

## JOB DESCRIPTION

|                               |                                              |
|-------------------------------|----------------------------------------------|
| <b>Post Title</b>             | Lead Safeguarding Officer                    |
| <b>Salary Scale / Grade</b>   | Scale 6, points 18 - 22                      |
| <b>Hours / Weeks per year</b> | 37 hours per week; Term time plus 1 day only |
| <b>Responsible to</b>         | DSL                                          |

### **Purpose:**

This role is key to developing an effective safeguarding culture across the school. Taking the lead responsibility for all safeguarding and child protection matters arising at the school and supporting all other staff in dealing with any child protection concerns that arise.

### **Key functions**

To take lead responsibility for:

- Referring all cases of suspected abuse of any pupil at the school to the Local Authority children's social care, ensuring that a response is received and recorded;
- Ensuring teachers fulfil their statutory duties of referring all confirmed cases of female genital mutilation performed on a pupil to the police, as per legal requirements, and keeping records of these referrals and subsequent actions.
- Supporting other staff who have made referrals to Local Authority children's social care;
- Taking part in strategy discussions and inter-agency meetings and/or supporting other staff to do so, and to contribute to the assessment of children;
- Referring cases to the Channel programme (and supporting staff who make referrals) where there is a radicalisation concern;
- Making referrals to the police where a crime may have been committed which involves a child;
- Undertaking early help assessments for identified pupils and their families, and acting as lead professional where appropriate;
- Maintaining accurate and organised records of all welfare and child protection concerns brought to the attention of the school by staff, members of the public or other professionals ;
- As required, liaising with the Director of School Improvement and Safeguarding, Executive Headteacher or Co-Heads of School in respect of police investigations or investigations under Section 47 Children Act 1989 which involve the school;
- Acting as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with the relevant agencies;
- Supporting any referrals to the Local Authority under 'Children Missing in Education' requirements.
- Line manage the safeguarding administrator

### **Raising Awareness**

- Ensure the most up to date HISP Trust Safeguarding and Child Protection Policy is in place.
- Ensure the safeguarding/child protection policy and any other statutory documents are available publicly, and are confirmed to be read and understood by all staff;

- Ensure that parents are aware that referrals about suspected abuse or neglect may be made to children's social care, and the school's role in this;
- Maintain links with the local Safeguarding Children Partnership to ensure staff are aware of training opportunities and the local policies on safeguarding;
- Share information about the welfare, safeguarding and child protection issues that children are experiencing, or have experienced with key adults within the school.
- Where children leave the school ensure their child protection file is transferred to the new school as soon as possible, transferred separately from the main pupil file, and taking responsibility for ensuring that reasonable steps are taken to effect secure transit and for obtaining confirmation of receipt from the new school. In addition to the child protection file, the designated safeguarding lead should also consider if it would be appropriate to share any information with the new school or college in advance of a child leaving.

## **Preventing Radicalisation**

In accordance with the Prevent Duty Guidance for England and Wales and Channel Duty Guidance: Protecting vulnerable people from being drawn into terrorism (2015), the Lead DSL has the following responsibilities:

- Acting as the first point of contact for parents, pupils, teaching and support staff and external agencies in all matters relating to the Prevent Duty;
- Co-ordinating Prevent Duty procedures in the school, including creating a school specific Prevent risk assessment, and updating it regularly in light of statutory updates and/or local events;
- Undergoing appropriate training on the Prevent Duty such as the Home Office 'Workshop to Raise Awareness of Prevent' (WRAP) training.
- Undergoing appropriate training on the Channel programme.
- Assessing the training needs of all school staff in relation to the Prevent Duty, and implementing and maintaining an ongoing training programme for staff including induction training for all newly appointed staff and volunteers.
- Maintaining an ongoing training programme on the Prevent Duty for all staff including induction training for all new employees, and keeping records of staff training;
- Monitoring the creation, confidentiality and storage of records in relation to the Prevent Duty;
- Liaising with local Prevent co-ordinators, the police and local authorities and existing multi-agency forums in all necessary or appropriate circumstances relating to the Prevent Duty.

## **Training**

The DSL should receive appropriate child protection training every two years (and refresh their knowledge and skills through network meetings, email updates and documents on an ongoing basis, but at least annually) in order to:

- Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments.
- 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 that all staff and volunteers have access to and understands the school's safeguarding/child protection policy and procedures, especially new and part time staff;

- Provide or source appropriate safeguarding training for all school staff to provide them with the relevant skills and knowledge to safeguard children effectively, updated at least annually.
- Provide appropriate safeguarding induction training for new staff, volunteers, work experience students, apprentices, visiting staff, supply teachers and governors to provide them with the relevant skills and knowledge to safeguard children effectively.
- Be alert to the specific needs of children in need, those with special educational needs and young carers.
- Understand relevant data protection legislation and regulations.
- Understand the unique risks associated with online safety, and support those responsible for ICT at the school to keep children safe whilst they are online at school.
- Recognise the additional risks faced by children with special education needs and disabilities (SEND), including when online (for example, from bullying, grooming and radicalisation) and be confident they have the capability to support SEND children to stay safe.
- Be able to keep detailed, accurate, secure written records of concerns and referrals.
- Understand and support the school with regard to the Prevent duty and provide advice and support to staff on protecting children from the risk of radicalisation.
- Obtain access to resources and attend any relevant or refresher training courses.
- Encourage and promote 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.

