

## Job Description

<b>Post Title:</b>	<b>Safeguarding and Child Protection Lead</b>
<b>Location:</b>	<b>George Spencer Academy</b>
<b>Salary/Pay Range:</b>	<b>NJC28 - NJC32</b>
<b>Hours of work:</b>	<b>Term Time plus 2 weeks</b>
<b>Reporting to:</b>	<b>Assistant Principal (Pupil Development and Well Being)</b>

### Purpose of Role

- Provide management of safeguarding
- Undergo formal training to maintain the level of knowledge and skills required to carry out the role. This training should be updated at least every two years.
- Lead on all aspects of Safeguarding
- Safeguard and protect the children, young people and staff of George Spencer Academy
- Track, monitor, plan and deliver safeguarding training for staff
- Update and implement policies and procedures and share the learning from Serious Case Reviews with all staff, volunteers, mentors and governors
- Receive safeguarding referrals and coordinate a procedure which addresses and prioritises the needs of those affected by liaising with statutory agencies
- Promote positive attitudes by students and families towards education and to ensure parents are aware of statutory responsibilities

### Nature and Scope

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

### Main Duties and Responsibilities

As the lead practitioner in this crucial role you will be expected to use all Trust standard computer hardware and software packages where appropriate. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

Specific responsibilities include:

1. Lead of the efficient and effective referral of all cases of suspected abuse to the local authority's children's social care and:
  - The Local Authority's Designated Officer (LADO) for child protection concerns involving a member of staff

- Disclosure and Barring Service (in consultation with Human Resources) where a person is dismissed or left due to risk/harm to a child
  - Police, cases where a crime may have been committed
  - refer cases to the Channel programme where there is a radicalisation concern as required
  - support staff who make referrals to the Channel programme
  - support staff who report incidents of FGM to the Police
  - as required, liaise with the “case manager” (as per Part four of Keeping Children Safe in Education) and the designated officer(s) at the local authority for child protection concerns in cases which concern a staff member
2. Liaise with the Assistant Principal/Senior DSL on issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations
  3. Maintain ongoing refresher of knowledge and skills at regular intervals, as required, and at least annually, to understand and keep up with any developments relevant to the role
  4. Understand and support the academy with regard to the requirements of the Prevent duty and to provide advice and support to staff on protecting children from the risk of radicalisation
  5. Understand the unique risks associated with online safety and peer on peer abuse and be confident that they have the relevant knowledge and up to date capability required to keep children safe whilst they are online at the academy
  6. Recognise the additional risks that children with SEN and disabilities (SEND) face online, for example, from online bullying, grooming and radicalisation and are confident they have the capability to support SEND children to stay safe online
  7. In conjunction with the Assistant Principal (Senior DSL), arrange adequate and appropriate cover arrangements for any out of hours/out of term activities
  8. Act as a source of support, advice and expertise to staff on matters of safeguarding and when deciding whether to make a referral by liaising with relevant agencies
  9. Obtain access to resources and attend any relevant or refresher training courses
  10. Work directly with children in need and their families in the community in order to promote, strengthen and develop the potential of parents/carers and their children in order to prevent children missing in education / becoming looked after and/or suffering significant harm
  11. Liaise with primary feeder academies to ensure smooth transition for children who are currently working with multi-agencies
  12. Be alert to the specific needs of children in need, those with special educational needs and disabilities and young carers
  13. Encourage a culture of listening to children and young people taking in to account their wishes and feelings so that measures may be put in place to protect them
  14. Respond appropriately to disclosures or concerns which relate to the well-being of a child
  15. Maintain accurate, confidential, secure and up-to-date documentation on all cases of safeguarding and child protection
  16. Co-ordinate referrals to multi-agencies and where appropriate act as the lead in professionals meetings
  17. Ensure that students who are victims of abuse are supported appropriately and sensitively and that all actions assigned to George Spencer Academy from reviews, planning and intervention meetings are successfully carried out and monitored
  18. Raise awareness of George Spencer Academy’s Designated Safeguarding Leads to children, young people, parents/carers and other stakeholders
  19. Ensure the Academy’s child protection policy is reviewed annually and the procedures and implementations are updated and reviewed regularly in liaison with the governing body

