

JOB DESCRIPTION

POST: SAFEGUARDING AND WELLBEING FELLOW



Purpose

All roles in the academy are designed to serve scholars and professionals to ensure that all scholars are learning and all teachers are teaching. The role of the Safeguarding and Wellbeing Fellow is a key position at Dixons McMillan Academy, to promote a safeguarding and wellbeing culture, ensuring the highest standards of keeping our scholars safe, happy and well are maintained.

Maintaining a culture of care and safeguarding

- Support the Designated Safeguarding Lead to ensure all staff have an induction session on the duties of staff at the academy in line with the latest edition of 'Keeping Children Safe in Education'
- Ensure staff received timely safeguarding updates including policy protocols and guidelines and current topical issues
- Respond to current safeguarding concerns in the academy by delivering intervention and support to individuals, groups and cohorts as required.
- Performing duties where possible at break and lunchtime to help support a safe environment for scholars and staff
- Work with Pastoral Teams to ensure scholars and families are supported in knowing how to keep safe
- Co-ordinate events such as anti-bullying week to ensure scholars are aware of their actions on others and the fact that we all have a duty to keep everyone safe
- Manage the scholar referral system for them to have support when needed
- Responding to staff concerns promptly
- Ensuring all logs are up to date including communication logs and safeguarding files/online system
- Supporting scholars and staff as needed following a cause of concern being logged by a member of staff
- Liaising with the Designated Safeguarding Lead to take direction on next steps with each cause for concern logged
- Ensuring information about scholars and their families is strictly on a need to know basis and is only shared as directed by the latest policy guidelines
- Liaising with external agencies such as Children Social Care, CAMHS and School Nursing Team to ensure actions are taken to prevent and protect scholars from harm
- Meeting with families and providing support and challenge as needed, ensuring these meetings are recorded and documented

Monitoring of scholars

- Ensure all actions from any formal plans Child in Need or Child Protection Plans are in place
- Attend external meetings with the Designated Safeguarding Lead
- Provide in-house support and mentoring for scholars with open cases or the academy has been asked to monitor

Interventions

- Provide and suitable intervention and prevention sessions to scholars on issues around keeping safe and keeping other safe (referrals will come from our Mountain Support, Mountain Challenge and wider Pastoral Teams)
- Be a pro-active in finding resources and organisation that support young people in keeping safe
- Complete and follow up Early Help referrals as required

Mental Health

- Be the named key worker for scholars identified with mental or emotional health including scholars who are self – harming
- Promoting good mental health with scholars and staff around the academy
- Working with agencies which support scholars mental well – being

Young Carers Nominated Person

- To liaise with external agencies including Barnardo's to keep an up to date record of young carers at the academy
- Promote the health and wellbeing of scholars identified as a young carer

Physical Well-Being

- To be the nominated key work for scholars on the SEN register for physical issues
- To liaise with parents and external professionals to ensure all scholars medical needs are catered for within the academy
- Maintain and update relevant scholar profiles and ensuring staff are familiar with key information to support relevant scholars
- Support staff taking trips out of the academy through updating risk assessments with relevant medical information regarding scholars
- Construct risk assessments for certain scholars who are in school with serious medical issues
- Be the named Lead First Aider the academy and lead a team of First Aider
- Administer medicines as needed in the academy and completing the relevant paperwork

Administration

- Provide administrative support to the Designated Safeguarding Lead
- Ensure all safeguarding documents and logs are up to date
- Support the completion of Early Help Forms
- Prepare the documents needed for any external meetings
- Take minutes of meetings as needed
- Any reasonable request made by the Principal or member of the Senior Leadership Team

Essential Training to be completed on appointment

- First Aid Training
- Named Person Training
- Promoting Positive Behaviour