# Job Description

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

**Post title:** School Safeguarding Officer

**Grade:** H-I SCP 17-24

**Job Purpose:**

- To be a school based Deputy Designated Safeguarding Officer.
- To safeguard and protect the young people and staff within school and ensure there is a culture of vigilance in safeguarding practice.
- To ensure the delivery of safeguarding training in accordance with the Trust safeguarding programme, to ensure policies and procedures are updated and implemented and there is shared learning as appropriate with staff, volunteers and governors, in accordance with the Trust requirements.
- To receive safeguarding referrals and coordinate a procedure which addresses and prioritises the needs of those affected by liaising with statutory agencies.
- To contribute to the identification of vulnerable learners.

## Main responsibilities

**Focus of the Role:**

**To manage referrals**

- Refer cases for early help, or suspected abuse or neglect to the relevant agencies, including social care, health services and the police, including cases under the Prevent Duty.
- Liaise with the Trust Divisional Lead, designated Trust Safeguarding Partner and senior school staff where appropriate.
- Support staff who make referrals to the relevant agencies, including social care, health services and the police.
- To make professional challenge and escalate concerns, as required.
- Refer cases to the Channel programme where there is a radicalisation concern and support staff who make a referral to the programme.
- Refer cases where a crime may have been committed, to the Police as required.
- Undertake and review risk assessments where there has been an incident of Child on Child Sexual Violence or Sexual Harassment ensuring that both the victim and the perpetrator are supported.
- Ensure children experiencing Child on Child Abuse are supported in school.
- Be aware of pupils who have a social worker.

**Work with others**

- Act as a point of contact with the three local safeguarding partners.

- Liaise with the Headteacher regarding issues under section 47 Children Act 1989 and police investigations.
- Attend strategy meetings, child protection conferences and core groups as required, or ensure a suitably trained member of staff attends the meeting.
- Liaise with the police and children's social care where there has been an Operation Encompass report.
- Liaise with staff (especially pastoral staff, school nurses, IT technicians, SENCO and mental health lead) on matters of safety and safeguarding (including online and digital safety and when deciding whether to make a referral by liaising with relevant agencies.
- Act as a source of support, advice and expertise for all staff.
- Work collaboratively with the Trust Safeguarding Team with regards to safeguarding supervision and safeguarding quality assurance assessments.
- Be aware of all school excursions and residentials and clarify with the appropriate group leader(s) their role and responsibility in connection with safeguarding / child protection during the visit.
- Work collaboratively with the School Attendance Case Manager and Trust Central Attendance Team to be aware of pupils that are educated off-site, including pupils in alternative provision and those that have part-time provision.
- Contribute to the school's Vulnerable Learners meetings to ensure pupils that are not making expected progress in their learning are readily identified and concerns are addressed.

**Training**

- Undertake training to provide the knowledge and skills to carry out the role, to be updated at least every two years.
- Undertake Prevent Awareness training.
- Understand and support the school or college with regards to the requirements of the Prevent Duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation and extremism.
- Understand the assessment process for providing early help and statutory intervention and making safer referrals to the local authority.
- 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.
- Have an understanding of safeguarding practice reviews.
- Ensure each member of staff has access to and understands the school's child protection policy and procedures, especially new and part time staff.
- Be alert to the specific needs of children in need, those with special educational needs and young carers and children with mental health concerns.
- Understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the General Data Protection Regulations 2018.
- Understand the importance of information sharing within the school and with the three local safeguarding partners, other agencies, organisations and practitioners.
- Keep detailed, accurate, secure written records of concerns and referrals.

- Understand the unique risks associated with online safety and be confident that staff have the relevant knowledge and up to date capability required to keep children safe whilst they are online at school or college.
- Recognise the additional risks that children with SEN and disabilities (SEND) face online.
- Encourage 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 children.
- In accordance with the Trust safeguarding training programme, obtain access to resources and attend any relevant or refresher training courses.
- In collaboration with the Trust Safeguarding Team refresh own skills and knowledge at regular intervals, as required, and at least annually, to understand and keep up with any developments relevant to the role.

**Raise Awareness**

- Ensure copies of policies, including and a copy of the most recent publication of Part one of Keeping Children Safe in Education is provided to staff at induction.
- Ensure all staff sign to say that they have read Part One of Keeping Children Safe in Education or Annex A, where staff do not work directly with children.
- Ensure the School Safeguarding & Child Protection Procedures are known, understood and used by all staff appropriately.
- In accordance with Trust requirements, ensure the school's or college's child protection procedures are reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, in collaboration with the Trust Safeguarding Team.
- Ensure the Trust Safeguarding and Child Protection Policy and the School Safeguarding and Child Protection Procedures are available publicly.
- In collaboration with the Trust Safeguarding Team, link with the safeguarding partners for the local safeguarding partnership to make sure staff are aware of any training opportunities and the latest local policies or local safeguarding arrangements.
- Through the School Vulnerable Learners meetings, help to promote educational outcomes by sharing the information about the welfare, safeguarding and child protection issues that children, including children with a social worker, are experiencing, or have experienced, with teachers and school leadership staff.
- Ensure that the school has appropriate filtering and monitoring systems in place for online content and ensure that staff, pupils and visitors to their site follow the NPCAT ICT Systems Acceptable Users Policy.
- Ensure that children are taught about safeguarding through Personal,Social, Health and Economic Education (PSHE) and Relationships Education or Relationships and Sex Education and 'recognise when they are at risk and how to get help when they need it'.
- Have an overview of the Designated Teacher role, appointed to promote the educational achievement of looked after children, including working with the Local Authority's Virtual School Headteacher.
- Ensure that Whistleblowing procedures and referral pathways are communicated to staff.

