



FRANCIS HOLLAND SCHOOL
SLOANE SQUARE

SAFEGUARDING OFFICER

**Full- Time – Term Time plus (minimum 3 weeks maximum 6 weeks)
Required ASAP**



General Information

Francis Holland School Sloane Square is a highly sought-after, independent selective school for around 770 girls aged 4 to 18 (HMC and GSA). There are around 170 Juniors and 600 Seniors, including over 140 in a dynamic Sixth Form. The School is located on a spacious site in a beautiful residential part of Belgravia, close to the Saatchi Gallery and many cultural institutions such as the Victoria and Albert Museum, the Science and Natural History Museums, the Royal Academy and the Tate Galleries. The proximity to Imperial College offers us unparalleled access to lectures and support.

The School has enjoyed some significant building developments in recent years to accommodate a dramatically increasing roll and our vision for creative learning for the real world. Most recently, the Sixth Form has moved into a spacious and inspirational building called The Old School House, which forms a bridge with the local community and provides an exciting environment for young people to develop their entrepreneurial talents.

Pupils come from all parts of London with many of the Junior School pupils choosing to stay for the Senior School. Ours is a vibrant international community, and families from major cities abroad often seek places for their children here as a priority. Each member of staff is involved in the pastoral life of the School, normally as a Form Tutor, and the care of the children is renowned and exceptional. A team of counsellors provide constant support to the pupils and staff, reflecting our emphasis on supporting wellbeing.

A very wide range of co-curricular opportunities is offered to the pupils, and all staff contribute to this vibrant dimension of the School. Over sixty clubs and societies, outstanding music and drama opportunities and renowned art department are complemented by an exceptional sporting reputation which benefits from the superb facilities of nearby Battersea Park. Overseas trips and annual expeditions for all pupils build resilience and independence. The School has a distinctive emphasis on creativity and innovation, and all pupils learn to use their 'time, talent and treasure' in the service of the local and wider community. Volunteering and fundraising are strong, and all girls develop an understanding of social enterprise, with many setting up their own business ventures. The School has several energetic partnerships, including a link school in Tanzania.

Academic standards are consistently high throughout the School, placing it amongst the most successful schools in the UK. On leaving, after A Levels, girls proceed to a wide range of prestigious higher education courses, sometimes after a gap year.

The Post: Safeguarding Officer

REPORTING TO: Senior Deputy Head Pastoral & Designated Safeguarding Lead

PURPOSE: The Safeguarding Officer will promote the welfare and safety of pupils by training pupils, staff and parents in safeguarding matters. As a Deputy Designated Safeguarding Lead they will liaise with external agencies and lead on the management and progress of pupils of safeguarding concern.

Duties and Responsibilities

- Inform and embed best practice in school safeguarding and child-welfare systems and culture (including record-keeping and the making of referrals)
- Establish and maintain strong inter-agency links with external agencies such as the police, LADO, children's social care, CAMHS, the NHS etc.

- Oversee staff safeguarding training, assist the DSL with the delivery and oversee the certification of core safeguarding and related CPD training of staff (teaching and non-teaching)
- To ensure, together with HR, that the school keeps and maintains records of staff training on child protection and safer recruitment procedures
- Ensure that all new staff undertake safeguarding training as part of their induction
- Ensure that all contracted staff undertake essential safeguarding training
- Act as a Deputy DSL, as per Annex C of Keeping Children Safe in Education, and support the Designated Safeguarding Lead in ensuring an established culture of safeguarding
- Advise on the consistent and appropriate application of the thresholds for referrals;
- Monitor and ensure the appropriate collection, recording, confidentiality, and sharing of safeguarding and welfare records;
- Lead on the management and progress of pupils of safeguarding concern, including any child subject to a child protection or child in need plan, or any Looked After child.
- Attend safeguarding management meetings
- Stay up-to-date with relevant policies, procedures, and best practices.
- Contribute to policy development and auditing of implementation
- Develop and maintain a safeguarding hub on the website, ensuring the school's safeguarding and support processes are promoted and understood by pupils, staff and parents
- Assist the DSL with the production of regular Safeguarding Bulletins for staff, pupils and parents, including identifying initiatives and drawing attention to key issues in pupil welfare.
- Proactively track safeguarding trends
- Respond to emergency safeguarding calls, including at evenings, weekends and (as part of a rota) during holidays
- Support site staff on the gate at the start and end of the school day

The successful candidate is likely to possess many of the following skills and qualities:

- Expertise in safeguarding, child protection and related areas
- A background in education, the police or social care
- Have an appropriate qualification and/or extensive experience in safeguarding child welfare, or a related field, including experience in preventing and responding to abuse and exploitation.
- Have knowledge of the requirements for Keeping Children Safe in Education; and of legislation, guidance, policy, procedures and good practice in safeguarding children.
- Have the ability to communicate effectively to a range of audiences including children, families, colleagues, schools and external agencies, including in the delivery of training.
- Have high professional skills, including IT skills, prioritisation, presentation and report-writing skills.
- Flexibility, a high degree of personal integrity and a 'can-do' attitude
- Be highly discrete, understanding both the demands of confidentiality and individual data rights, but also the principles of effective safeguarding information-sharing.

- Have the ability to further develop, through reflective supervision, the knowledge and skills of the School's pastoral and safeguarding teams; and also to be reflective on their own practice.

Child protection, discipline, health and safety

- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you came into contact;
- Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are on the School premises and when they are engaged in authorised school activities elsewhere.

Appraisal

- Participating in any arrangements that may be made for appraisal.

Further training and development

- Reviewing from time to time your methods and programme of work;
- Participating in arrangements for your professional development;
- Undertaking such training as may be reasonably required by the School to enable you to adapt to the changing requirements of the School and your role as may be necessary to fulfil the School's statutory or regulatory obligations.

Staff Meetings

- Participating in meetings at the School, which relate to the curriculum for the School or the administration or organisation of the School, including pastoral arrangements as appropriate.

Staff Handbook

- Further details of day-to-day duties for all staff are specified in the Staff Handbook.

Terms of Employment and Benefits

- Free school lunch is available onsite during term time.
- Interest free travel and computer purchase loans are available.
- The Trust offers a Stakeholder Pension Scheme with generous employer contribution levels of 13.5% subject to the employee paying 3%.
- Employee rewards hub providing discounts for shops, cinemas and gym membership
- Access to enhanced EAP offering 24/7 GP access and counselling services
- An Enhanced Disclosure and Barring Service (DBS) check is required as well as other safeguarding checks including references.