

JOB DESCRIPTION		JD no: 65
Job Details		
Post Title	Safeguarding Officer	
Responsible to	Line Manager	
Purpose of job		
To support the Senior Leadership Team in providing leadership and establish and maintain clear systems of communication across the Academy to ensure that all staff groups are adequately and appropriately supported to apply their safeguarding knowledge. This is to ensure that the Academy meets its statutory obligations, has effective safeguarding systems and ensures the safety of all students.		
Responsibilities		
1. To take the lead on the implementation of policies and procedures across the Academy to ensure that robust safeguarding systems and processes are in place. • To contribute to the review of the Trust Safeguarding Policy and Strategy, ensuring that they reflect current legislation and best practice. • Ensure awareness of all updated government safeguarding recommendations and implement through the Academy’s safeguarding procedures and working practices. • Audit existing safeguarding procedures to ensure that they are developed, maintained, reflect best practice and are in accordance with the aims and objectives of the Academy. • Ensure that all policies and procedures are communicated efficiently in a timely manner to all staff, students, volunteers, contractors, visitors and governors and that they are accessible. 2. As a Designated Senior Lead, to be the first point of contact for safeguarding disclosures, concerns and referrals, providing appropriate advice and guidance, completing all necessary documentation and ensuring that full and accurate records are maintained (i.e. CPOMS) • Lead in undertaking investigations where safeguarding concerns have been raised • To identify areas requiring development and improvement and work collaboratively with staff to address and strengthen them • Assist and advise teams on the completion of individual student risk assessments 3. To maintain and manage effective safeguarding reporting system within the Academy and ensure compliance with all professional safeguarding networks. Analyse complex and sensitive information and provide regular reports of safeguarding concerns and referrals, risk and risk mitigation strategies to SLT and the Governing Body • Monitor and report trends in safeguarding incidents • Prepare and report to Ofsted and other external regulators on safeguarding practices within the Academy 4. Develop safeguarding training programmes, ensuring that they are legally compliant, promote best practice and are reflective of the risks identified in the Academy or locality, with an evaluation of their effectiveness • Lead on the development and co-ordination of effective safeguarding learning and development across the organisation • Deliver training on safeguarding and Prevent		
Assessment and Reporting		

- Standard of work will be assessed by the Line Manager and as such the Safeguarding Officer will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

Student Care Role

- The Safeguarding Officer will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

Training and Development

- Training and development will be given to ensure that the Safeguarding Officer is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

Communication

The Safeguarding Officer will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

Discipline, health and safety

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

Collegiate responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy

Performance Management

The Safeguarding Officer will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

Appraisal

The Safeguarding Officer will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.

