

JOB DESCRIPTION

Role Title	Reports to
Operational Safeguarding Lead	Headteacher

PURPOSE

The Operational Safeguarding Lead is responsible for leading safeguarding, attendance and pupil wellbeing provision, working closely with the DSL, Learning Mentor Team, staff and external agencies. The role ensures that safeguarding concerns are managed effectively, attendance is improved, and barriers to learning are addressed, enabling all pupils to be safe, supported and able to achieve their full potential within a strong, collaborative safeguarding culture.

DIMENSIONS

Direct Reports	Budget Responsibility
Learning Mentor	None

PRINCIPAL ACCOUNTABILITIES

- To deputise for the Senior DSL in their absence

Attendance

- Work alongside the Attendance Lead to monitor whole school attendance and groups.
- Identify children who are persistently absent or at risk of persistent absence. From this, work with families, staff and other agencies to support improved attendance.
- Work with the Attendance team at the local authority to implement correct notices, fines and ensure that policies and procedures are followed accurately.
- Work alongside learning mentor team to ensure all children that are absent from school are accounted for and conduct home visits where in line with school policies.

Children Support

- Work alongside key children in class and through interventions to support their readiness to learn.
- Liaise with class teachers to ensure the best support is in place for each child.
- Run relevant interventions to support children in areas such as: mental health, bereavement, protective behaviours and social interactions
- Welcome children and families into school in the morning and be the first point of contact for families.
- Work alongside the behaviour lead and learning mentor team to support behaviour in and outside of classrooms. This could include working with the team to identify trends in behaviour and working with others to ensure the right support is in place for all students.

Managing Referrals

- To triage all referrals from staff and prioritise actions.
- To work alongside the Senior DSL to ensure:
 - the prompt referral of cases of suspected abuse to Milton Keynes Multi-Agency Safeguarding Hub. This may include supporting DDSLs through this process.
 - Cases are referred, where a crime may have been committed to the Police and associated agencies.
- Keep detailed, accurate, and secure written records of concerns and referrals in line with the school's policies and procedures. This will largely be through the use of CPOMs. Ensure that all CPOMs records are completed fully and closed down.
- Carry out half-termly audits of referrals to provide information to the Trust, DSL team and wider staff on trends and effectiveness of work and interventions

Working with staff and other agencies

- Work alongside other members of staff on child welfare and protection matters, liaising with external agencies such as the local authority and police.
- Ensure all staff, particularly new staff, understand and can access safeguarding policies and procedures through appropriate training.
- Advise and support staff on safeguarding concerns, including decision-making around referrals, and provide feedback where appropriate.
- Act as a source of safeguarding expertise and support for staff, SLT and families.
- Understand and support early help and statutory intervention processes, working with the Learning Mentor team and external agencies to implement these.
- Maintain knowledge of child protection case and review conferences, attending and contributing when required.

Training

- Maintain up-to-date safeguarding knowledge through regular training and collaboration with schools and Trust colleagues.
- Deliver safeguarding induction for new staff and provide regular updates/training for all staff.
- Keep accurate training records and ensure understanding of data protection, information sharing, and online safety, including risks for SEND pupils.

Raise Awareness

- Promote understanding and consistent use of safeguarding policies, ensuring they are accessible and regularly reviewed.
- Support accurate reporting of safeguarding issues and trends, working with the Trust and external partners.
- Maintain awareness of the needs of vulnerable groups and promote a culture of listening to children.
- Contribute to high standards across DSL teams while fostering equality, positive culture, and strong collaboration across the Trust.

The post holder will be required to undertake other duties and any reasonable instructions given by the Headteacher or the Trust.

Associate Staff Standards

We as Trust colleagues, make upholding the reputation and standards of the Trust and the School our first concern, and are accountable for achieving the highest possible standards in our work and conduct. Our Job Descriptions define the behaviour and attitudes required. We act with honesty and integrity; have strong subject knowledge, keep our knowledge and skills up to date and are self-critical; forge positive professional relationships and work with parents/carers, visitors and outside agencies in the best interests of students.

Personal and Professional Conduct

A colleague is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct for all Trust employees;

We uphold public trust and maintain high standards of ethics and behaviour, within and outside School, by:

- Treating students, colleagues, visitors and parents/carers with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to our position;
- Having regard for the need to safeguard students' well-being, in accordance with statutory provisions;
- Showing tolerance of and respect for the rights of others;
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs;
- Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law;
- Maintaining high standards of confidentiality and acting with integrity at all times.

I hereby confirm that I have received a copy of the above job description

PRINT: SIGNED: