

Coppice Primary School

Job Description

Inclusions and Safeguarding Officer

Salary Scale: LBR6

Hours: 30 hours per week (4 long days: Monday, Tuesday, Thursday, Friday)

Line Manager: Inclusion Leader

Main Purpose:

To work directly with children and their Families to provide early intervention

Additional Functions:

To provide support and guidance for families of pupils at Coppice Primary School as requested by the Head of School and Inclusion Leader to empower families to fully participate in the educational opportunities available.

To provide support for children and families working with specialist services.

To attend meetings as requested relating to children and families at Coppice Primary School who are under the Inclusion Team and receiving support from specialist services.

Main Tasks:

- Implement the schools safeguarding and child protection policy and procedures and model and champion these policies and procedures for all adults in the school community.
- Ensure that the child protection policy is available publicly and that communication with parents is clear about the schools duty to refer concerns about suspected abuse or neglect.
- With the Head of School and Inclusion Leader use a range of mechanisms to monitor and evaluate the implementation by staff of safeguarding and child protection policies and procedures.
- Maintain accurate, confidential, chronological and up to date documentation on all cases of safeguarding and child protection and report where required
- Work directly with children under the Inclusion Team and their families in order to strengthen and develop the potential of parents and their children in order to prevent children becoming looked after / and or suffering significant harm
- To carry out daily drop ins to check on the children on the vulnerable children's list
- To carry out social groups as directed by the Inclusion Lead

Skills Required:

- The ability to foster good relationships with parents, children and adults working / volunteering with children in school
- The ability to foster and sustain a culture of listening to children and taking an account of their wishes and feelings
- Strong listening skills and the ability to deal with sensitive situations with integrity

- A willingness to challenge opinion, where necessary and to champion the child protecting agenda
- Ability to keep detailed, accurate, secure written records of concerns and referrals using school systems (CPOMS)
- Ability to work as part of a team to reach agreed targets and outcomes for children

Specialist Knowledge:

- Knowledge and understanding of statutory duties upon schools
- Knowledge and understanding of guidance for schools including **Keeping Children Safe in Education** and the implications for the school and the role and responsibilities of the designated safeguard lead
- Demonstrable knowledge of the local frameworks, thresholds and assessments of need
- Demonstrable knowledge of the range of additional support / agencies which can be of assistance to vulnerable pupils/ students and families including providing early help
- Knowledge of serious case review findings and the implications for schools
- Alert to the specific needs of children in need, those with special education needs and young carers
- Understand and support the school with regards to the requirements of prevent duty

Accountabilities:

- Under the direction of the Inclusion Leader, plan and complete professional assessments of need and risk using the LSCB assessment thresholds (Redbridge LSCB multi-agency thresholds document, June 2016)
- Referring cases of suspected abuse to children's social care using the agreed LA referral processes and supporting staff who make those referrals
- Under the direction of the Head of School and inclusion leader attend, prepare documents for and contribute to strategy groups, case conferences and review conferences in relation to children protection and inclusion
- Identifying children who may benefit from early help, working with other professionals to draw upon appropriate support and in some cases, acting as the lead professional in a team around the child
- To maintain an appropriate level of confidentiality while at the same time ensuring the necessary sharing of information between professionals and local agencies so that duties under the Data Protection Act 1998 do not stand in the way of promoting the welfare protecting the safety of children
- Where a crime may have been committed, referring cases to the police
- Ensuring that all staff are aware of their statutory duty to report directly to the police when they have identified a case of female genital mutilation
- Report to the Head of School to inform her/him of issues, especially ongoing enquiries under section 57 of the Children Act 1989 and police investigations
- Transfer child protection files correctly and promptly to the child's new school or college, separately from the main pupil file and ensuring secure transit and confirmation of receipt

Training:

- Undergo training to provide him/her with the knowledge and skills required to carry out the role and update this training at least every two years
- Undertake Prevent awareness training
- In addition to the formal training above, refresh her/his knowledge and skills at regular intervals and at least termly, to allow them to understand and keep up with any developments relevant to the role
- Have a working knowledge of how local authorities conduct a child protection case conference and child protection review conference

Other:

- To participate in the schools performance management and appraisal systems
- To fully uphold school policies
- To undertake any other duties as may be reasonably expected within the grade of the post