



Name:

Job Description: Safeguarding and Welfare Manager

Grade: BCAT 8

Employed for: 37 hours per week, term time only + 2 SDDs

Hours: 08.00 – 16.00 Mon – Thurs, 08.00 – 15.30 Fri (to include 30 minutes unpaid lunch break)

Responsible to: DHT: Pastoral Care

Responsible for: **Safeguarding and supporting families.**

Purpose

To support whole school Safeguarding & Child Protection/work with students & families.

Working in partnership with the DSL and the Deputy DSLs will take responsibility for safeguarding and child protection across the school. In the absence of the DSL they will take full accountability for Safeguarding across the school. They will take part in strategy discussions and inter-agency meetings, and contribute to the assessment of children. They will advise and support other members of staff on child welfare and child protection matters, and liaise with relevant agencies such as the local authority and police. With the full knowledge of the DSL some safeguarding activities may be delegated to other deputy DSLs

Lead Deputy DSL Duties and Responsibilities;

The key focus of this role is to Safeguard all students at all levels across the school community by supporting the DSL in the effective discharge of his/ her Safeguarding responsibilities. **In the absence of the DSL the LEAD Deputy DSL is expected to take full accountability for these responsibilities.**

Key Purpose of the DSL:

- Act as the central contact point for all staff to discuss any safeguarding concerns
- Working with KSMCP to ensure that yourself as DSL and the school are up to date with changes to Safeguarding guidance and legislation and ensure that any necessary safeguarding training is undertaken

- Maintain a confidential recording system for safeguarding and child protection concerns
- In the case of Children Looked After the DSL should have the details of the child's social worker and the name of the virtual school head in the authority that looks after the child (with the DSL liaising closely with the designated teacher)
- Coordinate safeguarding action for individual children
 - In the case of Children Looked After the DSL should have the details of the child's social worker and the name of the virtual school head in the authority that looks after the child (with the DSL liaising closely with the designated teacher)
- Liaise with other agencies and professionals in line with WTSC (updated annually)
- Ensure that locally established referral procedures are followed as necessary
- Represent, or ensure the school is appropriately represented at multi-agency safeguarding meetings (including Child Protection conferences) including those taking place outside normal working hours
- Manage and monitor the school's role in any multi-agency plan for a child.
- Be available during term time (during school hours) for staff in the school to discuss any safeguarding concerns
- Ensure all staff access appropriate safeguarding training and relevant updates in line with the recommendations within KCSIE (Updated annually)
- Update the School's Safeguarding Policy and school procedures annually in line with KCSIE guidance

Policy and Procedure

- Act as a champion of the school's safeguarding policy and procedures by supporting all staff to have access to and understand them
- Contribute to the school safeguarding policy and review process
- Ensure that all staff are aware of their responsibility to challenge behaviour which breaches any of the school policies.

Managing referrals

- Refer cases of suspected abuse to the local authority children's social care
- Support staff who make referrals to local authority children's social care
- Refer cases to the Channel programme where there is a radicalisation concern
- Support staff who make referrals to the Channel programme
- Refer cases to the Disclosure and Barring Service where a person is dismissed or left due to risk or harm to a child
- Refer cases where a crime may have been committed to the police
- Keep detailed, accurate and secure written records of concerns and referrals. These are reviewed regularly (at least once every 3 weeks) to ensure concerns are escalated as appropriate and any multi-agency involvement are held to account for escalating concerns.

- Meet the Lead Deputy DSL and DSL regularly to review cases and share best practice and expertise.
- Cases are reviewed regularly (at least once every 3 weeks) to ensure concerns are escalated as appropriate and any multi-agency involvement are held to account for escalating concerns. Regular analysis of all cases to identify any possible trends.

Working with staff and other agencies (including KSCB)

- Ensure staff can access and understand the school's child protection and safeguarding policy and procedures (especially new and part time staff)
- Inform the headteacher of safeguarding issues, especially ongoing enquiries into whether a child is at risk of harm, and police investigations
- Liaise with the case manager and the local authority's designated officer for child protection concerns in all cases where a member of school staff is involved
- Liaise with staff on matters of safety, safeguarding, and when deciding whether to make a referral
- Act as a source of support, advice and expertise for staff
- Understand the assessment process for providing early help and intervention
- Develop a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference
- Attend and contribute to child protection case conferences effectively when required to do so

Training

- Undergo training to develop and maintain the knowledge and skills required to carry out the role
- Undergo Prevent training and be able to:
 - Support the school or college in meeting the requirements of the Prevent duty
 - Provide advice and support to staff on protecting children from the risk of radicalisation
- Undergo training on female genital mutilation (FGM) and be able to:
 - Provide advice and support to staff on protecting and identifying children at risk of FGM
 - Report known cases of FGM to the police, and help others to do so
- Undergo training on Online Safety and be able to:
 - Support the school in meeting the requirements of On-Line Safety as outlined in the KCSIE Policy (Updated annually)
 - Provide advice and support to staff on protecting children from the unique risks associated with on-line safety.
 - Ensure all staff are provided with on-line safety training at Induction and updated annually as required and all staff recognise the additional risks for SEND students with on-line safety.
- Refresh knowledge and skills at least annually so remain up to date with any developments relevant to the role
- Obtain access to relevant resources

