

JIN9267

JOB TITLE: Safeguarding Officer

REPORTS TO: Heads of School

DEPARTMENT: Pastoral

SECTION: Secondary School

PURPOSE OF JOB

Working with the Designated Safeguarding Lead (DSL), the Safeguarding Officer will have responsibility for ensuring all safeguarding and child protection matters across the school (including online safety) are addressed in a timely and effective manner. They will provide a triage of all new incidents and allocate cases based on need, as well as being responsible for ensuring cases are accurately recorded.

They will work with, advise and support other members of staff on child welfare, safeguarding and child protection matters and liaise with relevant agencies such as the local authority and police. They will also support the Heads of School with students where needed.

PRINCIPAL ACCOUNTABILITIES

Managing referrals

- Triage all CPOMS and other safeguarding referrals; allocating cases to the most appropriate member of staff
- Action aspects which have been allocated at the lower levels of the continuum of need
- Ensure all referrals are correctly recorded, and that they are closed when completed
- Refer cases of suspected abuse and neglect to the local authority children's social care, or to the Channel programme where there is a radicalisation concern once in discussion with the DSL.
- Support staff who make referrals to the local authority children's social care or other agencies by completion of FDFP.
- Refer cases to the police where a crime may have been committed, including when a student is injured.

Working with staff and other agencies

- Act as a source of support, advice and expertise for all staff, and whether it needs logging on CPOMS.
- 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 Assistant Head Teacher (DSL) and, where available, the mental health support team, where safeguarding concerns are linked to mental health
- Overseeing student individual risk assessments
- Oversee and manage CP students
- Attend STRAT meetings

Managing CPOMS

- 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

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

Raising awareness

- Work with the Assistant Head Teacher (DSL) to ensure that each member of staff has access to, and understands, the school's child protection policy and procedures, especially new and part-time staff
- Contribute towards and develop relevant policies

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
- Refresh knowledge and skills at regular intervals and at least annually

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

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos / work / aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

GENERAL ACCOUNTABILITIES

Responsibilities

- Comply with and assist in the development of related policies and procedures relating to child protection, health, e-safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Carry out other duties that may reasonably be required by the Line Manager.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

This job description is based on conditions of employment. It sets out the duties of the post at the time it was prepared. These duties may vary from time to time without changing the general character of the post or the level of responsibility entailed.