

## Job Description: Safeguarding Officer

<b>Responsible to:</b>	Director of Education
<b>Job Type:</b>	Permanent, Part-Time
<b>Grade:</b>	11
<b>Hours per week:</b>	33
<b>Working weeks:</b>	Term Time +4 (42 weeks)
<b>Location:</b>	Various
<b>Disclosure level:</b>	Enhanced DBS
<b>Date last reviewed:</b>	03/06/2024

### Summary

To support the Trust with its commitment to safeguarding and child protection across its schools. The role will involve day-to-day coordination and management of cases relating to identified children, attending and representing the Trust in multi-agency meetings and ensuring that recommendations are effectively implemented to support safety and learning in school.

The postholder will be required to provide leadership and expert professional advice in all aspects of safeguarding, developing and implementing effective strategies, policies and procedures that reflect best practice. This will include supporting colleagues to ensure safeguarding decisions are made in the best interests of individuals and delivering relevant training to staff.

### Main Responsibilities

#### Organisation

- Liaise with Trust Head Teachers, Designated Safeguarding Leads and Pastoral Leads in schools to ensure a joined up approach to safeguarding across the Trust.
- Provide expert advice to support senior staff and DSL's/DDSL's concerning safeguarding issues/allegations/arrangements on an ongoing regular basis, in addition to times of emergency.
- Create, develop, implement and advise upon a strategic and sustainable Trust approach to promoting the safety and wellbeing of children within our schools including short term, medium term and long term strategy plans with actions that are reviewed termly.
- Build and develop robust links with external agencies, liaising with the LADO, Children's Services, the Police, Early Help etc.
- Collate, audit and monitor impact of action the section 175 submissions.

- Undertake Trust SG health check involving DSL team, children, staff, parents/carers and governors.
- Meet with the Head/DSL 3/6 times a year (as needed) to discuss the pre-planned SG agenda which includes key data from CPOMS and actions.
- Audit websites to ensure they are consistent with best practice and contain relevant and up to date signposting for parents, including strengths and needs section.
- Create termly network meetings for: Neglect, Antibullying, Domestic Violence and E-Safety champions for each school enlisting key speakers to raise the profile/offer advice/create action plans for the specific area.
- CPOMS termly audit – create a checklist to be undertaken on CPOMS which includes selecting a child’s chronology to audit, sharing learning outcomes.
- Review at least 1 case study per term from each school to quality ensure SG practice.
- Create SG networks with local GP surgeries to consult with termly and on a needs must basis.
- Supporting schools to engage parents either through learning platforms or coffee mornings.
- Line manage and offer supervision to the Family Link Worker.
- Supporting schools when interviewing for SG roles.
- Support with audits and reviews at Trust schools in line with the latest DfE and LADO requirements, supporting processes to improve practice where appropriate.
- Work with central team HR to follow up audit flags in regard to employee and volunteer HR files, the single central record and statutory safeguarding training.
- Attend Trust Governor training to deliver updates on safeguarding.
- Offer SG advice and support to Alliance schools.
- To work in close partnership with inclusion colleagues from CLT.

### **Managing Self and Personal Skills**

- Managing resources, offering advice and solutions that strive for the best possible child centred outcomes.
- Engage in dialogue with other professionals to reflect upon own personal and professional learning.
- Develop public and voluntary sector professional communities and multi-agency networks through ongoing collaboration and the sharing of best practice.
- Maintain and demonstrate professional competence and values, acting in line with responsibilities to safeguard children and promote their education.

- Maintain and demonstrate significant CPD with up-to-date relevant knowledge of key safeguarding issues including CSE (Child Sexual Exploitation), Radicalisation and Mental Health.
- Attend termly supervision.

### **School, Pupil & Family Support**

- Maintain an overview of children and families at different schools who are being supported by External Agencies.
- Lead school TAFs when required and represent schools at core group and child protection conferences, ensuring a comprehensive and up to date knowledge of cases are presented. Attend CP/RCPC/STRAT/CIN cases in addition to the school when schools need their concerns reinforcing.
- Support Head Teachers and DSLs in taking responsibility for child protection issues.
- Develop and deliver training for pastoral leads, teachers, head teachers, and school governors.
- Support parents as required and liaison with Head Teachers.
- Offer continuing support to children who are on child protection plans.
- Make up follow up referrals.

### **Policies & Procedures**

- Promote and maintain up to date working knowledge of safeguarding procedures and legislation, ensuring consistency in approach/policy delivery across the Trust.
- Consult with and advise Trust staff and governors on current policy and procedures relating to safeguarding, child protection and looked after children. This covers several policies such as CP and SG policy, KCSIE, Equality policy, MH policy, antibullying policy, behaviour/positive relationships policy, attendance policy, recording pastoral information policy, CPOMS policy, drugs policy (student) and reporting concerns to LADO.

### **External Agencies**

- On behalf of the Trust, be the main point of contact with children's services and outside agencies e.g. LCSS, police, MASH, LADO, GPs, CAMHS. (Heads/DSLs remain the first point of contact for their school)

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be 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.

*Cambrian Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism. We expect all staff and volunteers to share in this commitment. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service (DBS) Enhanced Check. Shortlisted candidates will be subject to online searches for publicly available information.*

*Cambrian Learning Trust is an equal opportunities employer, and we welcome applications from a range of backgrounds to represent diversity in line with our schools' community.*

## Personal Specification

The following details criteria required for this role.

<b>Qualifications, Education and Training</b>	<ul style="list-style-type: none"> <li>• A recognised Social Work qualification with HCPC registration or evidence of qualification by experience.</li> <li>• A recognised Education qualification with QTS or evidence of qualification by experience.</li> <li>• A recognised qualification in the following areas: Child and Youth Services, Mental Health, Community work or similar or evidence of qualification by experience.</li> <li>• Evidence of relevant and continuous professional development such as Level 3 Safeguarding.</li> <li>• GCSE Maths and English Grade C or above.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrable experience and understanding of working with/within Children's Services/Social Care settings.</li> <li>• Demonstrable experience working directly with or in an education setting.</li> <li>• Experience of multi-agency working – building and developing links with partner agencies and demonstrating engagement with suitable networks and professional bodies.</li> <li>• Experience of managing staff and offering supervision to others.</li> <li>• Experience of maintaining confidentiality.</li> <li>• Experience of collating and recording highly sensitive and confidential information.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• In depth knowledge of service provision to vulnerable children and their families.</li> <li>• In depth knowledge of safeguarding issues and procedures, with a proven track record in the management of safeguarding cases.</li> </ul>

<p><b>Skills and Abilities</b></p>	<ul style="list-style-type: none"> <li>• Proven ability to manage own caseload and work under pressure.</li> <li>• Proven ability to respond quickly and appropriately to immediate concerns.</li> <li>• Efficient and highly responsive to changing circumstances.</li> <li>• Be emotionally robust with resilience to handle significant casework, often with difficult sensitive cases.</li> <li>• Adaptable and quick to learn.</li> <li>• Accept responsibility for decision making.</li> <li>• Ability to listen and communicate sensitively with a wide range of audiences e.g. professionals, parents/carers, children.</li> <li>• Excellent organisational skills including the ability to prioritise and meet deadlines.</li> <li>• Ability to lead, manage and reflect on the success of initiatives to deliver a successful conclusion.</li> </ul>
<p><b>Special requirements</b></p>	<ul style="list-style-type: none"> <li>• Committed to safeguarding and promoting the welfare of children.</li> </ul>
<p><b>Other</b></p>	<ul style="list-style-type: none"> <li>• Current driving licence and access to a vehicle.</li> </ul>