



# Designated Safeguarding Lead

## Job Description

### Employment Details

<b>Job title:</b>	Safeguarding Officer (Michelle Read)
<b>Reports to (job title):</b>	Designated Safeguarding Lead (Rosie Horsfield)
<b>Hours of work:</b>	37

## Main Duties and Responsibilities

<b>Daily duties</b>
Take lead responsibility for safeguarding and child protection at the academy.
Contribute to creating a safe and welcoming learning environment.
Ensure that child protection policies and procedures are understood by all staff members and are implemented correctly.
Provide comprehensive induction training to new staff and newly qualified teachers with the aim to strengthen their safeguarding skills and experience.
Identify pupils who may be at risk and use the correct protocol to reduce these risks.
Respond appropriately to disclosures or concerns relating to the wellbeing of a pupil.
Refer cases of suspected child protection issues to the appropriate investigating agency.
Work closely with staff on safeguarding and child protection matters, ensuring that staff members understand when it is necessary to make a referral.
Understand the assessment process for providing early help and intervention.
Keep detailed, accurate and secure written records of concerns and referrals.
Be alert to, and understand, the specific needs of vulnerable pupils.
Encourage a culture of listening to pupils and taking into account their wishes and feelings.
Organise adequate and appropriate cover arrangements for any out-of-hours/out-of-term activities.
Collaborate and effectively implement child protection plans.
Monitor pupils at risk of harm or those that have been subject to harm, providing support and ensuring their welfare.
Lead a team who will review and monitor any cause of concern relating to the welfare of pupils.
Alongside the Safeguarding Office, act as the first point of contact for staff members to raise safeguarding and child protection concerns.
Receive regular safeguarding and child protection updates, ensuring the academy complies with all relevant legislation.
<b>Multi-agency work</b>
Have a working knowledge of how LAs conduct a child protection case conference and be able to attend these, as well as effectively contribute to these when required.
Refer cases of suspected abuse to the LA and children's social care.

Where radicalisation is a concern, refer cases to the Channel programme.

Support staff members who make referrals to external agencies.

Working alongside the HR Manager, notify the Disclosure and Barring Service (DBS) of staff who have been dismissed or have left due to posing risk or harm to a child.

Liaise with the police as and when required.

Liaise with the LA and follow up any referrals made, ensuring the academy aids the LA's work where necessary.

Where necessary, securely transfer child protection files to other educational establishments, ensuring that confirmation of receipt is obtained.

Contribute to inter-agency plans to provide additional support to pupils subject to child protection plans.

Attend and contribute effectively to Child In Need meetings and child protection conferences, including those taking place out of normal working hours.

Ensure that the actions resulting from meetings are carried out in a coordinated way.

Work closely with the governing body in order to create effective safeguarding policies and protocols.

### **Training**

Undertake appropriate training and updates on an annual basis.

Attend comprehensive safeguarding and child protection training at least every two years.

Ensure staff members have access to and understand the academy's Child Protection and Safeguarding Policy and procedures.

Provide advice and support to staff members regarding child protection issues such as radicalisation.

Keep staff members up-to-date with guidance regarding safeguarding, including the Prevent duty.

Ensure staff members are aware of the training opportunities that are available to them.

Conduct safeguarding training as part of all staff members' induction programme.

### **Raising awareness**

Act as a source of support, advice and expertise within the academy.

Ensure the academy's safeguarding and child protection policies are available publicly.

Review the academy's Child Protection and Safeguarding Policy on an annual basis and present it to the governing body for approval.

Continuously keep the Principal informed of any safeguarding issues or ongoing enquiries.

Ensure the governing body is kept up-to-date on a regular basis regarding all child protection issues and investigations.

Maintain an appropriate level of confidentiality whilst at the same time liaising with relevant professionals.

Represent the academy at designated leads meetings and circulate the information to staff members.

Ensure staff members receive frequent updates and are able to identify any safeguarding concerns.

Encourage staff members to challenge behaviour which breaches the Code of Conduct.

Provide written reports to the Governing body and Principal in a timely manner.

Collaborate with the personal, social, health and economic education (PSHE) coordinator in order to ensure that relevant safeguarding issues are covered within PSHE lessons.