



Job Title: Designated Safeguarding Officer

Salary Grade: Grade 9 (SCP 23-26) (£23,313 to £25,591)

Line Manager: Assistant Headteacher (Designated Safeguarding Lead)

Start Date: September 2021

Purpose of the post:

- To be the Deputy Designated Safeguarding Lead
 - To safeguard and protect the young people and staff of Honley High School
 - To deliver safeguarding training, update and implement policies and procedures and share learning, as appropriate with staff, volunteers and governors
 - To receive safeguarding referrals
 - To liaise with statutory agencies and coordinate a procedure which addresses the needs of those affected by a safeguarding referral
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Core responsibilities

Support for school management

- To contribute to the development and implementation of policies within the school and other area based initiatives by giving advice, providing guidance and information, and preparing reports.
- In consultation with the Headteacher and Designated Safeguarding Lead (DSL) to manage Child Protection within the School and advise on safe practices.
- To contribute to developmental initiatives arising from the reviews and the implementation of the plans of the school.
- To represent Honley High School at appropriate regional and national events.
- To assist the school to manage change as it responds to central and local government initiatives.
- To attend leadership team meetings when issues relating to specialist areas are considered.
- To provide leadership and support to the school on strategies for safeguarding.
- To assist the Designated Safeguarding Lead (DSL) in the initial and subsequent audits of needs and priorities with regard to safeguarding.
- To support effective induction procedures and briefings for existing and new school staff in relation to safeguarding.
- To contribute to the process of development planning within the school by participating in the needs analysis, planning, implementation, review and evaluation of the Personal Development section of the school development plan.
- To facilitate quality networking between colleagues from different schools in the area of specialist and to ensure that activity in these networks links into the developmental plans for the school.
- To provide and support specialist innovation, dissemination research and development.
- To maintain accurate, confidential and up-to-date documentation on all cases of safeguarding and child protection and report where required
- To take the lead, as directed by senior leadership, in the development of specific areas within safeguarding and inclusion
- To 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 represent the school at regional and national events as appropriate and the Headteacher at meetings and or working parties developing project related initiatives as required.
- To collate and produce statistical information with regard to safeguarding and student groups.

- To ensure close liaison with class teachers of assigned pupils to ensure that the teacher understands and supports the student's needs and strategies being used with them
- To support the school in identifying key performance indicators for CPOMS' outcomes and actions.

Student Welfare

- To identify students at risk and liaise with the appropriate staff and external agencies where appropriate
- To refer students to outside agencies and co-ordinate referrals
- To contribute to raising awareness, both in students and staff in relation to behavioural issues (including physical, mental and racial abuse), organising peer support groups and peer mentors.
- To act as a champion, advocate and voice for students, valuing their opinion and involvement in school activities and improvements.
- To act as a key link between pupils and staff.
- To establish effective channels of communication between pupils and all stakeholders, keeping them informed of issues and action taken by the inclusion and pastoral team.
- To support in interviews and lead meetings as appropriate under the school's safeguarding policy.
- To liaise with the attendance officer in relation to student absences.

Support for the family

- To work directly with pupils in need and their families in the community in order to prevent students becoming looked after and/or suffering significant harm.
- To provide impartial information or referrals to parents about the school and relevant local services available to parents, students and families including those provided by education, social care, youth justice, the voluntary sector and others.
- To liaise with members of school staff and parents regarding families/children as necessary.
- To keep up to date information on the range of agencies working locally in order to maintain knowledge of services to support parents

Supervision of Staff

- To be responsible for the day to day management/supervision of associate staff and/or volunteers.
- To undertake appraisal reviews of associate staff within school as determined by the Headteacher.
- To ensure that appropriate training and support is provided to staff.

General

- To comply with all relevant health and safety, operational, personnel, child protection, data protection, and other relevant policies and procedures.
 - To participate in relevant training programs and network events in order to keep up to date with national and local developments in safeguarding
 - To act as a role model and mentor to the most vulnerable students
 - To attend and participate in meetings as required.
 - To contribute to the overall work/ethos and aims of the school.
 - To engage in any CPD activities appropriate to the role.
 - To undertake any other professional duties as required by their line manager
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Specific responsibilities

Managing referrals

The Designated Safeguarding Officer is expected 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;
- refer cases to the Prevent program where there is a radicalisation concern as required; and
- refer cases where a crime may have been committed to the Police as required.

