



# Job Description

**Job Title:** Safeguarding Officer

**Reporting to:** Assistant Principal, Deep Support

**Grade:** 7

## Purpose of the Post

To play a key role in the ongoing health and welfare of students across the academy, managing the coordination of safeguarding referrals, arranging action and reviewing services for children and families.

## Main Duties and Responsibilities

- Respond appropriately to disclosures or concerns which relate to the well-being of a child;
- To maintain accurate, confidential and up-to-date documentation on all cases of safeguarding and child protection and report where required;
- To 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 becoming looked after and/or suffering significant harm;
- Where required, liaise with statutory agencies and ensure they have access to all necessary information;
- To initiate and refer students to outside agencies and co-ordinate referrals;
- To liaise with school staff in initiating multi-agency referrals for students;
- When appropriate, to act as lead professional and coordinate Team Around the Child meetings;
- To ensure that vulnerable students are supported appropriately and sensitively and that all actions assigned to the academy from planning and interventions meetings are successfully carried out;
- To support the delivery of personalised learning for students who may need support as a result of safeguarding, wellbeing or health concerns;
- To take an active role in supporting healthy eating and be available to work with groups of students;
- To manage the administration of CPOMS and liaise with key staff including the Inclusion Coordinator;
- To collate and produce statistical information with regards to safeguarding and pupil and monitored groups;

- 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 out of normal working hours;
- Plan and complete professional assessments of need and risk in respect of parents and carers using the Local Authority procedures for children in need and significant harm. Take the lead responsibility to coordinate the multi-agency approach to prevent and address child protection issues and children in need within the academy;
- To liaise and coordinate with colleagues and outside organisations regarding Early Help Assessments and to coordinate and monitor all referrals and recommendations with the academy;
- Develop and maintain a register of students who are 'At Risk' or have child protection plans;
- To assist with the provision of Personal, Health and Social Education ensuring a programme of health initiatives is promoted across the academy;
- To engage and liaise with health officials regarding student immunisation programmes;
- To organise referrals for Complimentary Education and manage in-year admissions, liaising with outside agencies to secure the best outcome for the student;
- To assist with the transition process for Y7 intake with other key colleagues;
- To liaise with feeder primary schools prior to the beginning of each academic year in order to ensure the smooth transfer of safeguarding and medical information for the new intake.

### **Additional Responsibilities**

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respecting confidential issues linked to home/students/teacher/Academy work
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation where applicable
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

### **Personal Contacts**

**External:** Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

**Internal:** Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.