**Child Protection File**

- Where children leave the school or college (including for in-year transfers) ensure the child protection file is transferred to the new school or college as soon as possible.
- In addition to the child protection file transferring, consider if it would be appropriate to share any information with the new school or college in advance of a child leaving, that would allow the new school or college to continue supporting pupils and to have that support in place for when the child arrives.

**Availability**

- During term time to always be available (during school or college hours) for staff in the school or college to discuss any safeguarding concerns.
- In collaboration with the Trust Divisional Lead, arrange adequate and appropriate cover arrangements for any out of hours / out of term activities.

**General:**

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- To work at all times in accordance with the provisions of General Data Protection Regulations and the Data Protection Act.
- At all times to maintain a professional approach and abide by the NPCAT Staff Code of Conduct.
- NPCAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher / NPCAT Divisional Lead to carry out appropriate duties within the context of the job, skills and grade.

## Safeguarding, Equality & Diversity and Health & Safety

- To safeguard and promote the welfare of  for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To carry out your duties with full regard to the NPCAT's Equality Policy and objectives.
- To comply with Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a proactive approach to health and safety matters in order to protect both yourself and others.

***Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this Job Description. Employees***

*should be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.*

*The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. We will consider any reasonable adjustments under the terms of the Equality Act to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.*

*This Job Description may be altered to reflect or anticipate changes in the job which are commensurate with the salary and job title.*
*The job-holder will ensure that Trust policies are reflected in all aspect of his/her work, in particular those relating to:*

*(i) Equal Opportunities*
*(ii) Health and Safety*
*(iii) General Data Protection Regulations (2018)*
*(iv) Safeguarding*

# Person Specification

| Criteria | Essential | | Desirable | |
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| **Qualifications** | E1 | NVQ Level 3 in learning support / early years or equivalent qualification / experience. | D1 | Completion of DCSF induction programme. |
| | E2 | NVQ level 3 or equivalent in English. | | |
| | E3 | NVQ level 3 or equivalent in Maths. | | |
| | E4 | Relevant CP / Safeguarding qualifications. | | |
| **Experience and Knowledge** | E5 | Successful experience working with children in a school/early years environment. | D2 | Knowledge of First Aid and the administration of medicines in schools. |
| | E6 | Good knowledge of appropriate procedures, regulations and guidance particularly in relation to the most recent guidance for Keeping Children Safe in Education and Working Together to Safeguard Children. | D3 | Good working knowledge of ICT to support learning and for administrative / organisational effectiveness. |
| | E7 | Good understanding and effective implementation of Child Protection procedures, local safeguarding partnerships, and safeguarding practice reviews. | | |
| **Communication** | E8 | Ability to write detailed reports, complete returns and write complex letters. | | |
| | E9 | Ability to use clear language to communicate information unambiguously. | | |
| | E10 | Ability to listen effectively. | | |
| | E11 | Specialist language / communication skills if appropriate. | | |
| | E12 | Ability to negotiate effectively with adults and children. | | |
| **Skills and Abilities** | E13 | Good organisational skills. Ability to remain calm under pressure. | | |
| | E14 | Ability to manage and support the work of others. | | |
| | E15 | Ability to manage time effectively. | | |
| | E16 | Ability to meet deadlines. | | |

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| | E17 | Demonstrate creativity and an ability to resolve problems independently. | | |
| **Working with Children** | E18<br><br>E19 | Good understanding of child development and pastoral issues such as inclusion and transition.<br><br>Understand and support the importance of physical and emotional wellbeing. | D4<br><br>D5 | Successful completion of training to support SEN if appropriate.<br><br>Good understanding of the school organisation, timetable and learning and pastoral support systems. |
| **Working with Others** | E20<br><br>E21<br><br>E22<br><br>E23<br><br>E24<br><br>E25 | Ability to make a proactive contribution to the work of school staff and external agencies in supporting children, their families and carers.<br><br>Ability to work with parents and carers to improve support for children.<br><br>Ability to make professional challenge and escalate concerns.<br><br>Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults.<br><br>Ability to work effectively with a range of adults in school, within the Trust and within external agencies.<br><br>Contribute to the development and implementation of effective systems to share information in compliance with GDPR and Data Protection requirements. | | |
| **General** | E26<br><br>E27<br><br>E28<br><br>E29<br><br>E30 | Awareness of and promotion of equality.<br><br>Good understanding of Health & Safety.<br><br>Understand and comply with procedures and legislation relating to confidentiality.<br><br>Demonstrate a clear commitment to develop and learn in the role.<br><br>Ability to effectively evaluate own performance. | | |