



## Job Description

**POST:** Safeguarding Manager (Designated Safeguarding Lead)

**RESPONSIBLE TO:** Deputy Principal

**RESPONSIBLE FOR:** Lead responsibility for safeguarding and child protection across the school.

**SALARY:** £24,313 - £26,317 (Pro rata plus Local Government pension scheme)

**LOCATION:** Oasis Academy: Skinner Street, Gillingham

**WORKING PATTERN:** 8am-4pm Monday to Friday, term time only plus 2 weeks

**DISCLOSURE LEVEL:** Enhanced

**JOB PURPOSE:**

**SPECIFIC RESPONSIBILITIES:**

- All Central Duty and Front Door queries and agency checks. This will include sharing relevant information, attendance, presentation, parental contact, behaviour and any safeguarding issues that have been raised in school.
- Attend and contribute to all strategy discussions
- Attend all Case Conferences, submitting reports as necessary. If this is to be held on site, the post holder will be required to organise the conference
- Attend all Core Group meetings, submitting reports as necessary. If this is to be held on site, the post holder will be required to organise the meeting
- Attend all CHiN meetings, submitting reports as necessary. If this is to be held on site, the post holder will be required to organise the meeting
- To be the main contact for Police enquiries involving students
- To be the main contact for Medway Social Services enquiries involving students
- Be an appropriate adult where required in Police and Social Services interviews
- Complete reports on a variety of areas (including, but not limited to Academic data, attendance, behaviour, parental contact, safeguarding concerns) and share appropriate information with professionals such as Police, social workers, independent chairs and families
- Monitor CPOMs and ensure concerns raised are acted upon and within the appropriate timeframe
- Monitor attendance, behaviour and achievement of those on a Child Protection and Child in Need Plan and those under assessment

- Deliver Safeguarding training for staff and volunteers including the four categories, what signs of abuse are, FGM, Prevent, eSafety.
- Deliver staff training in how to report concerns via CPOMs and arrange staff training on how to keep themselves safe online
- Be part of Induction Training, offering safeguarding training to all new starters, and issuing login details for the online safeguarding training system.
- Give daily Safeguarding advice to staff/students/parents
- Provide termly Safeguarding Briefings to all staff
- Ensure all staff have access to CPOMs and Hays Online Training
- Ensure staff have Channel training and refer cases to the Channel programme where there is a radicalisation concern
- Advise leaders on allegations against staff of a safeguarding nature to ensure correct procedure is followed
- Liaise with Local Authority Designated Officer (LADO) regarding allegations. Ensure the advice is followed and recorded
- Ensure that own knowledge and training is up to date and relevant
- Be aware of local issues and the relevance is to Oasis Academy Skinner Street, Gillingham
- Support the parents of vulnerable children by building open and honest relationships
- Work with the Family Support Worker to link parents of vulnerable children with support either internally or externally. This may be parenting support, behaviour support, charity support, council support, housing support, financial support etc.
- Be part of transition by linking with Secondary DSL's
- 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
- Ensure that the Principal & Deputy Principal are kept up to date with incidents and outcomes at Inclusion meetings.
- Ensure that Safeguarding files are in order and that all meetings and concerns are logged and kept securely, complying with the Data Protection Act 2018 at all times
- Receive Domestic Abuse Notifications via secure email from Operation Encompass and act on them where appropriate
- Be the main point of contact for Early Help.
- Make referrals to other agencies including Early Help, Social Care, Domestic abuse, Housing and support with NEFLT
- Liaise and share relevant information with practitioners on request
- Link Early Help practitioners to internal staff to ensure detailed information sharing

## **Safeguarding children and young people**



Oasis is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

**OTHER:**

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

**Signed:**

<b>Employee:</b>		<b>Line Manager:</b>	
<b>Print Name</b>		<b>Print Name</b>	
<b>Date</b>		<b>Date</b>	