### **Safer Recruitment**

- Undertake safer recruitment training, and support the school in achieving best practice in recruitment and selection of staff.

### **Audits, evidence and reporting**

- Creating and maintaining files of safeguarding evidence, including to support Ofsted inspections.
- Contributing towards and/or providing regular safeguarding reports to the Headteacher as requested.
- Working with the nominated Safeguarding Governor to complete the Local Authority safeguarding audit, as required.

### **Pupil Outcomes**

- Maintain a culture of high aspirations for all pupils who are currently experiencing, or have previously experienced welfare, safeguarding and child protection issues.
- Support all staff to identify the challenges that pupils in this group might face and the additional academic support and interventions required to best support these children.
- Attending persistent absence panels and/or supporting effective liaison with the school's attendance lead & educational welfare to ensure good attendance at school
- Monitor the academic progress of pupils in need, contributing to reviews of individual pupil progress, sharing feedback from agencies/professionals who are working with the pupil/family and supporting and informing any academic-based interventions.
- Creating an overview of how the curriculum teaches key themes of safety (including online safety and anti-bullying) and contributing towards the capture of Pupil Voice about safety at school.

### **Working with others**

- Be a point of contact with Lead DSLs
- Working proactively with the with key staff including SENDCo, Attendance Lead, Thrive Practitioners and any other key staff within the school and on matters relating to safety and safeguarding.

### **General**

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety and security, confidentiality, and data protection.
- Be aware that all pupils have equal access to opportunities to learn and develop.
- Participate in training and other learning activities as required and to participate in appraisal and professional development.

### **Other Responsibilities:**

- To contribute to the maintenance of the school's ethos by expecting high standards from all of the students in both lessons and social times, and modelling these high standards personally.
- To ensure all duties and responsibilities are discharged in accordance with the Trust's Health and Safety at work policy.
- To promote and safeguard the welfare of children and young people you are responsible for or come into contact with.
- To undertake any other reasonable tasks as directed by the Executive Headteacher.

### **Review:**

This job description is subject to annual review and / or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.

## **PERSON SPECIFICATION**

### **What You Will Bring**

#### **Qualifications and Training**

- GCSEs (or equivalent) in English and Mathematics (Grade C/4 or above).
- Currently qualified as a Designated Safeguarding Lead or previously accredited safeguarding qualification.
- Additional qualifications demonstrating experience in supporting children and/or families with additional needs.  
Counselling qualification.
- Mental health training.
- First aid certificate.

#### **Experience**

- Experience working with or caring for children in group settings of relevant school age.
- Experience supporting children and families in difficulty or crisis.
- Experience working with students with additional needs.
- Experience of safeguarding procedures.
- Experience collaborating with staff at all levels to achieve organisational objectives.
- Understanding of quality assurance processes to deliver high-quality services.
- Experience working with external agencies.
- Demonstrable experience using Google software, including Google Docs and Google Sheets.
- Experience with record keeping and administrative tasks.
- Experience working in an educational setting.
- Experience implementing and operating safeguarding policies and procedures.
- Experience handling sensitive data while maintaining confidentiality.

#### **Knowledge and Understanding**

- Strong understanding of key safeguarding principles.
- Understanding of child development.
- Experience using attendance and safeguarding systems (e.g., CPOMS).
- Knowledge of relevant legislation, policy, practice, guidance, and good safeguarding practice.
- Knowledge of Special Educational Needs (SEN) and Education Health Care Plans (EHCPs).

#### **Skills and Abilities**

- Ability to stay up to date with legislative, policy, and guidance developments in safeguarding.
- Excellent interpersonal, verbal, and written communication skills with adults and children.
- Ability to influence and persuade through effective communication.
- Competent in ICT, particularly Google software (Docs and Sheets).
- Ability to work flexibly and use own initiative to achieve objectives.
- Strong organisation, prioritisation, and coordination skills under pressure.
- Conscientious, positive, and self-managing.
- Ability to work constructively as part of a team, understanding roles and responsibilities.
- Competence in using Arbor.

### **Personal Qualities and Attitudes**

- Ability to maintain high-quality professional relationships, acting as a role model to students.
- Enthusiasm for student success.
- Discreet, professional, and able to maintain confidentiality.
- Calm, approachable, and resolution-focused.
- Willingness to participate in training and development to enhance knowledge.