

**Wandsworth Sensory Support Service-  
Linden Lodge  
Job Description**

**STATUS**

**Job Title: Head of Safeguarding**

**Accountable to: Headteacher / Governors**

**Grade: PO7 Point 71 to 74 (£51,176-£55,332)**

**Job Purpose**

The Head of Safeguarding (HOS) will have a key role in developing, promoting and implementing good professional practice and overseeing all aspects of the Safeguarding Strategy at Linden Lodge (LL). As the Designated Safeguarding Lead, they will champion best practice in safeguarding throughout the organisation. Under the guidance of the Headteacher, the post holder will take the lead in providing specialist advice, guidance, supervision and support related to safeguarding. They will have a responsibility to liaise with local statutory children's services agencies and with the Local Safeguarding Children's Board. The post holder will be responsible for budget management, performance management, continuous service improvement and significantly contributing to planning the future and managing change. The HOS will contribute to developing the skills of school staff, particularly in relation to assessment of risk, and report writing.

**Main Duties**

**Leadership and advisory role**

- To actively promote the philosophy that children's needs and interests are paramount.
- To promote the development of a culture of safeguarding, robust systems and internal policies relating to safeguarding children and adults.
- Provide advice on the day-to-day management of children, and families / carers, where there are complex safeguarding / child protection concerns.
- Produce timely and accurate reports and presentations for the Head, Senior Leadership Team (SLT) and Governors as required.
- Promote collaborative working and sharing of best practice among staff to inform continuous improvement of the service, complying with all statutory and regulatory requirements on safeguarding / health and safety.
- Skilled in designing, facilitating and evaluating training.
- Provide leadership and direction on strategic projects, partnerships and developments including strategic risk management,
- Make a significant contribution to planning the future, the development of strategic plans and change management.
- Maintain clear organisational reporting and response procedures
- Facilitate regular opportunities to discuss concerns about safeguarding practice within teams or with colleagues to help develop an organisational culture, which promotes safeguarding of children and vulnerable adults in all its way of working.

**Organisational effectiveness**

- To lead the development of a Linden Lodge Safeguarding Strategy and Implementation Plan and to monitor and report on progress against the plan. To revise the plan on a regular and periodic basis ensuring that it is contemporary and aligned with internal and external requirements.
- To involve parents and stakeholders in the development and implementation of our Safeguarding Strategy.
- To plan and monitor a whole staff strategy for safeguarding supervision. Monitor and assess the impact of child protection and safeguarding work on individual practitioners / caseloads, identify risk and communicate to the SLT and Governing Body. To take the lead in providing safeguarding supervision, specialist advice and support related to child, children in need and vulnerable children
- To maintain an up-to-date risk map ensuring that mitigating actions are identified and implemented.
- To support colleagues in building strategic relationships with statutory local safeguarding boards / forums.
- To maintain update to date knowledge in all areas of safeguarding and related topics.
- To ensure effective responses to the referrer so that information can be collated and an analysis of the

concern completed.

- To monitor the Attendance Policy to ensure all policies fully implemented in terms of national legislation.
- To review the Safeguarding Policy regularly in the light of national developments and internal issues.
- To report on the quality of developments / audits, as part of a clinical governance and quality assurance framework for Safeguarding, through which evidence-based practice and policies / procedures are continuously monitored and improved.
- Assist as required in implementing the School's Emergency Plan in the event of a major incident.
- Ensure compliance with all legislative requirements relating to human resources and that recruitment policy and practices fully comply with best practice relating to Child Protection and safeguarding

### **People management and performance**

- To provide leadership, support and motivation to staff recruitment, management and development
- As a member of the management team, to provide leadership to the Head and be a proactive and positive member of the SLT.
- To support the development of Linden Lodge culture through robust and effective personal performance management arrangements in line with Linden Lodges policies and procedures.
- Complete performance reviews or appraisals including day to day management of staff
- Deliver improvements to ensure targets are met as defined by the SLT and record on the School Development Plan.
- To ensure that initial investigations are carried out in accordance with local and national guidelines.

### **Promoting positive behaviour support (PBS)**

- Develop and embed Positive Behaviour Support throughout the organization
- Ensure all staff are clear regarding PBS and have received MAPA training.

### **Inter-agency working**

- Ensure that both education and health professionals are clear, e.g. responsibilities and practice for safeguarding children.
- Develop systems which promote sharing of information and a common approach to keeping children safe.
- To attend complex multi-agency case conferences, strategy discussions, and other safeguarding / protection meetings, as agreed with the Headteacher.
- To refer cases of suspected abuse or allegations to the relevant investigating agencies
- Maintain links with relevant Local Authorities & Regulatory bodies ensuring that Linden Lodge acts in accordance with the guidance 'Keeping Children Safe in Education' (KCSE) and other legislation.
- Work with professionals to support the Mental Capacity Act Deprivation of Liberty safeguarding agenda.
- Work collaboratively with the NHS staff in the school for Safeguarding Children and Adults, ensuring procedures complement each other. Promote Safeguarding throughout the provision.
- To ensure all meetings with external agencies including CAMHS, Social Care and NHS colleagues are coordinated, chaired appropriately and minuted.
- Monitor the progress of looked after young people on entry and continue through to school leaving ages. Attend looked after children meetings and ensure there is effective liaison with external colleagues and information sharing.
- To build positive relationships with families and agencies to enable successful interventions to support looked after young people at risk of dropping out and becoming NEET
- Ensure referrals to support agencies the school will act in accordance with WSCB Thresholds for Intervention guidance, which is consistent with the London-wide Continuum of Need thresholds
- Ensure the child's social worker is notified of any pupil subject to a Child Protection Plan who is absent from school without explanation for more than 2 days.

