You will be accountable for supporting the DSL and Safeguarding team in ensuring that concerns are dealt with in an appropriate and timely manner, and records are meticulously maintained.

You will be responsible to: Designated Safeguarding Lead

**Job purpose**

* To assist the Designated and Deputy Designated Safeguarding Leads in ensuring that all students are safeguarded
* To support the school’s DSL acting as a source of support, advice and expertise for staff within the school for child protection and safeguarding.
* To protect the welfare of students and respond appropriately, sensitively, discreetly and in a timely manner to any child protection or safeguarding concerns, so that students feel secure both within school and at home
* To ensure that safeguarding, administrative processes are meticulously followed and maintained.
* Use the child protection online management system software (CPOMS) effectively, monitoring entries from staff during the day
* To provide administrative support to the Safeguarding team.

**Main Duties and Responsibilities**

Referral Management, maintaining Child Protection Files and record-keeping:

* Be the first point of contact for the attendance officer, HoY, AHoY who raise absence concerns for vulnerable students and report to relevant external agencies in a timely manner.
* Receive all safeguarding e-mails and requests for information from external agencies and ensure that these are recorded on the Child Protection Online Management System (CPOMs) and referred for action by the relevant members of staff.
* Evaluate the urgency of safeguarding logs and as necessary, consult with the Designated Safeguarding Lead or Deputy Designated Safeguarding Leads or the Headteacher for guidance on actions and next steps.
* Evaluate safeguarding logs and when appropriate refer to the relevant Heads of Year (or other key members of staff) for information and action.
* Update or create safeguarding files where necessary.
* Update or create chronologies for young people identified as being vulnerable and for whom intervention and case management by the safeguarding team is ongoing.
* Ensure that all contact details for the range of professionals working with a young person are updated and maintained.
* Manage and maintain the diary for the Designated Safeguarding Lead and ensure that rooms are booked for meetings and refreshments ordered, where necessary.
* Prepare paperwork for meetings ensuring that there are copies of appropriate documentation for all external agencies present.
* Attend Child Protection Conferences and Core Group Meetings as appropriate.
* Attend Child in Need core group meetings as required.
* Attend Strategy Meetings as required.
* Liaise with Children’s Social Care and other external agencies responding to e-mails and information requests within requested time-frames.
* Attend weekly Inclusion Executive and safeguarding Executive meetings.
* Contribute to staff training.

CPOMS administration and transition:

* Support the DSL with the management and administration of CPOMS.
* Update CPOMS with meeting minutes, communications and any additional information received.
* Ensure that all user and user permissions are up to date, including adding new staff and deleting leaving staff.
* Ensure that hard copy safeguarding files are requested for new starters from previous schools (and information received is summarised appropriately on CPOMs and flagged with the safeguarding team and key pastoral staff).
* Chase files that do not transfer with the student in writing and by telephone.
* Ensure that copies of CP files are sent to the new school or educational establishment when a student leaves Lammas School, including school leavers at the end of year 11.
* Collate safeguarding information during transition from primary schools and mid-phase admissions for any student for whom there are current or have been previous CP concerns.
* Archive all hard copy CP files once key information and documents have been summarized and uploaded on to CPOMs (unless we are in receipt of an electronic transfer through the same system).
* Coordination of Early Help and Early Help Records Administration
* Facilitate in the process of Early Help referral through home contact, the completion and referral of Early Help requests with parents and carers and liaise as appropriate with EH practitioners.
* Initiate and host TAF meetings in liaison with EH Practitioners (as appropriate)
* Attend TAF meetings
* Tracking and Reporting
* Maintain Safeguarding register of students and vulnerable families and their assessed level of need
* Produce cyclical reports on safeguarding data for SLT and the full Governing body
* Track data throughout the academic year on the following:
	+ CPOMS data including the number of school referrals and the category of referral;
	+ referrals to MASH and outcomes;
	+ referrals made by school to external agencies;
	+ number of different types of meetings attended throughout the year i.e. LAC Reviews, PEP meetings, Conferences, Core Groups, Professionals meetings etc.;

Designated Person for ‘Children with a Social Worker’ (in adherence to Lammas School and WF Policy)

* Act as their advocate, target support and champion them in aspects of school life
* Maintain an up to date record of all children with a social worker who are on the school roll.
* Complete the termly ‘Children with a Social Worker Tracking’ document and send to the Virtual School as requested. Request up to date round robins from teaching staff to inform tracking.
* Contribute to reviews and meetings on each child/young person as appropriate.
* Liaise with the Virtual School on a regular basis.
* Ensure that if/when the child transfers school all relevant information is forwarded to the receiving school as a matter of priority.
* Ensure that any underachieving child with a social worker is identified and prioritised for school based interventions
* Share information about children with a social worker appropriately and sensitively with staff.
* Listen to children with a social worker and champion them within the school community.
* Keep the school up-to-date with current, relevant legislation and its implication.
* Report to the Governing body annually on the performance of all children with a social worker on the school roll.
* Track the meeting schedule for all children with a social worker (Core Group Meetings, Conferences, Professionals and Strategy meetings) and ensure that these meetings take place at appropriate intervals throughout the academic year.
* Liaise with the School Nurse to ensure that medical welfare of children with a social worker are regularly reviewed.

Administration of Child Protection Training

* Organise resources, bookings and registers for Child Protection Training.
* Liaise closely with the Designated Safeguarding Lead and Head’s PA to ensure that accurate records are kept of all staff who have undertaken Child Protection Training.
* Liaise closely with the Assistant Headteacher (Designated Safeguarding Lead) to ensure that it is identified when staff are due to refresh their Child Protection Training and ensure that this is communicated to the DSL

Continuing Professional Learning

* Take responsibility for personal learning and development by researching and undertaking such training as required to ensure appropriate levels of knowledge and skills are maintained.
* Attend in-service training within normal working hours as directed. Attend staff training days, and participate in training where requested.
* Keep up to date with developments relevant to the role in line with Keeping Children Safe in Education (Appendix B) as amended from time to time.

Data Protection

* Be aware of your responsibilities under the Data Protection Act whilst carrying out your duties, seeking guidance and clarification from management, as required.

Additional Duties

* Work within the framework of the school ethos, adhering to the Code of Conduct for staff at all times.
* Ensure that all communications are attended to promptly.
* Maintain high standards of professional behaviour and presentation.
* Any other duties commensurate with the grade which may be required from time to time.

EQUALITY AND DIVERSITY

* We are committed to and champion equality and diversity in all aspects of employment within the Griffin Schools Trust. All employees are expected to understand and promote equality and diversity in the course of their work.

SAFEGUARDING CHILDREN

* This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures