

## **Safeguarding Officer**

### **Job Description:**

#### **Job Summary**

The Safeguarding Lead will be the first point of contact for staff members for all Safeguarding concerns. They will be supported by and accountable to the Executive Safeguarding Lead (currently the Deputy Headteacher) in leading and managing safeguarding and child protection practice at Ickburgh School, and ensuring the safeguarding and welfare of all pupils in the school. They will coordinate referrals to social care, attending and contributing reports for relevant meetings and keeping careful records of actions. They will work with the Executive Safeguarding Lead in developing and delivering training to school staff and updating relevant policies, procedures and guidance as necessary.

#### **Key Duties**

- Respond in a timely manner to safeguarding concerns to ensure pupils are kept safe from harm.
- Pro-actively work with parents / carers and other agencies through joint planning and monitoring of their arrangements for the safeguarding of children.
- Work with class teachers, the Family Liaison Officer and other agencies to secure good outcomes for children and families especially those pupils who are deemed vulnerable including those with a formal plan (Child protection or CiN or are LAC)
- Report to the Executive Safeguarding Lead on all safeguarding concerns to ensure they retain oversight of Safeguarding within the school.

#### **Main Duties and Responsibilities**

- Implement Ickburgh School child protection policy and procedures.
- Encourage good practice by promoting and championing the child protection policy and procedures.
- Respond appropriately to disclosures or concerns which relate to the well-being of a child and provide alerts to the Executive Safeguarding Lead and Headteacher when these happen.
- Maintain accurate, confidential and up-to-date documentation on all cases of safeguarding and child protection and provide reports where required.
- Work directly with children in need and their families in the community in order to promote, strengthen and develop the potential of parents/carers to support children in order to prevent children suffering significant harm or becoming looked after.
- Liaise with statutory agencies and ensure they have access to all necessary information to make sound judgements and decisions about vulnerable pupils' welfare.
- Initiate and refer pupils to outside agencies and co-ordinate referrals.
- Liaise with school staff in initiating multi-agency referrals for pupils.
- Act as lead professional and coordinate Team Around the Child/Family meetings, when appropriate
- Ensure that vulnerable pupils who are victims of abuse and maltreatment are supported appropriately and sensitively and that all actions assigned to <redacted> school from planning and interventions meetings are successfully carried out and monitored
- Collate and produce statistical and other information for Governors and the Local Safeguarding Children's Board with regards to safeguarding and child protection.
- Support the Executive Safeguarding Lead in the planning and delivering of safeguarding training within the school including induction and refresher training.

- Attend and participate in Child Protection Conferences and Planning and Review meetings, **some of which may take place out of normal working hours**, working closely with colleagues in Children's Services as required
- Contribute to professional assessments of need and risk in respect of parents and carers using the Local Authority procedures for children in need and significant harm.
- Coordinate the multi-agency approach to prevent and address child protection issues and children in need at Ickburgh School.
- Maintain confidentiality at all times, and ensure appropriate confidentiality is maintained by all staff during safeguarding processes.

### **Person Specification:**

#### **Professional Experience, Knowledge & Understanding**

Experience of working in the field of Child Protection with relevant qualifications

Willingness to participate in further training and development opportunities

Experience of planning and coordinating meetings in a time-pressured environment

Experience of using Microsoft Office to produce a range of professional documents

#### **Abilities and skills**

Significant organisational and administrative skills, supported by a proficiency with ICT

Excellent verbal and written communication skills, including telephone manner, tact, diplomacy and confidentiality

Excellent interpersonal skills and solution focused approach to professional relationships

Ability to consult and negotiate with external agencies to reach the best outcomes for children and young people

Ability to work under pressure and meet deadlines whilst still being polite and reasonable

The ability to build and maintain relationships with the whole school community

The ability to work in a demanding environment, meeting tight deadlines by prioritising and delegating as necessary

Strong listening skills and the ability to deal with sensitive situations with integrity

Ability to work as part of a team and demonstrate initiative

#### **Personal Qualities**

A commitment to working in a busy school environment

Flexible, motivated and committed to high standard of working, with a willingness to take on additional duties

Good attendance and punctuality

Adaptability to changing circumstances and new ideas

Resilient and determined to achieve goals

Committed to the ethos of the school

#### **Equal Opportunities Awareness**

A commitment to equal opportunities, awareness of diversity issues and a positive and non-discriminatory approach

A commitment to working in a multi-cultural environment and with students from diverse backgrounds and abilities

A commitment to working in a flexible and collaborative manner with all members of the school community

**Child Protection and Safeguarding Awareness**

An in-depth understanding of child protection and safeguarding legislation

The confidence and good judgment to manage situations relating to the behaviour of others towards a child

A commitment to safeguarding and promoting the welfare of young people

A willingness to challenge opinion, where necessary, and to drive the Child Protection agenda