**JOB DESCRIPTION**

**JOB TITLE**: Welfare Manager (Deputy Designated Safeguarding Lead)

**SALARY** Scale 7 **POINT:** 27 50 weeks

**REPORTING TO**: Deputy Headteacher – Inclusion, Conduct and Safeguarding

**JOB PURPOSE**

To take lead responsibility for safeguarding and child protection across our school (including online safety):

* Ensure the highly effective safeguarding of our students.
* Proactively take part in strategy discussions and inter-agency meetings and contribute to the assessment of our children.
* Effectively advise, train and support our school staff body with regards child welfare, safeguarding and child protection matters.
* Effective liaison with relevant agencies such as the local authority and police.
* To work effectively with the appropriate SLT line manager/Lead DSL and other members of the senior leadership team in order to ensure legal compliance, awareness of up-to-date issues and best practice.
* Through appropriate and effective delegation, work as part of a highly effective team with the relentless drive to safeguard our students.
* To ensure that safeguarding and child protection maintains a visible and proactive presence within our school community at all times.
* To ensure there is an embedded culture of safeguarding within our school and all who are part of it.
* To be the school lead, linking with appropriate staff and professionals, for online safety.

1. **Key Responsibilities**

**Managing referrals**

* Refer cases of suspected abuse and neglect to the local authority children’s social care.
* Support staff who make referrals to the local authority children’s social care.
* Refer cases to the Channel programme where there is a radicalisation concern.
* Support staff who make referrals to the Channel programme.
* Refer cases to the Disclosure and Barring Service where a person is dismissed or leaves due to risk or harm to a child.
* Refer cases to the police where a crime may have been committed.
* Appropriately refer all cases of concern to the Local Authority Children’s Social Care

Working with staff and other agencies

* Act as a source of support, advice and expertise for all staff.
* Act as a point of contact with the safeguarding partners.
* Inform the Headteacher and Deputy Headteacher (Conduct, Inclusion and Safeguarding/Lead DSL) of safeguarding issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations, and the requirement for pupils to have an appropriate adult.
* Liaise with the case manager and the local authority designated officer(s) (LADO) for child protection concerns in cases which concern a staff member.
* 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.
* Liaise with the senior mental health lead and, where available, the mental health support team, where safeguarding concerns are linked to mental health.
* Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances.
* Work with the Headteacher and Deputy Headteacher (Conduct, Inclusion and Safeguarding/Lead DSL) and relevant strategic leads, taking lead responsibility for promoting educational outcomes by:
* Knowing the welfare, safeguarding and child protection issues that children in need are experiencing, or have experienced.
* Identifying the impact that these issues might be having on children’s attendance, engagement and achievement at school.

The above includes:

* Ensuring the school knows which children have or have had a social worker, understanding their academic progress and attainment, and maintaining a culture of high aspirations for this cohort (to monitor and update where necessary CPOMS referrals and school’s database for Child Protection).
* Supporting teaching staff to provide additional academic support or reasonable adjustments to help these children reach their potential.

Managing the child protection file

* Ensure child protection files are kept up to date.
* Keep information confidential and store it securely.
* Make sure records include:
* A clear and comprehensive summary of the concern.
* Details of how the concern was followed up and resolved.
* A note of any action taken.
* Decisions reached and the outcome.
* Ensure files are only accessed by those who need to see them, and that where a file or content within it is shared, this happens in line with information sharing advice as set out in the most recent version of Keeping Children Safe in Education (KCSIE).

Where chlldren leave the school (including in year transfers):-

* 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 the most recent version of KCSIE.
* 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.

Raising awareness

Support the Lead DSL to:

* Ensure each member of staff has access to, and understands, the school’s child protection policy and procedures, especially new and part-time staff.
* Ensure all new members of staff have a safeguarding induction.
* Ensure that all school staff receive accurate and effective annual safeguarding training.
* Ensure that all school staff receive updates and training at appropriate intervals and in response to updated guidance and legislation.
* Ensure an accurate and timely training log is maintained.
* Work with the governing board to ensure the child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly.
* Ensure the child protection policy is available publicly and parents are aware that referrals about suspected abuse or neglect may be made and the role of the school in this.
* Link with the safeguarding partner arrangements to make sure staff are aware of any training opportunities and the latest local policies on local safeguarding arrangements.
* Help promote educational outcomes by sharing information with teachers and school leadership staff about the welfare, safeguarding and child protection issues that children who have or have had a social worker are experiencing.

Training

* Undergo training (at least every 2 years) to gain the knowledge and skills required to carry out the role and meet the expectations set out in KCSIE, including those outlined in the ‘Training, knowledge and skills’ section of annex C.
* Undertake Prevent awareness training.
* Ensure all new staff take the Prevent Training and gain the certificate.
* Refresh knowledge and skills at regular intervals and at least annually.
* Ensure all DSL’s and DDSL’s are up to date with the statutory training requirements.

Providing support to staff

* Support and advise staff and help them feel confident on welfare, safeguarding and child protection matters.
* Support staff during the referrals process.
* Support staff to consider how safeguarding, welfare and educational outcomes are linked, including to inform the provision of academic and pastoral support.

Understanding the views of children

* 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.
* Understand the difficulties that children may have in approaching staff about their circumstances and consider how to build trusted relationships which facilitate communication.

Holding and sharing information

* Understand the importance of information sharing, both within the school, with other schools and colleges on transfer, and with the safeguarding partners, other agencies, organisations and practitioners.
* Understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR).
* Keep detailed, accurate, secure written records of concerns and referrals.

**Continuing Professional Development**

* To take responsibility for own professional development.

**Other duties:**

**Key Tasks**

* The Welfare Manager/Deputy Designated Safeguarding Lead is required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.
* During term time, the Welfare Manager/Deputy Designated Safeguarding Lead should always be available during school hours for staff in the school to discuss any safeguarding concerns. Ideally this will be in person, but can be via phone or video call in exceptional circumstances.
* Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all the tasks that the Welfare Manager/Deputy DSL will carry out. The post holder may be required to undertake other duties appropriate to the level of the role as directed by the Headteacher.

Name ……………………………………………………….. Signed …………………………………………………..

Date ………………………………………………………….

* 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.
* Employees are expected to be courteous to colleagues and provide a welcoming environment to visitor and telephone calls.
* The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any colleague who develops a disabling condition.
* This job description is current at the date shown, but, following consultation with you may be changed by the Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.