### **Qualities and knowledge**

- Investigate potentially distressing and emotional incidents relating to staff and pupil safety.
- Promote an understanding of governance and assurance issues in child protection, based upon current research and government guidance at practitioner level.
- Prioritise own workload within the agreed lines of accountability for Linden Lodge

## **Pupils and staff**

- Make sure safeguarding policies and procedures are fully implemented and followed by staff, Governors, pupils and volunteers.
- Provide support, supervision and advice for any staff member, pupil and volunteer with a safeguarding or child protection concern.
- Undertake a termly review and if needed update safeguarding and child protection policies and procedures.
- Provide safeguarding induction for new staff, students, Governors and volunteers.
- Ensure that all staff are trained and a register is kept of staff who have completed child protection training.
- Keep all staff, students, Governors and volunteers informed of good practice and new legislation and guidance.
- Have an understanding of the referral procedures and know how to contact and establish links with local authority or police.
- Liaise with and making referrals to appropriate agencies about children where there are safeguarding concerns, including the Local Authority Designated Officer (LADO).
- Liaise with OFSTED to inform them of any safeguarding actions taken.
- Deal with allegations against staff; to ensure that initial investigations are carried out in accordance with local and national guidelines.
- Co-ordinate the early identification of vulnerable children and families and the involvement of mothers, fathers and carers.
- Co-ordinate and support the setting when working with a child who is a child in need or has a child protection plan.
- Receive safeguarding concerns and respond appropriately, ensuring the best interests of the child or vulnerable adult are prioritised and appropriate reporting procedures are followed.
- Ensure staff are given appropriate advice and support.

## **System and process**

- To establish and maintain clear systems of communication with the DMS team for Safeguarding and service line managers, in order that staff are adequately supported to ensure that the organisation meets its statutory obligations to safeguard and protect children.
- Maintain clear, concise and appropriate records in relation to child protection and where there are concerns. These records are confidential and should be kept separately from student records. These should include a chronology of concerns, referrals, meetings, phone calls and emails.
- To maintain a comprehensive and up to date knowledge of all relevant legislation, procedures and best practice for the organisation in relation to child protection.
- Provide information when required in order to populate individual service databases for the Safeguarding service, to ensure that School requirements are met.
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- Establish arrangements to implement changes where necessary

## **Finance**

- Ensure that safeguarding practice is promoted in line with strategic developments in order to maintain quality standards and value for money (training budget).
- Provide a strategic plan of future training requirements for the provision.
- Management of the training budget

## **The self-improving School system**

- Ensure the child protection and safeguarding policies are available publicly and parents are aware of that referrals about suspected abuse or neglect may be made and the role of the school in this.
- Administer the process with parents and placements of new pupils sign the form to confirm that there is no child protection / safeguarding information in relation to the pupil concerned.
- When the children leave school ensure the child protection file is transferred to the new school, college as soon as possible.
- Chair a weekly Safeguarding meeting to support Designated Safeguarding Officers carry out their duties.
- Develop a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school puts in place to protect them.
- Use incident reporting data to inform and implement education strategies to improve practice
- Contribute to appropriate paperwork (PEP / Pathway Plan) for looked after young people in line with

statutory requirements and best practice. Maintain quality data on pupils, complete track data systems, develop communication pathways for key stakeholders.

- Plan a system to ensure all staff have access to safeguarding supervision, monitor and record practitioner attendance at safeguarding supervision.
- Contribute to the development of Linden Lodge School policies and procedures in line with KCSE, Safeguarding Children Procedures, and other government legislation.
- Read and analyse complex medical and social information in order to assess risk and outstanding health needs.

### **Training**

- Plan and deliver training and supervision programmes relating to safeguarding in accordance with National and Local Safeguarding agendas. To plan and implement an organisation wide strategy to ensure all staff have access to safeguarding supervision.
- Develop the Linden Lodge Safeguarding Training Strategy, which ensures the organisation meets its statutory responsibilities to ensure its entire staff, are competent to safeguard children.
- Provide direct support to newly qualified or inexperienced professionals in order to develop the skills and knowledge necessary to safeguard.
- To plan and implement a staff training matrix to ensure core skills and competencies are recorded across all staff with an alert system where new or updated training is required.

### **Safeguarding children, Safer recruitment and selection**

- Be fully aware of and understand child protection and safeguarding children and young people as this applies to the worker's role within the organisation
- Ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection
- To work with the HR team in ensuring safer recruitment procedures are consistent

### **General**

- Work to school's policies and procedures, particularly in regard to equal opportunities, health and safety and confidentiality
- Demonstrate professional accountability at all times
- Demonstrate integrity, trust, empathy and compassion

<i>Safeguarding</i>	<p>Be fully aware of and understand the duties and responsibilities arising from the Children's Act and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation</p> <p>Be fully aware of the principles of safeguarding as they apply to vulnerable adults to the workers role</p> <p>Ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection</p>
<i>Leadership</i>	To work under overall supervision of Headteacher
<i>CPD</i>	Commitment to own personal development and to undertake mandatory training as required
<i>Behaviour / Risk Management</i>	Work with other colleagues to ensure safety of both workers and users at all times
<b>REVIEW</b>	This job description does NOT define all the duties and responsibilities commensurate with the post. As such, it will be reviewed at the end of the academic year or earlier if necessary and may be amended at any time after consultation with you.