 **St Richard's Catholic College**

# JOB DESCRIPTION

# Job Title: Safeguarding Officer

# Grade: Single Status 8

# Responsible to: Senior Assistant Principal – Designated Safeguarding Lead

# Purpose of the Role:

Responsible for assisting in the day-to-day management, administration and coordination of safeguarding across all year groups in the school. To liaise with both pupils and parents/carers. To report to the DSL and work with the team on cases, using initiative to take a lead on cases when delegated to do so.

# Key tasks:

**Working with Pupils**

1. Respond appropriately to disclosures of concerns which relate to the health, safety and wellbeing of a child.
2. Identify those pupils and families for whom support is judged appropriate and liaise with other professionals, both internally and externally.
3. Provide guidance to pupils in the school who may be experiencing problems at school or at home. To refer to existing counselling and support services where appropriate using the agreed school procedures. To provide a safe space and opportunities for pupils to self-refer if they are concerned about their own wellbeing.
4. Liaise with staff responsible for attendance and where necessary liaise with the appropriate external agencies if a Child Protection concern is raised or if a child who is looked after (LAC) or child with Social Care involvement is absent from school.
5. Encourage a culture of listening to Young People and taking account of their wishes and feelings on any measure the school might have taken to protect them.
6. Support the care of children where their living arrangements are at risk of breakdown (including Local Authority placements).
7. Provide academic and pastoral mentoring to LAC and coordinate the implementation of agreed action plans following PEP and review meetings.

**Working with Systems**

1. Work, in collaboration with the Senior Assistant Principal responsible for Safeguarding/DSL, in the facilitation and development of safeguarding and child protection policies, training and procedures and guidance for St Richard’s Catholic College.
2. Receive and coordinate referrals, arranging action and reviewing services for children and families.
3. Maintain accurate, confidential and up to date documentation on all cases of safeguarding and child protection. Ensuring that all records are forwarded to any new school the child may attend.
4. Seek information from previous schools if pupils transfer to St Richard’s Catholic College both through transitioning from primary school and through arriving as mid-year admissions.
5. Ensure there are quality assurance mechanisms in place to monitor, review and evaluate arrangements for the protection of children.
6. From referrals, develop a register of pupils who are ‘At Risk’, are Looked After Children and children and families with known Social Care involvement.
7. Maintain records of interventions and meetings and communicate these effectively with relevant parties.
8. Monitor and review the implementation of the relevant policies and documentation and procedures to ensure they are adhered to, remain current and fit for purpose.

**Working with Staff**

1. Act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether or not to make a referral by liaising with relevant agencies.
2. Contribute to service development, including responsibility of the delivery of safeguarding training to new staff as part of their induction package and arrangements for all staff training.
3. Liaise and coordinate with colleagues within the school and outside organisations regarding the Common Assessment.
4. Communicate with pastoral teams across the school to monitor the welfare of young people who are known to have Child Protection concerns or those who may be at risk.
5. Contribute to the development of effective administrative systems to ensure that all referrals are systematically logged and tracked so that from the point of referral to closure of case there exists clear records of all actions and communications made by the school.
6. Ensure that all referrals are monitored so that intervention and actions take place in a timely manner.
7. Ensure that logs of referrals exist to provide data reports indicating trends in CP issues and referrals where they exist.

**Working with Families and External Agencies**

1. Liaise with outside agencies regarding individual pupils and develop effective inter-agency communication networks and systems.
2. Work closely with Children and Families Social Workers along with developing links with and utilising resources of the community as part of agreed plans for children.
3. Attend and participate in Child Protection Conferences and planning and review meetings whilst working closely with colleagues in Children’s Services as required, some of which may take place outside of normal working hours. This will include negotiating between child, family and commissioning worker to identify the support package required.
4. Plan and complete professional assessments of need and risk in respect of parents and carers using the Department of Health and the Local Authority criteria for children in need and significant harm.
5. Taking the responsibility to coordinate the multi-agency approach to prevent and address child protection issues and children in need within the setting.
6. Work directly with children in need and their families in the community in order to promote, strengthen and develop the potential of parents/carers and their children in order to prevent children becoming looked after and/or suffering significant harm.
7. Provide support and guidance to carers and provide planned interventions as part of agreed plans for children.

