

Job Description

Job Title: Safeguarding Officer
Grade: Range 9
Responsible to: Designated Safeguarding Lead

Purpose:

The Safeguarding Officer will work within the Maplesden Noakes Safeguarding Team and will report to the Designated Safeguarding Lead or an allocated Deputy DSL. The Safeguarding Officer will work to support the Safeguarding Team in the maintenance of high-quality systems, including monitoring and evaluating procedures, effective provision and the co-ordination of services and support for vulnerable students. The Safeguarding Officer has a key role in the Inclusive Strategy adopted by the school and he/she will support all staff in their role to raise standards of safeguarding across the school.

Candidates must have an understanding of children's safeguarding issues including the most recent KCSIE documents, ideally gained from previous work within schools or Social Care, Health, Education or Police.

Main Duties

- Receiving, investigating and coordinating safeguarding and CP referrals for the school at the direction of the DSL.
- Responding to safeguarding and CP referrals ensuring they are appropriate.
- Ensuring the school has an up-to-date record of the services available to children and families.
- Maintaining accurate and up to date records for all students on CPOMs.
- Maintaining up to date lists of all categories of vulnerable or 'at risk' children e.g. LAC, CP, CIN and Early Help.
- Working with parents and carers to ensure that they are guided and supported in accessing appropriate services for children and families.
- Working with students in the school to ensure that they are guided and supported to access appropriate services and support.
- Liaising with Children's Social Care, Police, Early Help and other external agencies to ensure the best outcomes for students.
- Keeping abreast of any changes to KCSIE and communicating these changes to the appropriate staff in school
- Leading CP and Safeguarding training and procedures whole staff/department groups and the Governing Body.
- Preparing for and attending any meetings as required, this would include Child Protection, Child in Need and meetings with parents/ carers.
- Working with the DSL, Safeguarding Team, SLT, Pastoral Care team, FLO and other staff to ensure that the school meets safeguarding requirements, and responds to the needs of vulnerable children and families are appropriate.
- Support the preparation of reports and communication with governors on a regular basis.
- The monitoring and managing of vulnerable students with allocated Social workers/ Early Help workers in all aspects of their education.
- Overseeing Op –Encompass Alerts and putting in place appropriate support.

This job description is not designed to be an exhaustive list of duties and responsibilities but represents the current key areas of work. There will be additional duties and responsibilities explicit in the role. The content of this post will be reviewed in consultation with the post holder when necessary.