

## Job Description

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**Job title:** Safeguarding Officer  
**Reports to:** Head of College (Vice Principal)  
**Location:** Leigh Academy Rainham

### Duties and responsibilities

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfill this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.

### Main Purpose of the Job

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

- Protecting children from maltreatment
- Preventing impairment of children's mental and physical health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes
- To achieve the highest possible levels of safeguarding and well-being for all pupils at Leigh Academy Blackheath
- To support the Senior Leadership Team in creating lasting improvement in the quality of provision through leading on safeguarding with professionalism and high expectations
- To represent the Academy at external multi-agency safeguarding meetings, maintaining and creating links with external support agencies to refer students as appropriate or offer advice
- To act as one of the points of contacts for external agencies relating to safeguarding and well-being issues. Complete MASH requests within the designated time and also support students affected by Operation Encompass incidents
- Play a key role in working closely with academy staff to ensure student safeguarding needs are met and respond appropriately to all safeguarding referrals, whether in person or via Bromcom
- Make referrals to external agencies including Police, Children's Social Care, NELFT, nursing team, North Kent Mind, NSPCC, counsellors, etc
- Play a key role in providing support to vulnerable students and adults including young carers, those on a CP plan, children in need, Looked After students and those at risk, etc
- Monitor the attendance of vulnerable students including CLA, safeguarding cases, liaising closely with curriculum staff to provide non-academic support interventions where required
- Complete safeguarding referrals where necessary and offer support and guidance to staff on all safeguarding matters
- To contribute to the provision of guidance and information offered by the Safeguarding and Well-being Team

- Prepare and deliver safeguarding training for staff and maintain regular liaison with teaching staff to ensure safeguarding topics are fully embedded in the curriculum and form time
- Act as the key link person and contribute to the Academy's Prevent Plan
- To monitor all safeguarding referrals and update Bromcom and filehound on the same day
- All safeguarding referrals on Bromcom to be dealt with each day and all relevant logs updated
- Write detailed reports on Safeguarding concerns, interventions, summaries or actions and ensure all entries on Bromcom are reviewed and the system is monitored and updated.
- Refer cases of suspected abuse to the Local Authority children's social care as required.
- To plan and deliver short-term Safeguarding interventions and professional development through 1:1 and group work for referred learners on a range of issues affecting young people, for example, Keeping Children Safe in Education, suicide prevention safety plans and risk assessments, consent and healthy relationships, peer on peer abuse, e-safety, female genital mutilation and child sexual exploitation.
- Attend Safeguarding, Practice Development meetings to monitor and standardise practice, share information and good practice, and plan and implement improvements and lessons learned.
- Leading, managing, quality assuring and embedding Safeguarding within the Academy.
- Supporting the Senior Leadership Team with Ofsted compliance.
- Refer cases to the Channel programme where there is a radicalisation concern as required.
- Refer cases where a crime may have been committed to the Police as required.
- To remain up to date with all current and new statutory legislation, Safeguarding briefings and relevant guidance from the Local Authority
- Contribute to the School Improvement Plan and lead Safeguarding priorities.
- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people.
- 1 to 1 well-being sessions with students who are raised as a concern
- To support with Risk assessments and safety plans for identified vulnerable students
- Updating the bulletin weekly with safeguarding tips and information.

### **Safeguarding of students and Duty of care**

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

**Notes**

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing