



## Job Description

KEY INFORMATION	
Post title:	Safeguarding Officer
Grade:	8
Responsible to:	Assigned member of SLT
Responsible for:	N/A

OVERALL PURPOSE OF JOB	
Have day to day responsibility for safeguarding and child protection across the school, including the provision of advice and support for members of staff on child welfare, safeguarding and child protection matters, and liaison with relevant agencies such as the local authority and police.	

MAIN DUTIES AND RESPONSIBILITIES	
1	Undertake referrals to external agencies, including children's social care and other agencies, and attend relevant meetings in relation to safeguarding and child protection where required
2	Inform the Principal and relevant SLT staff of safeguarding issues, including referrals, ongoing enquiries and police investigations, and keep them updated regarding progress and actions
3	Liaise with staff on matters of safety, safeguarding and welfare (including online and digital safety), and when deciding whether to make a referral by liaising with relevant agencies so that children's needs are considered holistically
4	Produce reports and assessments for internal purposes and external agencies, including documentation for local authority procedures and court proceedings
5	Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances
6	Support the Principal and relevant strategic leads in promoting educational outcomes by: <ul style="list-style-type: none"><li>• Knowing the welfare, safeguarding and child protection issues that children in need are experiencing, or have experienced</li><li>• Identifying the impact that these issues might be having on children's attendance, engagement and achievement at school</li></ul>



	<ul style="list-style-type: none"><li>Ensuring the school knows which children have or have had a social worker, understanding their academic progress and attainment</li><li>Supporting teaching staff to provide additional academic support or reasonable adjustments to help these children reach their potential</li><li>Sharing any relevant information with teachers and leadership staff about welfare, safeguarding and child protection issues that children who have or have had a social worker are experiencing</li></ul>
7	Ensure child protection files are accurate and kept up to date, including details of the concern, details of how the concern has been followed up and resolved, and details of actions taken, decisions reached and the outcome
8	Ensure any records relating to child protection and safeguarding are kept confidential and stored securely in line with the Trust's policies regarding records management and the GDPR
9	Where children leave the school (including in year transfers): <ul style="list-style-type: none"><li>Ensure their child protection file is securely transferred to the new school as soon as possible, separately from the main pupil file, with a receipt of confirmation, and within the specified time set out in KCSIE</li><li>Consider whether it would be appropriate to share any additional information with the new school before the child leaves, to help them put appropriate support in place</li></ul>
10	Ensure that parents are aware that referrals regarding suspected abuse or neglect may be made and the role of the school in these referrals
11	Undergo regular training and CPD to ensure the knowledge and skills required to carry out the role are obtained, and to meet the requirements as set out in KCSIE, including Prevent awareness training
12	Support and advise staff and help them feel confident on welfare, safeguarding and child protection matters
13	Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, and in any measures the school may put in place to protect them
14	Understand the difficulties that children may have in approaching staff about their circumstances and consider how to build trusted relationships which facilitate communication
15	Be responsible for understanding the filtering and monitoring systems in place in school, including following monitoring reports and following up any which require action, or referring on to a senior member of staff as appropriate



### **GENERAL RESPONSIBILITIES**

1	Uphold professional standards for the role and follow all school and Trust policies and procedures.
2	Comply with Child Safeguarding Procedures and adhere to the Trust's Child Protection and Safeguarding Policy at all times.
3	Participate in performance management and take part in appropriate training and development activities.
4	Maintain confidentiality in all areas of work and process personal and sensitive information in accordance with relevant legislation.
5	Undertake other reasonable duties as requested, in accordance with the changing needs of the organisation.

## Person Specification

*All points are essential unless otherwise specified*

<b>Qualifications</b>	
1	GCSE maths and English at grade C/4 or above, or equivalent qualifications
2	Designated Safeguarding Lead qualification
3	<i>Degree or equivalent qualification (desirable)</i>
4	<i>Additional qualification(s) around supporting children and/or their families with additional needs (desirable)</i>
<b>Experience</b>	
1	Experience of managing safeguarding in a school, including working and communicating effectively with relevant agencies and implementing and encouraging good safeguarding practice throughout a large team of people
2	Demonstrable experience of developing and implementing strategies to help children and their families
3	Experience of handling large amounts of sensitive data and upholding the principles of confidentiality
<b>Skills/Knowledge/Abilities</b>	
1	Knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities of schools and other agencies
2	Knowledge of local and national agencies that provide support for children and their families
3	Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding concerns
4	Strong IT skills and the ability to use a range of computer systems and software packages, including standard packages (e.g. Microsoft, Google suite) and school specific systems (e.g. CPOMS)
5	Ability to build effective working relationships with pupils, parents, staff and other stakeholders, including external agencies
6	Effective verbal and written communication skills, with the ability to communicate with a wide range of audiences in all formats



**Personal Attributes**

1	Strong personal and professional integrity, with resilience and ability to motivate self and others and be an excellent role model
2	Confidence in dealing with challenging conversations and adhering to policies and procedure
3	Excellent personal organisation and a track record of timely delivery of tasks and projects, with a solution-focused approach to problems and competing priorities
4	Reflective practitioner with the capacity to challenge and address areas for personal development
5	Ability to work both independently and collaboratively
6	A commitment to equality and diversity

**Safeguarding**

1	Demonstrate a commitment to safeguarding children and ensuring the welfare of children
2	Be able to remain calm, empathetic and treat all students with dignity and respect, even when faced with challenging behaviour
3	Satisfactory Enhanced DBS check