

**JOB DESCRIPTION**

**JOB TITLE:** Safeguarding Officer

**MANAGED BY:** Deputy Head Teacher/Designated Safeguarding Lead

**CONDITIONS:** Term time only; 36hrs per week  
PO2 scale point 29 - 32  
Salary: £33,486 - £36,371  
Pro-rata salary: £28,887 - £31,279  
Additional hours may be required (paid as overtime).

**PURPOSE OF JOB:**

- To follow the school's Child Protection Policy and practices and to ensure that these fully meet the statutory safeguarding requirements set out in whichever is the most current legislation and Ofsted Inspection schedule at the time.
- To manage an identified caseload of students who have safeguarding needs or child protection needs.
- To investigate concerns that are raised by members of staff, students, parents or external agencies (and others) and risk assess to determine the next course of action.
- To contribute centrally to the development of an enhanced culture of safety with students feeling safe and adopting safe practices.
- To communicate effectively with other staff within the school when necessary, to ensure that children and young people are well cared for and appropriate information is shared in a timely manner with Eastlea staff, where appropriate and external agencies.
- To deliver effective safeguarding training programmes targeted at different groups of staff appropriate to their roles in liaison with the DHT/DSL.

**Main Duties and Responsibilities:****1. Working with Students**

- a) To respond appropriately to disclosures of concerns which relate to the health and safety and wellbeing of a child.
- b) To identify those students and families for whom support is judged appropriate and liaise with other professionals, both internally and externally.
- c) To provide guidance to students in the school who may be experiencing

problems at school or at home. To refer to existing counselling and support services where appropriate using the agreed school procedures.

d) To provide a safe space and opportunities for students to self-refer if they are concerned about their own wellbeing.

e) To liaise with and make referrals to Newham MASH where concerns are raised.

f) To liaise with staff responsible for attendance and where necessary liaise with the appropriate external agencies if a Child Protection concern is raised or if a child who is looked after (CLA) or child with Social Care involvement is absent from school.

g) To ensure that students who are victims of abuse are supported appropriately and sensitively and that all actions assigned by Eastlea from planning and intervention meetings are successfully carried out and monitored.

h) To encourage a culture of listening to Young People and taking account of their wishes and feelings on any measure the school might have taken to protect them.

i) To support the care of children where their living arrangements are at risk of breakdown

(including Local Authority placements).

j) To provide academic and pastoral mentoring to CLAs and coordinate the implementation of agreed action plans following PEP and review meetings.

k) Chair PEP and arrange meetings with other professionals.

### **Working with Systems**

a) To work, in collaboration with the DHT responsible for Safeguarding/DSL, in the facilitation and development of safeguarding and child protection policies, training and procedures and guidance for Eastlea Community School.

b) To receive and coordinate referrals, arranging action and reviewing services for children and families.

c) To maintain accurate, confidential and up to date documentation on all cases of safeguarding and child protection. Ensuring that all records are forwarded to any new school the child may attend.

d) To seek information from previous schools if students transfer to Eastlea Community School both through transitioning from Primary schools and through arriving as mid-phase admissions.

e) Ensure there are quality assurance mechanisms in place to monitor, review and evaluate arrangements for the protection of children.

- f) From referrals, develop a register of students who are 'At Risk', are Looked After Children and children and families with known Social Care involvement.
- g) To maintain records of interventions and meetings and communicate these effectively with relevant parties
- h) To monitor and review the implementation of the relevant policies and documentation and procedures to ensure they are adhered to, remain current and fit for purpose.

### **3. Working with Staff**

- a) To act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether or not to make a referral by liaising with relevant agencies.
- b) To contribute to service development, including responsibility of the delivery of new staff induction package and arrangements for all staff training.
- c) To liaise and coordinate with colleagues within Eastlea and outside organisations regarding the Common Assessment.
- d) To communicate with Pastoral teams across the school to monitor the welfare of young people who are known to have Child Protection concerns or those who may be at risk.
- e) To contribute to the development of effective administrative systems to ensure that all referrals are systematically logged and tracked so that from the point of referral to closure of a case there exists clear records of all actions and communications made by the school.
- f) To ensure that all referrals are monitored so that intervention and actions take place in a timely manner.
- g) To ensure that logs of referrals exist to provide data reports indicating trends in CP issues and referrals where they exist.

### **4. Working with Families and External Agencies**

- a) To liaise with outside agencies regarding individual students and develop effective interagency communication networks and systems
- b) Work closely with commissioning Children and Families Social Workers along with developing links with and utilising resources of the community as part of agreed plans for children.
- c) Attend and participate in Child Protection Conferences and planning and Review

meetings whilst working closely with colleagues in Children's Services as required, some of which may take place out of normal working hours. This will include negotiating between child, family and commissioning worker to identify the support package required.

d) Plan and complete professional assessments of need and risk in respect of parents and carers using the Department of Health and the Local Authority criteria for children in need and significant harm.

e) Taking the responsibility to coordinate the multi-agency approach to prevent and address child protection issues and children in need within the setting.

f) To work directly with children in need and their families in the community in order to promote, strengthen and develop the potential of parents/carers and their children in order to prevent children becoming looked after and/or suffering significant harm.

g) To provide support and guidance to carers and provide planned interventions as part of agreed plans for children.

