



**OLYMPIC
PRIMARY
SCHOOL**

Parental Engagement Officer, CP and Attendance Lead

School:	Olympic Primary
Position:	Parental Engagement Officer, Child Protection Officer and Attendance Lead
Grade Range:	NCC local pay scale grade 14 - 20
Salary:	£25,409 - 28,371
Hours:	Full Time (52 weeks)
Responsible to:	Inclusion Lead & Head of School

Purpose of the Job:

To assist the Head of School by taking the lead on the consistent implementation of safeguarding and child protection policies, training and procedures and guidance for Olympic Primary and to coordinate referrals, arranging action and reviewing services for children and families.

To work with the SLT to ensure there are policies, procedures, systems, structures, resources and personnel in place to promote the welfare and protection of children at Olympic Primary and to support vulnerable families. Actively work jointly with parents / carers and other agencies through joint planning, training and monitoring of their arrangements for the safeguarding of children. To work with other staff to secure good outcomes for disadvantaged families and to assist teaching staff in narrowing the gap between pupil premium and non-pupil premium children.

To have a legal responsibility for dealing with safeguarding and child protection issues, providing advice and support to staff, liaising with the Local Authority and working with a range of other agencies.

To actively support the Leadership Team of the school. To support the wider Northamptonshire Lion Academy Trust Hub and the family support workers/parental engagement officers/attendance leads.

Main Duties and Responsibilities:

1. To lead on and make referrals to other agencies
2. To implement Lion Academy Trust/DFE safeguarding/child protection policy and procedures.
3. Encourage good practice by promoting and championing the safeguarding/child protection policy and procedures and ensuring all staff have access to and understand them.
4. Respond appropriately to disclosures or concerns which relate to the well-being of a child.
5. To maintain accurate, confidential and up-to-date documentation on all cases of safeguarding and child protection and report where required.
6. To ensure parents see copies of the safeguarding policy to avoid potential conflict later.
7. To ensure that vulnerable pupils who are victims of abuse are supported appropriately and sensitively and that all actions assigned to Olympic Primary from planning and interventions meetings are successfully carried out and monitored.
8. To collate and produce statistical information with regards to safeguarding and pupil groups.
9. To work with identified pupil premium group pupils and their families to narrow the attainment gap.
10. To plan and assist on safeguarding training within school.
11. To induct new members of staff with regard to the school and to Northamptonshire County Council Safeguarding children Board safeguarding policies and procedures.

12. To ensure that all staff are aware of their responsibility to challenge behaviour which breaches the Guidance for Safer Working Practice (Code of Conduct).
13. To take a lead role in the monitoring and reporting of attendance.
14. Deliver specific programmes for individual children and groups where a specific plan requires.

Accountabilities:

- Attend and participate in all Child Protection and safeguarding Conferences, Planning and Review meetings and other as required whilst working closely with colleague's in Children's Services as required, some of which may take place out of normal working hours.
- To maintain confidentiality at all times.
- From referrals, develop a register of students who are 'at risk' or have child protection plans
- To adhere to the Trusts' policies as outlined in the staff handbook.
- To ensure the Trusts' safeguarding policy is updated and reviewed annually to reflect local needs.
- As the Designated Safeguarding Lead, to refer cases of suspected abuse to the local authority children's social care as required.
- Support staff who make referrals to local authority children's social care, providing leadership as required.
- Refer cases to the Channel programme where there is a radicalisation concern as required
- Support staff who make referrals to the Channel programme.
- Refer cases where a crime may have been committed to the Police as required.
- To support the Head of School to ensure compliance with statutory duties for safeguarding and keeping children safe in school.
- To work with the Head of School and SLT to monitor priorities for vulnerable children.

Reporting Concerns

Work with school staff to ensure it is understood how to:

- Recognise how to identify signs of abuse and when to make a referral.
- Respond appropriately to disclosures or concerns relating to the well-being of a child.
- Refer allegations or cases of suspected abuse to the relevant investigating agencies, ensuring they have access to the most relevant up to date information.
- Liaise with the Head of School to inform them of any issues and ongoing investigations.
- Liaise with the Governor with safeguarding responsibilities.
- Ensure that relevant, detailed and accurate written records of referrals/concerns are kept and that these are stored securely.
- When pupils move school, ensure their safeguarding file is sent to the new establishment immediately and securely.
- Refer cases to the Channel programme where there is a radicalisation concern as required
- Support staff who make referrals to the Channel programme.
- It is not the role of the DDSL to investigate allegations of abuse or neglect by members of staff working or volunteering with children in school. This falls to the Head of School or to the Chair of Governors where the allegation is against the Head of School.
- Refer cases to the Local Authority Designated officer as required.

Multi Agency Working:

- Ensure that pupils who are victims of abuse are supported appropriately and sensitively and that all actions from planning and intervention meetings are carried out and monitored.
- Attend and contribute effectively to Child in Need meetings, Child Protection conferences, planning and review meetings; including those taking place out of normal working hours as required.
- Liaise and coordinate with colleagues and outside organisations to provide Early Help as soon as a problem emerges, at any point in a child or young person's life working with the Early Help Strategic

Partnerships and referring to the Early Help Allocation groups where necessary. Acting as Lead Professional as appropriate

- Ensure that actions resulting from meetings are SMART and that they are carried out in a co-ordinated way; making the difference which was anticipated

Attendance:

- Closely monitor, daily, the attendance of the school. Ensure that pupils meeting any thresholds have a clear next step and this is actioned.
- Closely monitor attendance weekly, ensuring that the appropriate next steps are actioned and monitored for any pupils meeting the agreed thresholds.
- To be the lead responsible person to design and implement attendance rewards and positive strategies to support all children to maintain excellent attendance.
- Lead on the arrangements and the delivery of home visits for all children at risk of not receiving a regular education. This includes liaising with external agencies as required.
- Lead on the parent contract meetings, ensuring that these are set up for those children who are meeting the agreed thresholds.
- Cleansing Arbor with colleagues to ensure factual accuracy of recording and conducting checks – such as medical evidence checking.

Training:

- Ensure all staff have safeguarding induction within their first 7 days and receive frequent updates so that they are able to recognise and report any concerns immediately.
- Attend relevant training every 2 years and on an annual basis attend forums/roadshow to reinforce and enhance Safeguarding knowledge and practice.
- Represent the school at Designated Lead forums and disseminate the information to colleagues.
- To ensure all staff have the appropriate training to be able to deliver on their attendance role.

Knowledge and skills:

- Act as a source of support, advice and expertise within the school
- Have a working knowledge of how the Islington Safeguarding Children Board operates
- Ensure that staff members are following up to date procedures in line with National and Local expectations
- Act with integrity; maintaining confidentiality at all times.