



West St, Comberton
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Job Description: Trust Safeguarding Lead

Hours of work: 37 hours per week / 52 weeks per year
Monday to Thursday 8:00 – 4:00 and Friday 8:00 – 3:30

Salary: Point 27 - 32 (£31,895 - £36,371)
Salary based on skills, experience and qualifications

Report to: Primary Executive Leader

Place of Work: This post will include visiting all of our [Schools](#)

Purpose of the role:

- To develop and implement the Trust's safeguarding strategy to ensure that all our pupils and staff work within a compliant and robust culture of safeguarding in liaison with the Primary Executive Leader/Director of Education
- Lead on the development of Trust policy and practice across the Trust, ensuring that safeguarding continues to be effective.
- To provide support for Head Teachers, central Trust staff and designated safeguarding leads within the Trust if they are concerned about a child protection or safeguarding issue
- Development and oversight of development and training programmes for key staff responsible for safeguarding.

Key responsibilities

- Ensure all schools in the Trust implement the requirements of national statutory guidance.
- Ensure all Trust safeguarding, and child protection policies and procedures are compliant with national guidance.
- Undertake an audit of practice in our schools and report back to the Executive Team, headteachers and the designated safeguarding leads.
- Actively seek and identify opportunities to enhance the quality of safeguarding arrangements in the Trust and its schools.
- To advise schools on how to further develop proactive outreach, support, and intervention work with vulnerable families, to draw attention to best practice in the Trust, and beyond, and to help with cooperative work with local agencies that may deliver additional resources to vulnerable families.

Strategic

- Lead the Trust Safeguarding Network, supporting DSLs to share best practices and learn from each other

- Have knowledge, understanding, and advocacy for the Trust's vision and principles
- Contribute to the strategic and development planning, and evaluation of safeguarding Trust wide
- Be an important point of contact for Headteachers, central Trust staff and designated safeguarding leads within the Trust for advice if they are concerned about a child protection or safeguarding issue. *This may occasionally require being available outside of the normal school day when required.*
- Ensure that all safeguarding and child protection policies and procedures are kept up to date, accounting for updates to national guidance and the relevant audit tools and risk logs are completed in a timely manner.
- Provide professional input to review and update of other Trust policies as needed
- In liaison with HR to ensure that all school comply with safer recruitment procedures and that induction includes a specific focus on safeguarding.
- Establish a network of contacts in Local Authorities and Multi-Academy Trusts to develop best practice.
- Ensure that Single Central Records formats are compliant and consistent with regulatory expectations, complete quality assurance audits in the schools.
- Conduct safeguarding investigations and reviews, liaise with relevant agencies and report to appropriate authorities
- Provide guidance and support on managing allegations against staff in conjunction with Trust HR.
- Provide Trust and school training which reflects local arrangements, best practice, signposting research-based best practice to members of the organisation.
- Contribute to maintaining a handbook for all DSL leads across the Trust, which details Trust expectations, systems, processes, guidance, and support.
- Deliver a range of safeguarding CPD for all staff and governors/trustees
- Maintain a register of incidents and report to the line manager and other senior Trust staff where necessary

Safeguarding (working with Designated Safeguarding Leads and School Leaders)

- Contribute to the review and update of the policy suite for the Trust that collectively defines the child protection and safeguarding strategy, in conjunction with Headteachers, Executive Team and DSLs including preparing and communicating a Trust wide safeguarding and child protection framework
- Ensure that safeguarding incidents are logged and stored securely and coded correctly in schools so that there is consistency across the Trust. All schools are actively using My Concern.
- Challenge and support the development of skills and knowledge in respect of safeguarding at Trust and school level through training, development, coaching, mentoring and active participation in problem-solving and casework
- Provide safeguarding supervision to DSLs and implement supervision arrangements in the schools
- Provide advice and support and signposting best practice in the Trust to school related to parents, carers, families to promote parent, carer, school partnership
- Monitor and evaluate all data in relation to the safeguarding of pupils
- Make sure that consistent and meaningful pastoral information is used and monitored effectively to raise standards for all pupils in the Trust
- Ensure that each school has effective safeguarding improvement planning in place

Other Responsibilities

- Contribute to the wider life of the Trust, its school, and its community through out of hours and partnership work when required.
- Demonstrate commitment to safeguarding and promoting the welfare of children, young people, and vulnerable adults.
- Carry out your duties with full regard to the Trust's published employment policies.
- Comply with health and safety policies, organisational statements, and procedures, undertake to report any incidents, accidents, hazards and to take a proactive approach to health and safety matters in order to protect both yourself and others.
- Contribute to the overall aims and ethos of the Trust and establish constructive relationships with the Trust's schools, CEO, Primary Executive Leader, Director of Education, EWO and other agencies as appropriate to the role of Trust Safeguarding Lead
- Always promote the Trust's co-operative ethical values
- Any other duties as commensurate with the post.

This job description is normally subject to annual review. It may be amended at the request of the CEO or the post holder but only after full consultation with the post holder.

This job description is current at the date shown. It will be reviewed at least annually and, in consultation with you, it may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.

The role has recently been independently evaluated in respect of responsibilities and pay range.