



# Job Description Safeguarding Manager

<b>Location:</b>	Welcombe Hills School
<b>Contracted Hours:</b>	37
<b>Grade:</b>	MAT Grade 8 (SCP 22-25)
<b>Special Conditions:</b>	Occasional travel to other sites (e.g. to attend team/collaboration meetings, training etc.) is required
<b>Reporting to:</b>	Trust Safeguarding Lead
<b>Revised Date:</b>	March 2026

## Job Summary:

Act as the **operational** Designated Safeguarding Lead (DSL) within the school, managing day-to-day safeguarding and child protection concerns.

Oversee and maintain effective practice in identifying, recording, escalating and resolving safeguarding issues. Work closely with the school's Designated Safeguarding Lead (Deputy Head or other designate), the Trust Safeguarding Lead, senior leaders, and external agencies to promote a culture of vigilance, accountability, and continuous improvement.

## Main Duties & Responsibilities:

### Safeguarding Casework

- Lead the operational management of safeguarding and child protection cases on a day-to-day basis, ensuring timely responses, accurate record keeping, and appropriate escalation.
- Conduct initial fact-finding investigations, manage case files, and liaise with the DSL regarding strategy meetings, referrals, and thresholds.
- Make referrals to appropriate external agencies as appropriate (e.g. social care, Early Help, Police, LADO, etc.)
- Monitor the progress of referrals, ensuring outcomes are tracked and recorded.
- Maintain accurate, confidential and up-to-date safeguarding records using the school's designated system (currently CPOMS) in line with statutory guidance (e.g. Keeping Children Safe in Education).
- Ensure all concerns are logged, actions are tracked and follow-up is evidenced, in a timely manner.
- Support staff involved in safeguarding disclosures or referrals, offering guidance and debriefing.

### Reporting & Review

- Work closely with the DSL and Deputy DSLs to ensure a coordinated safeguarding response.
- Advise the DSL of any new safeguarding concerns or urgent/significant updates.
- Attend weekly DSL/safeguarding meetings to:
  - Discuss new and on-going cases
  - Review actions taken
  - Agree next steps and interventions
  - Escalate concerns where appropriate
  - Provide detailed case updates and contribute to decision-making processes.
- Analyse safeguarding data to identify patterns, trends, risks, training needs etc and report these to the DSL/Head Teacher and/or Trust Safeguarding Lead.

## **Main Duties & Responsibilities:**

### **Collaboration and Multi-Agency Working**

- Act as a key point of contact for external safeguarding partners (e.g. social care, Police, health, and Early Help).
- Attend and contribute to multi-agency and strategy meetings, case conferences, and other meetings as required.
- Build and maintain good working relationships with local safeguarding networks and share learning within the school and Trust.
- Work collaboratively with peers across the Trust.

### **Quality Assurance and Compliance**

- Support the DSL and/or Trust Safeguarding Lead to monitor safeguarding reports.
- Ensure all processes meet legal requirements and reflect best practice.
- Prepare documentation for audits, inspections, and local authority reviews.

### **Advice, Training and Guidance**

- Provide day-to-day advice and professional supervision to staff dealing with welfare or safeguarding concerns.
- Support the induction and training of staff and volunteers in safeguarding procedures as directed.
- Promote a culture of vigilance, empathy and accountability, ensuring staff are confident in raising concerns.

### **Parental and Pupil Engagement**

- Work directly with pupils and families where early help or targeted interventions are required.
- Promote positive relationships with parents/carers to foster trust and collaboration in respect of safeguarding.
- Liaise with colleagues in respect of pastoral support, attendance, etc. to ensure wrap-around support for vulnerable pupils.

### **Review & Scrutiny**

Work with the DSL and/or Trust Safeguarding Lead to:

- Prepare for any independent reviews, e.g. inspections, audits, as required.
- Co-operate with any reviews/audits undertake and any provide any information legitimately requested.
- Implement any recommendations agreed by the school/Trust.
- Attend meetings (e.g. SLT meetings) as required.

### **Policy & Trust Development**

- Support the Trust Safeguarding Lead to establish and update policies, procedures and working practices in line with the Trust's commitment and compliance with Safeguarding requirements.
- Monitor and contribute to the organisation and development of safeguarding within the Trust.
- Maintain an awareness of safeguarding/child protection legislation and best practice.
- Undertake specific projects under the direction of the Director of School Improvement and/or CEO.

## **Additional Duties:**

The post holder will:

- Contribute to and uphold the overall ethos/work/aims of the Trust.
- Act with professionalism, integrity and with due regard to matters of a confidential nature at all times.
- Promote and adhere to high standards of behaviour and performance in line with the staff code of conduct, Nolan Principles and other relevant policies and professional standards.
- Establish constructive relationships and communicate professionally and effectively with senior leaders, colleagues, the Trust/school community, and other agencies/professionals.
- Participate in training and other learning activities and performance appraisal/development as required.
- Recognise their own strengths and areas of expertise and use these to advise and support others.
- Comply with any reasonable request to undertake work that is not specified in this job description which is commensurate with the post holder's salary grade, abilities, and aptitudes.
- Undertake duties in line with the Trust's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for themselves and any employees for whom they are responsible, in line with this policy, the Equality Standard and obligations under the Race Relations (Amendment) Act 2000.
- Carry out their responsibilities with due regard to Trust policies and arrangements relating to safeguarding and child protection, health and safety, security, confidentiality, and data protection and should report any concerns to an appropriate person.