning and welfare.                                                                                                                   | E                     |
| Inter-agency liaison.                                                                                                                                     | E                     |
| Knowledge and experience of leading on Early Help Assessments                                                                                             | E                     |
| Leading or effectively contributing to child protection cases.                                                                                            | D                     |
| Knowledge                                                                                                                                                 |                       |
| Explain the principles involved in giving advice and guidance to pupils, including the stance on confidentiality.                                         | E                     |
| Demonstrate how to write action plans for pupils, maintain accurate records and create complex safeguarding reports.                                      | E                     |
| Show how they would motivate pupils by establishing empathetic and supportive working relationships.                                                      | E                     |
| Work as part of a team as well as independently, using their initiative.                                                                                  | E                     |
| Demonstrate knowledge of the responsibilities of agencies towards vulnerable pupils.                                                                      | E                     |
| Explain the additional support which can be of assistance to vulnerable pupils and families.                                                              | E                     |
| Explain the principles involved in giving advice and guidance to pupils, including the stance on confidentiality.                                         | E                     |
| Personal traits                                                                                                                                           |                       |
| The successful candidate will have:                                                                                                                       | E                     |
| <ul style="list-style-type: none"> <li>An enhanced DBS check with barred lists certificate.</li> <li>A good attendance and punctuality record.</li> </ul> |                       |

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| <ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills.</li> <li>• Excellent time management and organisation.</li> <li>• High expectations of self and professional standards.</li> <li>• A commitment to CPD.</li> <li>• The ability to work as both part of a team and independently.</li> <li>• The ability to maintain successful working relationships with other colleagues.</li> <li>• A willingness to work outside of the timetabled day where necessary.</li> <li>• High levels of drive, energy and integrity.</li> </ul>                                             |  |
| <p>The successful candidate will be:</p> <ul style="list-style-type: none"> <li>• Able to promote good behaviour consistently.</li> <li>• Able to plan and take control of situations.</li> <li>• Committed to contributing to the wider school and its community.</li> <li>• Capable of handling a demanding workload and successfully prioritising work.</li> <li>• Committed to protecting the welfare of young people.</li> <li>• Professionally assertive and clear thinking.</li> <li>• Able to work flexibly, attending morning and evening meetings, in addition to managing a demanding workload.</li> </ul> |  |