

**Buxton School**  
Terling Close, Leytonstone, London E11 3NN

**JOB DESCRIPTION**

**Post:** Safeguarding Officer

**Scale:** SO1

**Working pattern:** Term time only 45.6 weeks

**Responsible to:** Headteacher and Senior leader

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Purpose of job: To ensure there are policies, procedures, systems, structures, resources and personnel in place to promote the welfare and protection of children. Actively work jointly with parents and carers and other agencies through joint planning, training and monitoring of their arrangements for the protection of children. To ensure there are quality assurance mechanisms in place to monitor, review and evaluate arrangements for the protection of children.

**Duties and Responsibilities**

- To implement the Buxton School safeguarding policy and procedures
- Encourage good practice by promoting and championing the safeguarding policy and procedures
- Respond appropriately to disclosures or concerns which relate to the well-being of a child or young person
- To maintain accurate, confidential and up-to-date documentation on all cases of safeguarding and child protection
- 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
- To ensure the schools' designated safeguarding lead teacher is regularly updated regarding all issues related to the safeguarding of individual children and young people
- To ensure where required, liaise with statutory agencies and ensure they have access to all necessary information
- To initiate and refer children and young people to outside agencies and co-ordinate referrals
- To liaise with school staff in initiating multi-agency referrals for children and young people
- When appropriate, to act as lead professional and coordinate team Around the Child Meetings
- To support the care of children and young people where their living arrangements are at risk of breakdown

- To ensure that children and young people who are victims of abuse are supported appropriately and sensitively and that all actions assigned to Buxton School from planning and intervention meetings are successfully carried out and monitored
- Raise awareness of the Buxton School safeguarding team roles to parents/carers, adults and children and young people involved in the organisation
- To work in partnership with the SENCOs and school nurse and other health agencies with regard to pupil medical needs

#### Accountabilities

- Attend and participate in Child Protection Conferences and Planning and Review meetings whilst working closely with colleagues in Children's Services as required, some of which may take place out of normal working hours.
- To maintain confidentiality at all times
- To liaise with outside organisations regarding the Common Assessment Framework and to coordinate and monitor all referrals and recommendations with the school
- From referrals, develop a register of pupils who are 'At Risk' or have Child protection Plans
- To adhere to the school's policies at all times

#### 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's health and safety policy

#### Skills/experience

- Attend relevant training to fulfil the role of Buxton School Child protection and Family Multi-Agency Liaison Officer