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**Safeguarding Officer**

Reporting to: Vice Principal

Working hours: Term time only plus 1 week. Part time working will be considered

1. **Safeguarding**

* Maintaining accurate filing of child protection records
* Assisting in maintaining child protection records
* Maintain spreadsheet of referrals and responses
* Setting up and running a Vulnerable Pupils Index
* Undertaking SPA referrals as directed
* Undertaking Level 3 safeguarding training in order to deputise for the DSL
* Taking minutes of safeguarding meetings as required
* Training in Early Help assessments
* Liaising with external agencies to arrange sessions for young people and TACs
* Attendance at TACs and CIN meetings as required

1. **Mentoring / counselling service**

* Co-ordination of in house vs. external provision
* Evaluating success of in-house provision
* Liaising with teachers as needed
* To run time-limited mentoring interventions for pupils and teachers

1. **Mental and emotional wellbeing**

* To lead on mental health and emotional wellbeing strategies
* To meet with parents of pupils as required
* To promote healthy and safe choices e.g. displays, parent mails

1. **Other ad hoc administrative support (as required)**