



## JOB DESCRIPTION

POST TITLE	Safeguarding Officer
RESPONSIBLE TO:	Head teacher Deputy Headteacher: Inclusion Associate Leader for Safeguarding / Head of Key Stage 3
GRADE:	G18-22
POSTHOLDER:	TBC

### **Purpose and scope**

To take a proactive and 'hands on' lead alongside the DSL for safeguarding and child protection across the school. The post holder will take part in strategy discussions and multi-agency meetings, and contribute to the assessment of children, while also providing operational support for Pastoral Managers. The job will include advising and supporting other members of staff on child welfare and child protection matters, and liaise with relevant agencies such as the local authority and the police. There will also be a key focus around attendance of those pupils with safeguarding involvement, making daily calls and carrying out home visits.

### **Duties and Responsibilities**

#### **Managing Referrals**

- Refer cases of suspected abuse to the local authority and children's social care
- Support staff to make referrals to local authority children's social care
- Refer cases (and support staff) to the Channel programme where there is a radicalisation concern
- Keep detailed, accurate and secure written records of concerns and referrals
- Give operational support to Pastoral Managers in the completion and logging of BIL forms

#### **Working with staff, students and other agencies**

- Working with the Lead Designated Safeguarding Lead to ensure staff can access and show understanding of the school's child protection and safeguarding policy and procedures and other statutory and relevant policies and procedures
- Provide operational support for the Behaviour and Welfare team, particularly Pastoral Managers, to pick up cases of bullying and log thoroughly using our school systems
- Ensure new and part time staff are supported through an induction process



- Liaise with the Lead DSL, Headteacher and deputies of safeguarding issues, especially ongoing enquiries into whether a child is at risk of harm and/or police investigations
- Liaise with the Lead DSL on matters of safety, safeguarding and when deciding whether to make a referral
- Act as a source of support, advice and expertise for staff
- Carry out wishes and feelings with students with pastoral or safeguarding concerns and for those students under children's service plans so their voices are heard at the multi-agency meetings
- Understand the assessment process for providing early help and intervention
- Attend and contribute to child protection case conferences effectively when required to do so
- To provide guidance to students in the school who may be experiencing problems at school or at home. To refer to existing counselling and support services where appropriate using the agreed school procedures.
- Ensure safeguarding information for visitors is up-to-date and accurate, liaise with Office staff and processes for visitors
- To conduct attendance phone calls to those who have high level safeguarding involvement
- To attend FSP/CIN/CP meetings reporting back to all the relevant members of staff
- To work effectively across all areas of the school to ensure communication means that child-centred approaches are adopted by all staff

### **Training**

- Undergo training to develop and maintain the knowledge and skills required to carry out the role
- Undergo prevent training and be able to support the school in meeting the requirements of the prevent duty and provide advice and support to staff on protecting children from the risk of radicalisation
- Undergo training in female genital mutilation (FGM) and be able to provide advice and support to staff on protecting and identifying children at risk of FGM and report cases of FGM to the police and help others to do so
- Refresh knowledge at least annually and keep up-to-date with relevant changes
- Obtain access to relevant resources

### **Raise Awareness**

- Ensure the school's child protection policies are known, understood and used appropriately
- Work with the DSL and governing board to ensure the school child protection policy is reviewed annually (as a minimum) and procedures reviewed regularly



- Ensure the safeguarding policy is available and easily accessible to everyone in the school community including third party, agency and volunteers
- Ensure the school's child protection policies are known, understood and ensure that parents have read the safeguarding policy, and are aware that referrals about suspected abuse or neglect may be made and the role the school plays in this
- Link with the Local Safeguarding Children's Board to make sure staff are aware of training opportunities and the latest local policies
- Attend Best Practice Forums and Support Groups on behalf of the school
- Be alert to the specific needs of children in need, those with SEN, young carers and those with mental health concerns
- Encourage a culture of listening to children amongst all staff, ensuring that children's feelings are heard where the school puts measures in place to protect them

### **General**

Any other tasks as reasonably directed by the head teacher.

### **Performance Management**

All employees will participate in the academy's arrangements for performance management, professional development and any other arrangements for quality assurance and internal verification.

### **Context**

Sprowston Community Academy is committed to safeguarding and promoting the welfare of Students and expects all staff and volunteers to share this commitment. To engage with appropriate training opportunities to promote professional effectiveness in this role. Take on specific reasonable tasks related to the day to day administration and organisation of the school and any additional responsibilities which might from time to time be needed as required by the Head teacher.

All staff are part of a whole Academy team. Each individual is required to support the values and ethos of the academy and the priorities as defined in the Academy Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. It is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2) of the Rehabilitation of Offenders 1074 (exemptions) (Amendments) Order 1986.



Therefore, you are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act. Any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy.

**Review**

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post-holder’s professional responsibilities and duties.

**ACCEPTANCE**

I acknowledge receipt of this job description of which this is a copy

Signature:.....Date:.....