20. Ensure that the child protection policy is available publicly and parents/carers are aware of the fact that referrals about suspected abuse or neglect may be made and the Academy's role in this
21. Attend the Local Safeguarding Children's Board and Spencer Academy Trusts termly network meetings
22. Update the safeguarding deputies of any changes to procedures or practises as soon as practicable
23. Deliver safeguarding assemblies to all year groups
24. Plan and deliver staff safeguarding training
25. When student's leave the Academy ensure that a copy of their child protection file is transferred to the new academy/college as soon as possible, separate from the main file
26. Challenge behaviour which breaches the Code of Conduct
27. Liaising with school, health, CAMHS and outside agencies
28. Liaise with the school pastoral team, Learning and Inclusion team and Well-Being Team to support student welfare and well-being
29. Co-ordinate in liaison with the designated teacher of LAC
30. Effectively line manage the School Counsellor and process referrals for the School Counsellor
31. Undertake Appraisal and Performance Management for all staff that the post-holder line manages and appropriately manage any underperformance with support from the Trust HR Manager.

### **Accountabilities**

- Prepare for and attend and participate in Child Protection Conferences and Planning and Review meetings whilst working closely with colleagues in Children's Services as required, some of which may take place outside of normal working hours
- Plan and complete professional assessments of need and risk (S17 and S47 reports) in respect of parents /carers by using Local Authority SET procedures
- Maintain confidentiality at all times and be aware of data protection and the sharing of information
- Develop a confidential database of safeguarding referrals as a point of reference for the annual governors report
- Develop and maintain a database of all staff safeguarding training

### **General**

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding.
- Participate in the Trust Professional Performance Review process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post-holder may be required to carry out other duties as required by the Trust.

**The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**

Name

Signature

Date

## Person Specification

	Essential	Desirable
<b>Qualifications and experience</b>		
<ul style="list-style-type: none"> <li>• Good standard of education especially with regard to literacy and numeracy skills.</li> <li>• GCSE Maths and English grade C or equivalent</li> <li>• Suitable qualifications at degree level or equivalent</li> <li>• Post qualifying Certificate in Child Protection or evidence of formal training</li> <li>• Previous experience in an educational environment</li> <li>• Management of staff</li> <li>• Demonstrable experience of working effectively with vulnerable children/ young people in either education, social work, youth work or another related area</li> <li>• Experience of managing child protection cases and investigations</li> <li>• Extensive experience of working effectively with the parents /carers of children / young people</li> <li>• Some experience of working effectively with a range of professionals to promote children's/young people's learning or welfare OR Significant recent experience in work with children and families in a statutory childcare agency</li> <li>• Experience of working in a multi-agency environment</li> <li>• Experience of working with children including work within Child Protection and Multi Agency liaison</li> <li>• Knowledge of the Children Act 1989, United Nations Convention on the Rights of the Child, SET procedures, Essex Safeguarding Children's Board. Working Together to Safeguard Children and Keeping Children Safe in Education</li> <li>• Demonstrate knowledge of the principles involved in giving advice and guidance to children/young people, including the place of confidentiality</li> <li>• Demonstrate knowledge of the range of additional support/agencies which can be of assistance to vulnerable students and their families</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	
<b>Knowledge and skills</b>		
<ul style="list-style-type: none"> <li>• Ability to work calmly under pressure</li> <li>• Ability to communicate clearly orally and in writing</li> <li>• Ability to work collaboratively with others</li> <li>• Ability to work within school based systems and specified timelines</li> <li>• Ability to proficiently use office computer software including word processing, spreadsheets, databases and internet systems</li> <li>• Ability to complete S17 and S47 enquiries and reports for conference in a timely manner. Maintain student records and write other reports as required</li> <li>• Ability to motivate children/young people by establishing empathic and supportive working relationships</li> <li>• Ability to summarise clearly and concisely and articulate concepts and proposals</li> <li>• Ability to produce concise and complex reports</li> <li>• Ability to evaluate theoretical research based information</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	
<b>Personal qualities</b>		
<ul style="list-style-type: none"> <li>• Excellent interpersonal skills with the ability to maintain strict confidentiality</li> <li>• A diplomatic and patient approach</li> <li>• Initiative and ability to prioritise own work and that of others to meet deadlines</li> <li>• Efficient and meticulous in organisation</li> <li>• Able to follow direction and work in collaboration with the leadership team</li> <li>• Able to work flexibly and attend evenings and early morning,</li> <li>• Adopt a hands-on approach and respond to unplanned situations</li> <li>• To be able to recognise the positives of diversity</li> <li>• Ability to evaluate own development needs and those of others and to address them</li> <li>• willingness to undertake further training</li> <li>• Commitment to the highest standards of child protection and safeguarding</li> <li>• Recognition of the importance of personal responsibility for health and safety</li> <li>• Commitment to the Trust's ethos, aims and whole community.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	