

Trust Operational Safeguarding



Purpose of Post

Responsibility for trust wide operational safeguarding and child protection practice and procedures, in accordance with statutory guidance and best practice and ensure that the trust's approach to safeguarding reflects and continuously adapts to support the vision, values and strategy of the trust.

Be a source of specialist expertise on safeguarding across the trust and act as the Trust-wide 'Super User' for safeguarding software (e.g., CPOMS) to ensure consistent incident categorisation, provide DSL training, and audit digital chronologies for statutory compliance and timely intervention

Main duties and responsibilities

- Champion safeguarding at a senior level to support the trust safeguarding team to recognise gaps and reputational risks
- Responsibility for the operational development, implementation and compliance of safeguarding across the trust including training and policy development
- Support the effective maintenance, development and delivery of safeguarding which aligns with educational and development plans, in accordance with statutory guidance and best practice
- To monitor, and where necessary liaise with the Head of HR & Safeguarding where there are concerns about senior leaders approaches to safeguarding
- Analyse, interpret and communicate safeguarding data and information, providing timely, accurate and relevant updates and reports to the Trust Safeguarding team for presentation to the trust board and relevant committees
- Liaise and attend Trust committees or external meetings/conferences as a representative of the trust
- Quality assure the work of members of the safeguarding team in academies and complete the annual audit in each school.
- Evaluate the efficacy of trust/academy approaches to safeguarding to inform a trust wide development plan for safeguarding and review, on an annual basis all statutory guidance related to safeguarding to inform changes to practice and training requirements
- Design and deliver safeguarding training to all DSLs and ensure this is rolled out to all academies. Organise and deliver training to other staff where necessary and ensure each academy has accurate training records and bitesize training is shared and calendared throughout the year
- Liaise with Trustees and Senior leaders to inform them of required changes to practice as a result of changes to guidance
- Chair the Professional Learning Community for DSLs to develop best practice materials
- Design, develop and maintain a bank of safeguarding resources bespoke to the trust for use trust wide use
- Develop relationships and partnership working with external agencies, including the chosen safeguarding auditor for the trust
- Ensure information is organised in a systematic fashion to enable auditors/inspectors to perform an audit of safeguarding
- Provide specialist advice and response service to schools and safeguarding professionals whether onsite or virtual and signpost support services as required including coaching and mentoring and providing bespoke support to schools in the absence of a DSL
- Work with the data protection officer (DPO) to prepare responses to external requests for safeguarding information
- Develop a trust wide approach to communication with parents/carers on safeguarding issues
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace & ensure duties and services provided are in accordance with Equal Opportunities Policy
- The Trust is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment.
- To undertake any other duties and training commensurate to the post
- To act as investigator for safeguarding-related complaints, overseeing the collection of evidence, conducting interviews, and producing comprehensive reports in line with internal/external policies
- Keep up to date on research and safeguarding contextual developments ensuring appropriate developments and changes are incorporated into trust wide practice

Job Description :

TRUST OPERATIONAL SAFEGUARDING LEAD

Contract type:	Permanent
Salary:	PO1, point 30-34, £40,777 - £45,091 (FTE) £19,592 - £21,665 Actual Salary
Hours:	20hrs per week, 40 weeks per year
Reports to:	Head of HR & Safeguarding
Location:	Harbour Learning Trust. Grimsby

SpecificationEssentialDesirable

<u>Specification</u>	<u>Essential</u>	<u>Desirable</u>
Qualifications & Training	<ul style="list-style-type: none"> • Educated to degree level or equivalent experience • GCSE Grade C or equivalent in English and Maths • Safeguarding Level 3 or higher 	<ul style="list-style-type: none"> • Evidence of continuous professional development and training • Safeguarding supervision training or willingness to obtain • Safer recruitment training
Experience	<ul style="list-style-type: none"> • Significant experience working within an educational environment as a DSL • Detailed understanding of the principles with regard to Safeguarding of Children • Experience of handling complex cases including high risk and vulnerable children or young people • Experience of liaising with external agencies and professionals on child protection matters • Experience of referring cases of suspected abuse to external agencies including relevant paperwork and escalation of cases • Proven success in building effective partnerships and links, including with LAs/agencies/schools • Experience in delivering safeguarding training • Significant experience in using and managing electronic safeguarding recording systems (e.g., CPOMS) to monitor trends and ensure robust record-keeping. 	<ul style="list-style-type: none"> • Experience in supporting DSL's through supervision • Experience of safeguarding audits, risk registers and policy effectiveness evaluation across multiple settings • Experience leading safeguarding at a senior level • Experience of creating and delivering bespoke training • Experience in migrating data between safeguarding platforms or overseeing digital recording systems across multiple sites. • Experience of managing investigations and dealing with complaints
Professional knowledge & understanding	<ul style="list-style-type: none"> • Expert knowledge of of safeguarding and education more broadly including KCSIE, working together to safeguarding children and other statutory guidance • Strong understanding of safeguarding compliance and best practice across multi-school settings in different local authority areas • Understanding of contextual safeguarding and risks and vulnerabilities affecting children and young people • Ability to use safeguarding data management systems to produce high-level analytical reports for Senior Leadership and Trust Boards. 	<ul style="list-style-type: none"> • An understanding of SCR requirements • Understanding of data protection (GDPR) requirements specifically related to the storage and sharing of sensitive safeguarding information within digital platforms.
Skills	<ul style="list-style-type: none"> • The ability to demonstrate active listening skills and strong verbal communication skills, building positive relationships with pupils and understanding their needs • Ability to work unsupervised and on own initiative • Ability to work as part of a team 	
Personal Attributes	<ul style="list-style-type: none"> • A flexible and positive approach and a strong work ethic • Excellent time management and organisational skills • Attention to detail • High integrity with an ethically sound approach to building internal and external relationships • A commitment to the DANCE values • Friendly and approachable 	

Harbour Learning Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.