

JOB DESCRIPTION Safeguarding Officer

Post Title:	Safeguarding Officer
Line Manager:	Safeguarding DSL (SLT)
Grade:	LBR 6
Hours of work:	36 hours per week/term time only + 5 days

Summary of the Post

The Safeguarding Officer will work closely with the Designated Safeguarding Lead, and other Deputy Safeguarding Leads, to support the effective operation of the safeguarding service on a day to day basis in the school. The role and responsibilities of the Safeguarding Officer are detailed below.

Main Duties

- Using a contextual Safeguarding approach, to promote safeguarding to the school community and be committed to the safeguarding of students, staff and the community, implementing best practice to do so
- Act as a champion of the school's inclusive ethos supporting other groups of staff as appropriate
- Be alert to, and understand, the specific needs of vulnerable students and encourage a culture of listening to students and taking into account their wishes and feelings.
- To deliver high quality staff and student safeguarding related training
- To keep informed of current legislation, statutory and other guidance with regards to safeguarding, and data protection and confidentiality, child and adult protection, cascading the information accordingly
- To act as the first point of contact for staff and external agencies for any safeguarding or protection concerns, providing timely, relevant support and advice
- To make timely referrals and collate information as necessary to the DSL
- To make timely external referrals to a range of agency, including Children and Adult Social Care, in order to appropriately safeguard and support students
- To attend internal safeguarding meetings as necessary
- To attend a range of external meetings where necessary - including child protection conferences, core groups, child in need meetings, team around the family, adult protection meetings – ensuring adherence to the guidelines and requirements for attending such meetings, and reporting back key information or actions to the DSL
- To complete EHAs where necessary and act as the lead professional where appropriate, working in partnership with relevant agencies
- To establish and maintain a working relationship with relevant statutory, voluntary and community agencies
- To maintain up to date, accurate, confidential records and respect confidentiality at all times, ensuring that all information is secured, used and maintained in line with internal and external standards including ensuring that confidential information is processed in line with the Data Protection Act and school policies
- To provide, collate and monitor regular, accurate and timely data on safeguarding and child protection incidents and outcomes
- To monitor the attendance of vulnerable students with the support of the Attendance Officer
- To input into the design of safeguarding systems, policies and procedures
- To support the development and monitoring of student awareness of safeguarding, child and adult protection and participate in school events to promote and advise on safeguarding
- To support the maintenance of e-safety incidents and ensure follow up procedures are enacted

- To support the transition of students in and out of school, recording, collating and maintaining appropriate up to date records (for example requesting and sending CP files) and attending meetings at other institutions as necessary or directed
- To establish and maintain positive and professional relationships with students, parents/carers, colleagues and others as part of duties
- To risk assess student applicants and existing students that declare a criminal conviction
- To use risk assessments as necessary to support safeguarding policy and procedures
- To liaise with Heads of Year and pastoral support teams (eg Pastoral Care Centre) as part of the ongoing monitoring and support for students when there has been a safeguarding concern
- Any other duties commensurate with the grade as appropriate including general administration duties as directed by SLT

PCC (Pastoral Care Centre) The post holder will support the work of the PCC, working in partnership with the PCC team to support vulnerable students. As directed by their line manager or headteacher, the post holder will also deputise as necessary within the PCC team.

Liaising with a staff The post holder will be expected to establish, maintain and develop professional working relationships with colleagues. The scope of the professional working relationships will include all internal school staff, external agencies and stakeholders. The safeguarding Officer will work closely with the DSL, Deputy DSLs, Heads of Year and Attendance Officer.

Employees are expected to be courteous and provide a welcoming environment to visitors and telephone callers at all times.

Duties

To undertake regular supervisory duties as required to support safe behaviour, and the safe running of the school, including before and after school, break and lunch duties, as directed by SLT. To support SLT in developing a positive ethos and positive image with the local community.

Professional Development

To undertake relevant training and CPD that supports the development of a safeguarding ethos, and enables the Safeguarding Officer to be well trained. To disseminate training as appropriate.

Equal Opportunities

The school is committed to achieving equality of opportunity in its service provision and amongst the workforce. All employees are expected to understand, comply with and promote the school's policies in this respect and take care not to commit any acts of unlawful discrimination.

Health & Safety

The postholder shall ensure that the duties of the post are undertaken with due regard to the Council's, the Education, Children's Services & Leisure Department's, and the School's/Service Health & Safety Policy statements. They shall also have regard to their personal responsibilities under the provisions of the Health & Safety at Work Act 1974 and all other relevant legislation. You should, therefore, ensure that you familiarise yourself with these documents. In general, all staff are required to take due care for their own safety and the safety of their fellow employees at all times.

Safeguarding of Children and Young People

All schools and other Education Services in Redbridge are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees at this school are expected to share this commitment.

Working ethos

Caterham High School expects all staff to work effectively as part of a team or teams, delivering high quality education and support to staff and students. As a minimum this requires dealing with people politely and tactfully, communicating with colleagues and students both formally and informally (but professionally), offering guidance and information in accordance with school guidelines, policies and

procedures when requested and contributing to the maintenance of the school environment. In order to do this, staff are expected to make themselves aware of the relevant policies and procedures. All staff are required to maintain confidentiality as required. Flexibility will be required due to the nature of the role.

These duties may be amended from time to time by the line manager or Headteacher in consultation with the post holder.

PERSON SPECIFICATION – SAFEGUARDING OFFICER

Specification	Essential	Desirable
Education and Training Formal qualifications and relevant training	<ul style="list-style-type: none"> • GCE A Levels or Level 3 qualifications • Maths and English at grade A* - C or Grade 4 or above or equivalent • Willing to participate in and undertake training as necessary • Completed safeguarding training 	<ul style="list-style-type: none"> • Educated to Degree Level or equivalent • Evidence of Continuing Professional Development in safeguarding • Recognised Safeguarding qualification or Counselling qualification • QTS status or Certificate in Education
Work Experience Ability to undertake duties of the post	Experience of: <ul style="list-style-type: none"> • Carrying out a safeguarding role to include dealing with a range of issues such as abuse, neglect, radicalisation, CSE • Making appropriate referrals into Children and/or Adult Social Care • Completing safeguarding related risk assessments, putting in place relevant control measures that leads to informed decisions • Developing working relationships internally and with external agencies successfully • Attending statutory, multi-agency and family meetings • Proven track record or working with complex issues of a difficult and sensitive nature • Providing effective safeguarding support and guidance Also: <ul style="list-style-type: none"> • Ability to deliver safeguarding related staff training • Ability to deal with situations sensitively and with empathy, both face to face and telephone communication • Ability to provide and analyse statistical data in a clear, understandable report format 	<ul style="list-style-type: none"> • Experience of completing/leading on EHAs (Early Help Assessment) • Experience of safeguarding learners in education • Experience of working to LADO procedures
Skills and Knowledge Includes abilities and intellect	<ul style="list-style-type: none"> • Have a good, sound, working knowledge of current safeguarding, child and adult protection legislation, statutory and other related guidance • Have a good, sound, working knowledge of current data protection and confidentiality related legislation, statutory and other related guidance • A knowledge of available safeguarding support services and referral routes 	<ul style="list-style-type: none"> • Understanding of diversity, equal opportunities and DDA legislation

	<ul style="list-style-type: none"> • Excellent administrative and organisational skills, and good IT skills • Excellent communication, negotiating, mediating and interpersonal skills, in particular, an ability to relate well to young people, parents/carers, colleagues and professionals • Able to establish and maintain positive and professional relationship • Ability to work in a crisis situation <p>Also:</p> <ul style="list-style-type: none"> • Ability to prepare and present safeguarding, child and adult protection reports and information • Capable of working under operational pressure in a challenging environment • Ability to meet deadlines effectively 	
Personal Qualities	<ul style="list-style-type: none"> • A courteous, positive and 'can do' problem solving approach • An ability to form good working relationships with colleagues and to work cooperatively in a team • Ability to work with a range of people at all levels, establishing productive relationships • Ability to take direction and follow line management instruction • Ability to work on own initiative 	