



Job Description

Post Title	Salary	Reviewed
Trust Safeguarding Lead	Grade 14	June 26

Managed by: School Improvement Lead

Responsible for:

Job Purpose

The Trust Safeguarding Lead will take lead responsibility for safeguarding and child protection across the Trust.

They will take part in strategy discussions and inter-agency meetings, and contribute to the assessment of children.

They will advise and support other members of staff on child welfare and child protection matters, and liaise with relevant agencies such as the local authority and police.

Work with Senior Leadership Teams to ensure all schools have effective systems and processes in place to manage safeguarding and create a safe environment where pupils can flourish, where possible this will be consistent across our schools.

As part of the central team, work with Executive Leadership to develop Trust Wide safeguarding strategy. The post holder must keep up to date with research and best practice, participating in or leading our research in this area and feeding this into the MAT strategy.

At a strategic level, engage with external agencies to implement processes, then managed by in-house staff, that assist in the running of each school.

Working with the School Improvement Team, contribute to and complete Deep Dives into safeguarding within each school and feedback to relevant stakeholders.

To have an overview of attendance across the trusts and how that impacts on safeguarding.

Safeguarding

Policy Development and Implementation:

- Develop, review, and implement robust safeguarding policies across the trust, ensuring compliance with statutory requirements and best practices.

- Regularly update safeguarding policies to reflect changes in legislation and guidance from bodies such as Ofsted, the Department for Education (DfE), and the Local Safeguarding Children Board (LSCB).
- Ensure all staff are familiar with and adhere to the trust's safeguarding policies.
- Create user-friendly policy documents and guidance materials for staff.
- Develop a system for regular policy reviews and updates.

Incident Management:

- Act as the primary point of contact for all safeguarding concerns and incidents within the trust.
- Lead investigations into safeguarding incidents, ensuring all cases are reported to the appropriate authorities and managed in line with statutory guidelines.
- Coordinate with designated safeguarding leads (DSLs) in each school within the trust to ensure a consistent approach to safeguarding.
- Maintain detailed records of all safeguarding incidents and actions taken, ensuring confidentiality and data protection compliance.
- Develop a response plan for dealing with serious incidents and ensure all staff are aware of their roles within this plan.
- Ensure timely and accurate reporting of incidents to relevant authorities and stakeholders.
- Provide support to students and families affected by safeguarding issues, ensuring they receive appropriate care and interventions.

Staff and Stakeholder Engagement:

- Ensure staff can access and understand the school's child protection and safeguarding policy and procedures (especially new and part time staff)
- Inform the CEO of safeguarding issues, especially ongoing enquiries into whether a child is at risk of harm, and police investigations
- Liaise with the case manager and the local authority's designated officer for child protection concerns in all cases where a member of school staff is involved
- Liaise with staff on matters of safety, safeguarding, and when deciding whether to make a referral
- Act as a source of support, advice and expertise for staff
- Understand the assessment process for providing early help and intervention
- Develop a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference
- Attend and contribute to child protection case conferences effectively when required to do so
- Liaise with parents, carers, and other stakeholders to provide information and support on safeguarding issues
- Conduct regular meetings with safeguarding leads from each school to share best practices and updates
- Represent the trust at local and national safeguarding forums and conferences
- Develop and distribute a regular safeguarding newsletter to keep stakeholders informed
- Engage with pupils to gather feedback on safeguarding practices and ensure their voices are heard
- Coordinate with local authorities' Safeguarding in Education Team Advisors to ensure alignment with local safeguarding priorities and practices
- Attend local safeguarding board meetings and contribute to multi-agency safeguarding initiatives
- Work closely with local authorities to manage complex safeguarding cases and ensure access to additional support services.

