****

**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)**