



School: READING GIRLS' SCHOOL	
Job Title: Safeguarding Officer	Grade/Salary Range: RG4 (11- 22)
Reporting: Member of SLT	Term Time Only, plus five inset days 37 Hours per week

The Safeguarding Officer will take day-to-day responsibility for safeguarding and child protection across the school, as directed by the member of the Senior Leadership Team (SLT) who is the school's Designated Safeguarding Lead (DSL). They will take part in strategic discussions, inter-agency meetings and contribute to the assessment of children. They will also act as the duty Safeguarding Lead on a rota.

They will work directly with students as well as advice and support other members of the school on all matters regarding safeguarding and liaise with relevant agencies, such as the local authority and the police.

Overall Duties and Responsibilities

Working with Children

- Respond in a timely manner to safeguarding concerns to ensure pupils are kept safe from harm.
- Offer direct support and early help to young people facing a range of needs, including looked after children (LAC) and children on formal Child Protection (CP) and Child in Need (Cing) plans.
- Conduct home visits, where necessary to support children who may be disengaged with school.

Working with staff, parents/carers, and other agencies.

- Ensure staff can access and understand the school's safeguarding and child protection policy and procedures (especially new and part time staff);
- Work with class teachers, pastoral teams, the attendance officer and a range of external agencies to secure good outcomes for children and families, especially those pupils who are deemed vulnerable, including those with a formal plan (Child Protection, CIN, and LAC).
- Proactively work with parents/carers and other agencies through joint planning and monitoring of their arrangements for the safeguarding of children.
- Report to the DSL on all safeguarding concerns to ensure they retain oversight of safeguarding within the school;
- In the absence of the DSL, inform the principal of safeguarding issues, especially ongoing enquires into whether a child is at risk of harm, and police investigations;
- Liaise and advise staff of matters on safety, safeguarding and when deciding whether to make a referral;
- Act as a source of support, advice and expertise for staff;
- Understand the assessment process for providing early help referral and intervention;
- Lead on external meetings and train staff of how local authorities conduct a child protection case conference and a child protection review conference;
- Attend and contribute to child protection case conference effectively when required to do so.

Support the DSL in managing referrals in the following

- Referring cases of suspected abuse to the local authority children’s social care;
- Supporting staff who make referrals to local authority children’s social care;
- Referring cases to the Channel programme where there is a radicalisation concern
- Supporting staff who make referrals to the Channel programme;
- Referring cases where a crime may have been committed to the police;
- Keeping detailed, accurate and secure written records of concerns and referrals.

Training

- Undergo training to develop and maintain the knowledge and skills required to carry out the role;
- Undergo Prevent training and be able to:
 - Support the school in meeting the requirement of the Prevent Duty
 - Provide advice and support to staff on protecting children from the risk of radicalisation.
- Undergo training on Female Genital Mutilation (FGM) and be able to:
 - Provide advice and support to staff on protecting and identify children at risk of FGM;
 - Report known cases of FGM to the police, and help others to do so;
 - Refresh knowledge and skills at least annually, to ensure that you remain up to date with any developments relevant to the role.

Raising Awareness

- Ensure the school’s child protection policies are known, understood and used appropriately;
- Work with the DSL to ensure that the school’s children protection policy is reviewed annually.
- Ensure the safeguarding policy is available and easily accessible to everyone in the community;
- Ensure that parents have read the safeguarding policy, and are aware that referrals about suspected abuse or neglect may be made, and the role of the school in this;
- Be alert to the specific needs of children in need, those with special educational needs or disabilities and young carers.
- Encourage a culture of listening to children among all staff, ensure that children’s feelings are heard and that the school puts measures in place to protect them

Other areas of responsibilities under the direction of the DSL

- When children leave the school, securely transfer their child protection file to their new school as soon as possible, separately from the main pupil file;
- Contribute to safeguarding reports to the Trustees;
- Model best practice and uphold the principles of confidentiality and data protection at all times.

General

The Safeguarding Officer will be required to safeguard and promote the welfare of children and young people and follow the school policies and the staff code of conduct.

During the term time, the Safeguarding Officer should always be available during school hours for staff to discuss safeguarding issues.

Please note the list of duties is illustrative of the general nature and level of responsibility of the role. This is not a comprehensive list; the post holder may be required to do other duties appropriate to the role.

Confidentiality

During the course of employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Thames Learning Trust. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

Safeguarding Children & Health and Safety

Thames Learning Trust is committed to adhering to the DFE guidance "Keeping Children Safer Education". It is the individual's responsibility to promote and safeguard the welfare of children and young people in the school. Satisfactory references, enhanced DBS clearance & social media check is required for this post. This post is exempt from the Rehabilitation of Offenders Act 1974. You are required to comply with the school's Health and Safety policy at all times.