

JOB DESCRIPTION

Post Title:	Safeguarding Officer
Job Purpose:	To be the DSL officer within the Academy and to advise on all aspects of safeguarding for the pastoral team.
Responsible to:	Vice Principal through Student Support Manager
Responsible for:	<p>Ensuring that there are effective protocols and systems in place to ensure the safety and wellbeing of all students.</p> <p>Work with external agencies to remove barriers to learning, and promote the success and outcomes of all students.</p>
Liaising with (Working Relationships):	<p>Principal Vice Principal Leadership Team MAT Safeguarding officers Warwickshire MASH Teachers External agencies, including</p>
Hours of Work:	Term Time plus 5 days
Grade and Range of Post:	H
Current Base:	
Disclosure Level:	This post is subject to an enhanced DBS disclosure.
Main / Core Duties:	<p>To implement the Midland Academies Trust and keeping Children Safe in Education/DFE child protection policy and procedures.</p> <p>To receive safeguarding referrals and coordinate a procedure which addresses and prioritises the needs of those affected by liaising with statutory agencies</p> <p>To promote positive attitudes by students and families towards education and to ensure parents are aware of statutory responsibilities</p> <p>Encourage good practice by promoting and championing the child protection policy and procedures.</p> <p>Respond appropriately to disclosures or concerns which relate to the well-being of a child.</p> <p>To maintain accurate, confidential and up-to-date documentation on all cases of safeguarding and child protection and report where required.</p>

JOB DESCRIPTION

	<p>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.</p> <p>Where required, liaise with agencies and ensure they have access to all necessary information.</p> <p>To initiate and refer pupils to outside agencies and co-ordinate referrals.</p> <p>To liaise with school staff in initiating multi-agency referrals for pupils.</p> <p>To maintain confidentiality at all times.</p>
Operational Planning:	<p>Attend and participate in Child Protection Conferences and Planning and Review meetings whilst working closely with colleague's in Children's Services as required, some of which may take place out of normal working hours.</p> <p>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.</p> <p>Liaise with primary feeder academies to ensure smooth transition for children who are currently working with multi-agencies.</p>
Service Provision:	<p>When appropriate, to act as lead professional and coordinate Team Around the Child meetings</p> <p>To support the care of children where their living arrangements are at risk of breakdown or where there is a need for early Intervention e.g. CAF.</p> <p>To ensure that vulnerable pupils who are victims of abuse are supported appropriately and sensitively and that all actions assigned to the school from planning and interventions meetings are successfully carried out and monitored</p> <p>Taking the lead responsibility to coordinate the multi-agency approach to prevent and address child protection issues and children in need.</p> <p>To liaise and coordinate with colleagues and outside organisations regarding the Common Assessment Framework and to coordinate and monitor all referrals and recommendations</p>

JOB DESCRIPTION

Service Development:	<p>To collate and produce statistical information with regards to safeguarding and pupil groups.</p> <p>Work with the local authority safeguarding team to ensure that staff and students have access to the most up to date advice.</p> <p>Implement effective strategies, e.g. protective behaviours, to develop a culture where students are safe and know how to report any concerns.</p>
Staffing and Staffing Development:	<p>Lead safeguarding training for all staff, visitors and volunteers, and those who are new as part of their initial induction.</p> <p>To participate in appropriate CPD, and actively engage in the Midland Academies Trust appraisal process.</p> <p>To be committed to ongoing professional development</p>
Recruitment / Deployment of Staff:	<p>Appropriately deploy other trained safeguarding staff in supporting key students.</p>
Quality Assurance:	<p>To collate and produce statistical information with regards to safeguarding and pupil groups.</p> <p>Ensure that 'green forms' outlining concerns about a student are completed accurately and in line with LA expectations for all students.</p> <p>Ensure accurate documentation.</p>
Management Information and Administration:	<p>To accurately maintain all child protection records, and ensure that all information remains confidential and secure at all times.</p>
Communications:	<p>To attend meetings with external agencies as required.</p> <p>Ensure confidentiality of all child protection records and student information.</p> <p>To attend all meetings identified by the Principal, Vice Principal and Business Manager and communicate the MAT vision effectively at meetings – both internal and external</p>
Marketing and Liaison:	<p>To ensure effective liaison both internally with staff and externally with agencies centred on the child.</p> <p>Ensure that safeguarding posters are displayed throughout the school with all points of contact clearly identified for students.</p>

JOB DESCRIPTION

	<p>Ensure that the child protection policy is available publicly and parents/carers are aware of the fact that referrals about suspected abuse or neglect may be made and the Academy's role in this.</p> <p>When students are admitted to/ leave the Academy ensure that a copy of their child protection file is transferred to the new academy/college as soon as possible, separate from the main file</p>
Management of Resources (Other than People):	<p>Support the Vice principal in the deployment of Higher needs and pupil Premium funding to remove barriers to learning for vulnerable children.</p> <p>Ensure that staff have easy access throughout the academy to green referral forms to raise concerns and work with students and staff to raise the profile of safeguarding and access to support.</p>
Corporate Responsibility:	<p>To abide by and implement all policies and procedures of MAT, including being aware of and responsible corporately and as an individual for Health and Safety policies and procedures.</p>
Other Specific Responsibilities:	<p>To provide First Aid within the Academy</p> <p>To support students with medical conditions as required.</p> <p>To contribute to the overall ethos, work and aims of the Academy and the Academy Trust.</p> <p>To carry out all duties in the most effective, efficient and economic manner.</p> <p>To continue personal development in the relevant area.</p> <p>Participate fully with arrangements made in accordance with the Academy Trust's Performance Management Policy.</p> <p>Perform any other reasonable duties as requested by the Principal and Business Manager</p>
Safeguarding:	<p>The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.</p>
General Statement:	<p>This job description is current at the date shown, but in consultation with you may be changed to reflect or anticipate changes in the job, commensurate with the grade and job title.</p>
Date:	

JOB DESCRIPTION