



Belmont School
Job Description and Job Specification
Child Protection Officer

Reporting to: Headteacher, SLT

Purpose:

The Child Protection Officer (CPO) will take responsibility for child protection cases across the school. They will take part in strategy discussions and inter-agency meetings and contribute to the assessment of children. Some safeguarding activities may be delegated to other staff, although the CPO will retain lead responsibility for the CP work of deputies and will ensure it is completed to the highest standard. The pastoral team will all take responsibility for working together to ensure pupils are safe and thriving. They will advise and support other members of staff on child welfare and child protection matters and liaise with relevant agencies such as the local authority and police.

Duties and Responsibilities

- Manage all referrals in a timely and efficient manner
- Support staff who make referrals
- Support and communicate with families in a timely and sensitive manner
- Keep detailed, accurate written records of concerns and referrals using CPOMs
- Keep the Headteacher, DSL and other Deputy DSLs informed on a regular basis
- Liaise with and teaching and support staff on all matters of safeguarding
- Understand the assessment process for providing Early Help and intervention
- Attend child protection case conferences and child protection review conferences as required
- Keep an active register of pupils with safeguarding concerns
- Maintain confidentiality at all times

Relationships

- Develop and nurture trusted and caring relationships with children
- Develop supportive and productive relationships with parents and carers
- Introduce initiatives that specifically target those parents and carers who are hard to reach
- Ensure access of opportunity for children, by helping families to engage in services available in Harrow



Training

- Undergo relevant and substantial training to develop and maintain the knowledge and skills required to carry out the role, improve provision for pupils and deliver training to all staff within the school
- Keep abreast of government initiatives, policies and information regarding safeguarding
- Deliver safeguarding training to staff annually and to those new to the school

Raising awareness

- Ensure the school's child protection/safeguarding policies and procedures are known, understood and used appropriately by all staff
- Ensure the safeguarding policy is available and easily accessible to everyone in the school community
- Link with the local safeguarding children's board (LSCB) to make sure staff are aware of training opportunities and the latest local policies on safeguarding
- Encourage amongst all staff, a culture of listening to children, ensuring that children's feelings are heard

Other Areas of Responsibility

- Where children leave the school, ensure secure transfer of any documents as soon as possible
- Provide safeguarding reports for the headteacher's report to governors
- Model best practice and always uphold the principles of confidentiality and data protection.



Person Specification

Criteria	Qualities
Qualifications & experience	<ul style="list-style-type: none"> • GCSE (or equivalent) in English and maths; • Further education and/or equivalent expertise for the role; • Relevant, recent safeguarding training; • Successful experience of creating and maintaining effective partnerships with parents, the community and fellow professionals.
Skills & Knowledge	<ul style="list-style-type: none"> • Expert knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities of schools and other agencies; • Ability to work with a range of people with the aim of ensuring the safety and welfare of children; • Awareness of local and national agencies that provide support for children and their families; • Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding concerns; • Good IT skills; • Effective communication and interpersonal skills; • Ability to build effective working relationships with staff and other stakeholders.
Personal qualities	<ul style="list-style-type: none"> • A commitment to ensuring the safety and welfare of children; • To act with integrity, honesty, loyalty and fairness; • Ability to work under pressure and prioritise effectively; • Maintain confidentiality at all times; • Personal resilience and level-headedness in high pressure situations; • Energy, enthusiasm and the capacity for hard work; • Excellent attendance and punctuality; • The ability to still laugh with the team at the end of a hard day.

Belmont School is an equal opportunity employer and values diversity across all levels. We are dedicated to building an inclusive environment for all team members.

We are committed to safeguarding and promoting the well-being of children. The successful candidate will be subject to a basic and enhanced Disclosure and Barring Service (DBS) check as well as a social media check.