**Professional Responsibilities and Expectations**

1. Maintain confidentiality at all times.
2. Liaise with the Principal and Senior Assistant Principal with overall responsibility for Safeguarding to inform him or her of issues especially ongoing enquiries under Section 47 of the Children Act 1989 and police investigations.
3. Undertake appropriate Child Protection Training every year in order to;

a) Understand the assessment process for proving Early Help and Intervention, e.g. through locally agreed common and shared assessment processes such as early help assessments.

b) Have a working knowledge of how the LA conducts Child Protection Case Conferences and be able to attend these effectively when required to do so.

c) Have a working knowledge of best practice in supporting pupils who are LAC to ensure that they are not disadvantaged in their education.

d) Ensure each member of staff has access to and understands the school’s Child Protection Policy and Procedures, especially new and part-time staff.

1. Undertake any other CPD relevant to the post with particular reference to the local Children’s Safeguarding Board’s annual priorities for Child Protection and Safeguarding.
2. Ensure that St Richard’s Catholic College is always presented positively within and beyond the school.
3. Promote good practice by encouraging and championing the policies and procedures.
4. Participate in the school’s performance management procedures.

**Data Protection**

1. Be aware of your responsibilities under the Data Protection Act whilst carrying out your duties.

**Additional Duties**

1. Work within the framework of the school ethos, adhering to the Code of Conduct for staff at all times.
2. Maintain high standards of professional behaviour and presentation.
3. Any other duties commensurate within the grade which may be required from time to time.
4. All staff are expected to take part in necessary training and staff development.

**EQUALITY AND DIVERSITY**

We are committed to and champion equality and diversity in all aspects of employment with St Richard’s Catholic College. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

**This Job Description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

**St Richard’s is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a Disclosure and Barring Service (DBS) enhanced clearance check.**

 **St Richard's Catholic College**

**PERSON SPECIFICATION**

**Safeguarding Officer**

**Essential Key Skills and Abilities**

* Knowledge of the ‘levels of intervention framework.
* Ability to provide advice and guidance to pupils, including the stance on confidentiality.
* Ability to write action plans for pupils, maintain accurate records and create complex safeguarding reports.
* Ability to motivate pupils by establishing empathetic and supportive working relationships.
* Work as part of a team as well as independently, using their initiative.
* Knowledge of the responsibilities of agencies towards vulnerable pupils.
* Explain the additional support which can be of assistance to vulnerable pupils and their families.
* Verbal and written communication skills with the ability to clearly and concisely articulate concepts.
* Time management and organisation skills.
* High expectations of self and professional standards.
* A commitment to CPD.
* The ability to maintain successful working relationships with other colleagues.

**Essential Education and Qualificaitons**

* RGF Level 2 (or equivalent) in English and Maths.

**Essential Knowledge**

* Knowledge of Microsoft Office and Arbor.
* Knowledge of the working of a school.
* Knowledge of Child Protection Procedures within an educational environment.

**Essential Experience**

* Experience of working in an educational environment.
* Experience of working with vulnerable pupils.
* Experience of managing child protection cases and investigations.
* Experience of liaising with a range of agencies and professionals to support pupils.
* Experience of working with parents to safeguard pupils.
* Experience of tracking data.

**Other Essential Criteria**

* Able to plan and take control of situations.
* Committed to contributing to the wider school and its community.
* Capable to handling a demanding workload and successfully prioritising work.
* Committed to protecting the welfare of young people.
* Professionally assertive and clear thinking.
* Able to work flexibly in addition to managing a demanding workload.
* Resilient, logical and systematic.
* Ability to demonstrate commitment to Equal Opportunities.
* Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge.

**Health & Safety Functions**

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which you may be exposed in relation to the post you are applying for. This information will help you, if successful in your application, identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

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| **Function** | **Applicable to role** |
| Using display screen equipment  | Yes |
| Working with children/vulnerable adults | Yes |
| Moving & handling operations | No |
| Occupational Driving | Yes |
| Lone Working | Yes |
| Working at height | No |
| Shift / night work | No |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | No |
| Exposure to blood /body fluids | No |