Training and Support:

- Design and deliver comprehensive safeguarding training for all staff, volunteers, and trustees, covering topics such as child protection, recognising signs of abuse, and reporting procedures
- Provide ongoing advice, support, and resources to staff on safeguarding issues, ensuring they feel confident and competent in their roles
- Develop safeguarding induction programs for new staff members
- Organise and facilitate regular safeguarding briefings and workshops
- Implement a system for monitoring training effectiveness and staff understanding
- Develop online training modules and resources to ensure continuous professional development
- Undergo training to develop and maintain the knowledge and skills required to carry out the role
- Support the school or college in meeting the requirements of the Prevent duty
- Provide advice and support to staff on protecting children from the risk of radicalisation
- Support staff who undergo training on female genital mutilation (FGM)
- Provide advice and support to staff on protecting and identifying children at risk of FGM
- Report known cases of FGM to the police, and help others to do so.

Raise awareness

- Ensure the school's child protection policies are known, understood and used appropriately
- Work with the governing board to ensure the school child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly
- Ensure the safeguarding policy is available and easily accessible to everyone in the school community
- Ensure that parents have read the safeguarding policy, and are aware that referrals about suspected abuse or neglect may be made, and the role of the school in this
- Link with the local safeguarding children board (LSCB) to make sure staff are aware of training opportunities and the latest local policies on safeguarding
- Be alert to the specific needs of children in need, those with special educational needs and young carers
- Encourage a culture of listening to children among all staff, ensuring that children's feelings are heard where the school puts measures in place to protect them.

Other areas of responsibility

- Where children leave the school, securely transfer their child protection file to their new school as soon as possible, separately from the main pupil file
- Undertake safer recruitment training and support the school to follow best practice
- Provide safeguarding reports to the governing board
- Model best practice and uphold the principles of confidentiality and data protection at all times
- Monitor patterns of safeguarding incidents through CPOMS and direct whole school PSHE or staff CPD to protect students in the Trust
- Ensure all current legislation is known and training is up to date as per Government guidelines and KCSIE legislation
- To attend meetings with Home to School Transport when relevant to Safeguarding
- Ensure SEND duties are fully considered when dealing with safeguarding

- Provide support to Headteachers / DSL's as required in the reporting of any relevant concerns to LADO.

Deep Dives and Feedback:

Collaborate with the School Improvement Team to conduct Deep Dives into safeguarding within each school. This involves:

- Conducting thorough, strategic assessments of safeguarding practices within each school
- Analysing data at a strategic level to identify strengths and areas for improvement
- Providing detailed feedback to relevant stakeholders, including high-level recommendations for improvement
- Supporting schools in implementing feedback and monitoring progress.

External Processes and Agency Collaboration:

Engage with external agencies to establish processes that are managed by in-house staff. This includes:

- Developing and implementing protocols for engaging with external agencies
- Ensuring staff are trained to manage external processes effectively
- Monitoring and evaluating the impact of external agency engagement on school operations to inform strategic decisions
- Building strong partnerships with external agencies to support the Trust's needs

Partner with Senior Leaders and Engagement Teams to strategically engage with external agencies.

This includes:

- Building and maintaining relationships with local authorities, healthcare providers, social services, and other relevant organisations
- Coordinating high-level multi-agency meetings to plan and optimise support for students with complex needs
- Work with SLT teams to oversee the monitoring and evaluation of the impact of external agency involvement on student outcomes to inform future strategies.

Developing North Star Academy Trust

- Contribute to achieving the vision and aims of the Trust
- Contribute to the development of the Trust as an outstanding provider of SEMH provision
- Contribute to the development of collaborative and team working between schools in the Trust, as a means of affecting change and improving standards
- To lead cross trust initiatives.

General Accountabilities

- So far as is reasonably practicable, the post holder must ensure that safe working practices are adopted by employees in school/work areas for which the post holder is responsible to maintain a safe working environment for employees and pupils. These practices are defined in the Trusts Health and Safety Policy and departmental codes of practice
- Work in compliance with the Code of Conduct, Regulations and policies of the Trust, and its commitment to equal opportunities
- Take responsibility for your own professional development by keeping up to date with new initiatives and current best practice
- Ensure that output and quality of work is of a high standard and complies with current legislation and standards
- Carry out any other duties as requested which are commensurate with the grade of the post.