- Oversee and monitor the training for all staff, visitors, governors and contractors

Raise awareness

- Ensure the school's child protection policies are known, understood and used appropriately
- Work with the governing board to ensure the school child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly
- Ensure the safeguarding policy is available and easily accessible to everyone in the school community
- Ensure that parents have read the safeguarding policy, and are aware that referrals about suspected abuse or neglect may be made, and the role of the school in this
- Link with the Local Safeguarding Children Board (LSCB) to make sure staff are aware of training opportunities and the latest local policies on safeguarding
- Be alert to the specific needs of children in need, those with special educational needs and young carers
- Encourage a culture of listening to children among all staff, ensuring that children's feelings are heard where the school puts measures in place to protect them

Other areas of DSL responsibility

- Where children leave the school, securely transfer their child protection file to their new school as soon as possible, separately from the main pupil file
- Undertake safer recruitment training and support the school to follow best practice
- Monitor the single central record and ensure it complies with all relevant legislation
- Provide safeguarding reports to the governing board
- Model best practice and uphold the principles of confidentiality and data protection at all times

The LEAD Deputy DSL, in conjunction with the DSL will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct. During term time, the LEAD Deputy DSL should always be available during school hours for staff in the school to discuss any safeguarding concerns. Ideally this will be in person, but can also be via phone in exceptional circumstances. Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Deputy DSL will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Necessary Experience

- Trained Designated Safeguarding Lead (DSL) (Desirable but willingness to undergo relevant training)
- Good standard of Education (Level 3) together with good numeracy and literacy skills (GCSE English and Maths or equivalent).
- At least 2 years' experience of working closely with children
- Ability to use basic technology (computer, photocopier etc)

- Knowledge of policies and procedures relating to child protection, health, safety, security and confidentiality.
- Ability to relate well with children and communicate diplomatically and tactfully with adults (e.g. parents)
- Must be motivated and be able to work independently with minimal supervision.

Person Specification

A Safeguarding Welfare Manager should be:

- Proactive and dynamic
- Approachable
- A good listener
- Non-judgemental
- A role model
- Positive and reliable
- Realistic
- Patient

Through their work with students they will seek to:

- Support students through safeguarding
- Help to raise attendance levels
- Help to raise standards and achievement

Accountabilities	Indicative tasks/actions
<p>Safeguarding of vulnerable students within the school</p> <p>Ensure that information and records are up to date and relevant information is shared</p> <p>Support CIC within the school.</p>	<ul style="list-style-type: none"> • Be the first port of call with the “green” form. • To manage Front Door Referrals for wellbeing/safety in liaison with Heads of Year and Senior Leaders (Safeguarding and SEND). • To develop a referral process enabling support to be accessed for “targeted” vulnerable students. • To develop and maintain networks with other professionals to ensure that the needs of the students are met and to attend meetings/consultations where necessary (CIN, STRAT, Core Group, CP conferences). • To maintain effective relationships with parents. • To work in partnership with members of staff, including Heads of year and the Assistant Head Teacher and wider pastoral team.) to support intervention strategies. • To maintain up to date records of work related to individual children and other interventions within the school and inform all relevant parties. • To produce written reports for submission at professional meetings and, where necessary, attend the appropriate meetings. • To attend weekly safeguarding meetings to review student list and student progress. • To attend home visits. • To ensure that knowledge base and qualifications are up to date by attending relevant appropriate training and development courses.

	<ul style="list-style-type: none"> • Work with students on a one to one basis. • To maintain data for students involved with Social Services. • To complete Risk assessments for Vulnerable students.
<p>Help to support and encourage good attendance within the school with vulnerable students under safeguarding</p> <p>Foster a positive ethos regarding attending school</p>	<ul style="list-style-type: none"> • To work with the attendance team and in liaison with families, of those under safeguarding, to improve attendance rates, reduce student absence and to engage with families. • To work in partnership with colleagues to reduce persistent absence rates of those under safeguarding. • To maintain case records as appropriate in accordance with the school system. • To co-ordinate parental meetings with outside agencies with students under safeguarding. • To register any students under safeguarding with a reduced timetable on KELSI.
General	<ul style="list-style-type: none"> • To follow the School's child protection procedures in cases where there is concern over the safety or emotional wellbeing of a student. • To maintain strict confidentiality with regard to both the staff and students within and outside of the school.
<p><u>Duties</u></p> <p>Supervise students as required around the site during student break periods</p>	<ul style="list-style-type: none"> • Carry out duties as required • Promote the school's ethos, be a role model and lead by example. • Uphold the School's behaviour policy • Ensure that H&S requirements are met.

Staff Development:

- To assess development and training needs and discuss with line manager.
- To set your own targets before any development activity and review and evaluate the activity after completion, cascading information to the appropriate team when relevant.
- To keep personal records of all staff development activities in which you are/have been involved.

Conditions

- The Safeguarding and Welfare Manager will undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Executive Headteacher or Head Headteacher.
- The job description will be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

Two copies of this job description should be signed, the post holder retaining one and the Executive Headteacher/ Headteacher the other.

Signed.....

Date.....