# Job Description

Job Title: Safeguarding Officer (Deputy Designated Lead for Safeguarding)

Hours/Weeks per year: 37.5 hours/week. 8.30-5.00pm daily. Term time only, plus 5 INSET days

Responsible To: Head Teacher and Assistant Head (Inclusion Manager)

Salary: Scale 7 - (term time only)

# Job Summary

To have day to day responsibility for promoting and safeguarding the welfare of children in school. This involves assisting in the coordination of referrals, working and supporting with families and children.

# Main Duties and Responsibilities

* To implement Grange Primary School / DFE child protection policy and procedures.
* Encourage good practice by promoting and championing the safeguarding policy and procedures.
* Manage and accurately record pupil caseloads: Child Protection, Children In Need and pupils identified as vulnerable.
* Respond appropriately and promptly to disclosures or concerns which relate to the well-being of a child.
* To maintain accurate, confidential and up-to-date documentation on all cases of safeguarding and report where required.
* To work directly with children in need and their families in the community in order to promote, strengthen and develop the potential of parents/carers and their children in order to prevent children becoming looked after and/or suffering significant harm.
* Where required, liaise with statutory agencies and ensure they have access to all necessary information securely.
* To initiate and refer pupils to outside agencies and co-ordinate referrals.
* To liaise with school staff in initiating multi-agency referrals for pupils using the Early Help Assessment Plan (EHAP) tool to implement early targeted support with professionals and parents/carers for vulnerable children.
* When appropriate, to act as the lead professional to coordinate Team Around the Family (TAF) meetings as well as record and share meeting minutes with all attendees.
* To support the care of children where their living arrangements are at risk of breakdown.
* To consider Food Bank vouchers for families in need of this support.
* To ensure that vulnerable pupils who are victims of abuse are supported appropriately and sensitively and that all actions assigned to Grange Primary School from planning and intervention meetings are successfully carried out and monitored.
* To collate and produce statistical information with regards to safeguarding and pupil groups.
* To plan and lead safeguarding training at different levels within the school as well as maintain an accurate and up-to-date log (Single Central Record) of training completed.
* Attend and participates in Child Protection Conferences and Core Group meetings to plan and review targets, whilst working closely with colleague’s in Children’s Services and parents/carers, some of which may take place out of normal working hours.
* Plan and complete professional assessments of need and risk in respect of parents and carers using the Local Authority procedures for children in need and significant harm.
* To implement and review individual risk assessments for vulnerable children as required with parents/carers to minimise possible risks/harm.
* To listen to pupil views as well as lead and monitor the school’s listening post initiative, known as Grange Space
* To liaise with the school attendance officer and when required, with the Local Authority Attendance officer to monitor pupil attendance for vulnerable children and arrange meetings with parents/carers to discuss a support plan/plan of action.
* To support families and vulnerable pupils with transition, either when a child enters a new year groups, to a new school or for Secondary School
* To report a child missing in education promptly and liaise with the Local Authority to follow the appropriate procedures
* To maintain confidentiality at all times.
* To liaise and coordinate with colleagues and outside organisations and monitor all referrals and recommendations.
* To work closely with the school’s safeguarding team and share key information
* To adhere to the school’s safeguarding policy.

# General Duties

* To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
* To undertake health and safety duties commensurate with the post and/or as detailed in the school health and safety policy.
* To work in accordance to the schools equality policy.

# Person Specification

# Qualifications

* Good standard of education to include English and Maths at GCSE (or equivalent) at Grade C or better.
* Excellent spoken English

# Specialist Knowledge

* Demonstrable knowledge of the principals involved in giving advice and guidance to children/young people, including the place of confidentiality
* Knowledge of the responsibilities of agencies towards vulnerable children such as the Child Protection and Children in Need procedures as well as intervention work
* Demonstrable knowledge of the range of additional support/agencies which can be of assistance to vulnerable pupils and families
* Knowledge of ‘Early Help Assessment and Plan’ for early identification and have an understanding of the threshold of needs
* Ability to summarise clearly and concisely and articulate concepts and proposals
* Ability to produce concise and complex reports
* Knowledge of Schools Information Systems (SIMS)

# Skills

* Ability to maintain student records and write other short reports as required.
* Ability to record and produce minutes from safeguarding meetings.
* Ability to work on one’s own initiative, balance competing priorities and organise a work schedule.
* Ability to motivate children/young people by establishing empathic and supportive working relationships.
* Ability to work as part of a team to reach agreed targets and outcomes for children/young people.
* The ability to use word processing packages, electronic safeguarding programs and the internet.
* To transfer and share files securely and in a timely manner with external professionals and schools as and when required.

# Experience

* Experience of working with children including work within Child Protection and Multi Agency liaison
* Demonstrable experience of working effectively with vulnerable children/ young people in either education, social work, youth work or another related area of work.
* Extensive experience of working effectively with the parents/carers of children/young people.
* Some experience of working effectively with a range of professionals to promote children’s/young people’s learning/welfare or significant recent experience in work with children and families in a statutory childcare agency.
* Experience of working in a multi-agency environment.

# Other Requirements

* Ability to work flexibly.
* Self-motivated and able to prioritise a demanding workload.
* To be professionally assertive and clear thinking, able to negotiate.
* To be able to operate as part of a team.
* A full valid driving license and the use of a car.
* Smart appearance with the ability to communicate with staff, pupils, parents and outside agencies with a polite, professional manner and to work under pressure

**Desirable Skills (not essential)**

* Knowledge and experience of online safeguarding tools – CPOMs