Working with others

The Designated Safeguarding Officer is expected to:

- liaise with the Headteacher and Designated Safeguarding Lead (DSL) to inform him or her of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations;
- as required, liaise with the 'case manager' (as set out in KCSIE Part four) and the designated officer(s) at the local authority for child protection concerns in cases which concern a staff member;
- liaise with staff (especially Pastoral Leaders, SENDCO, School Business Manager and Network Manager) on matters of safety and safeguarding (including online and digital safety) and when deciding whether to make a referral by liaising with relevant agencies; and
- act as a source of support, advice and expertise for all staff.

Training

The Designated Safeguarding Officer is expected to:

- undergo training to provide them with the knowledge and skills required to carry out the role. This training should be updated at least every two years.
- undertake Prevent awareness training.
- take responsibility for refreshing their knowledge and skills (this might be via e-bulletins, meeting other designated safeguarding leads, or simply taking time to read and digest safeguarding developments) at regular intervals, as required, and at least annually, to allow them to understand and keep up with any developments relevant to their role so they:
 - understand the assessment process for providing early help and statutory intervention, including local criteria for action and local authority children's social care referral arrangements.
 - have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so;
 - ensure each member of staff has access to, and understands, the school's child protection policy and procedures, especially new and part time staff;
 - are alert to the specific needs of children in need, those with special educational needs and young carers;
 - are able to keep detailed, accurate, secure written records of concerns and referrals;
 - understand and support the school ~~or college~~ with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation;
 - are able to understand the unique risks associated with online safety and be confident that they have the relevant knowledge and up to date capability required to keep children safe whilst they are online at school;
 - can recognise the additional risks that children with SEN and disabilities (SEND) face online, for example, from online bullying, grooming and radicalisation and are confident they have the capability to support SEND children to stay safe online;
 - obtain access to resources and attend any relevant or refresher training courses; and
 - encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school may put in place to protect them.

Raising Awareness

In partnership with the DSL, the Designated Safeguarding Officer is expected to:

- ensure the school's child protection policies are known, understood and used appropriately;
- ensure the school's child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this;
- ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school in this; and
- link with the local LSCB to make sure staff are aware of any training opportunities and the latest local policies on local safeguarding arrangements.

Supporting transition arrangements

In partnership with the DSL, the Designated Safeguarding Officer is expected to ensure that transition arrangements are undertaken in compliance with KCSiE and WTtSC:

- where children leave the school or college ensure their child protection file is transferred to the new school or college as soon as possible; and
- consider where would be appropriate to share any information with the new school or college in advance of a child leaving.

Availability

During term time the Designated Safeguarding Officer should always be available (during school hours) for staff in the school or college to discuss any safeguarding concerns. CPOMS is used extensively by school staff to record concerns and details of follow-up action. The post-holder is expected to monitor all CPOMS entries and to coordinate response as required to any safeguarding concerns.

Other specific duties

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown. It will be reviewed at least annually and, in consultation with you, it may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

As travelling to events and meetings is a part of this role, you will be expected to travel to various locations, therefore a driving licence and access to a car would be advantageous.

We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check.

Person Specification

To be assessed through application, reference and interview

Criteria	Essential	Desirable
Qualifications		
A relevant professional qualification (e.g. social work)		✓
Vocational/NVQ qualification at level 3 or equivalent in a related subject	✓	
Recent and relevant CPD	✓	
Experience		
Experience of managing and working effectively with vulnerable children/young people in either education, social work, youth work or another related area of work	✓	
Experience of writing policy and contributing to policy development	✓	
Experience in motivating children/young people by establishing empathic and supportive working relationships	✓	
Professional Skills and Abilities		
A high level of oral, interpersonal, organisational, and communication skills	✓	
Ability to effectively use Microsoft IT packages (e.g. Word, Excel, Access etc.)	✓	
Ability to develop and deliver training and induction modules to staff in safeguarding issues	✓	
Good knowledge and understanding of all relevant guidance and protocols for working with, and keeping children safe (i.e. 'KCSIE', 'Working together to safeguard children' etc.)	✓	
Demonstrable knowledge of the range of additional support/agencies which can be of assistance to vulnerable students and families	✓	
Ability to develop and maintain professional relationships with individuals (internal/external)	✓	
A good knowledge of the process for referring to Children's Services		✓
Personal Qualities		
Ability to self-motivate and understand the importance of confidentiality	✓	
Passionate belief in the potential of all young people	✓	
Ability to work and lead under pressure and to deadlines	✓	
High expectation of self and others	✓	
Listen to and reflect on feedback from others	✓	
Excellent punctuality and attendance	✓	
Ability to inspire the trust, confidence and respect of pupils, staff and the Community	✓	
Ability to establish and maintain good relationships with others	✓	
Energy, imagination, enthusiasm and dynamism	✓	
Integrity, loyalty and personal commitment	✓	
Sense of humour and ability to maintain a sense of perspective	✓	