## **5. Professional Responsibilities and Expectations**

a) To maintain confidentiality at all times.

b) To liaise with the Head Teacher and Deputy Headteacher with overall responsibility for Safeguarding to inform him or her of issues especially ongoing enquiries under Section 47 of the Children Act 1989 and police investigations.

c) To undertake appropriate Child Protection Training every two years (or whatever current legislation states is the minimum requirement), in order to:

i. Understand the assessment process for providing Early Help and intervention, e.g. through locally agreed common and shared assessment processes such as early help assessments.

ii. Have a working knowledge of how the LA conducts Child Protection Case Conferences and be able to attend these effectively when required to do so.

iii. Have a working knowledge of best practice in supporting students who are CLA to ensure that they are not disadvantaged in their education.

iv. Ensure each member of staff has access to and understands the school's Child Protection Policy and Procedures, especially new and part time staff.

d) To undertake any other CPD relevant to the post with particular reference to the local Children's Safeguarding Board's annual priorities for Child Protection and Safeguarding.

e) To ensure that Eastlea Community School is always presented positively within and beyond the school.

f) To promote good practice by encouraging and championing the policies and procedures.

g) To participate in the school's performance management procedures.

## **6. Data Protection**

Be aware of your responsibilities under the Data Protection Act whilst carrying out your duties.

## **7. Additional duties**

a) Work within the framework of the school ethos, adhering to the Code of Conduct for staff at all times.

b) Maintain high standards of professional behaviour and presentation.

c) Any other duties commensurate with the grade which may be required from time to time.

d) All staff are expected to take part in necessary training and staff development.

## **EQUALITY AND DIVERSITY**

We are committed to and champion equality and diversity in all aspects of employment with Eastlea Community School & the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

### **PERSON SPECIFICATION**

**Job Title:** Safeguarding Officer

#### **REQUIREMENT**

**E - Essential**

**D - Desirable**

#### **Professional Experience, Knowledge & Understanding**

Experience of working as Child Protection Officer in a similar environment (D)

Willingness to participate in further training and development opportunities offered by the school (E)

Experience of planning and coordinating meetings in line with diary management in a time pressured environment (D)

Experience of using Microsoft Office and/or Google to produce a range of professional documents (E)

#### **Abilities and skills**

Proficient in IT with particular skills in MS Word, Excel and/or Google (E)

Proficient user of SIMS or other MIS (E)

Significant organisational and administrative skills (E)

Excellent verbal and written communication skills, including telephone manner, tact, diplomacy and confidentiality (E)

Excellent interpersonal skills and solution focused approach to professional relationships (E)

Ability to consult and negotiate with external agencies to reach the best outcome for children and young people (E)

Ability to work under pressure and meet deadlines whilst still being polite and reasonable (E)

The ability to build and maintain relationships with Leadership Team/Governors/Staff/ Parents/Carers, children and adults

Working/volunteering with children within the organisation and external agencies (E)

Ability to plan time effectively and to organise oneself efficiently (E)

The ability to work in a demanding environment, meeting tight deadlines and the professional judgement of how to prioritise and delegate when necessary (E)

Strong listening skills and the ability to deal with sensitive situations with integrity (E)

Ability to work as part of a team (E)

Ability to demonstrate initiative (E)

#### **Personal Qualities**

A commitment to working in a busy school environment (E)

Flexible, motivated and committed to high standard of working (E)

Good attendance and punctuality (E)

Energy and enthusiasm (E)

Adaptability to changing circumstances and new ideas (E)  
Professional approach to working (E)  
Resilient and determined to achieve goals (E)  
Committed to the ethos of the school (E)  
Willingness to be flexible and take on additional duties (E)

### **Equal Opportunities Awareness**

A commitment to equal opportunities, awareness of diversity issues and working in a positive and non-discriminatory way (E)  
A commitment to working in a multi-cultural environment and with students from diverse backgrounds and abilities (E)  
A commitment to working in a flexible and collaborative manner with all members of the school community (E)

### **Child Protection and Safeguarding Awareness**

An understanding of child protection and safeguarding matters (E)  
The confidence and good judgment to manage situations relating to the poor conduct/behaviour of others towards a child (E)  
A commitment to safeguarding and promoting the welfare of young people (E)  
A willingness to challenge opinion, where necessary and to drive the Child Protection agenda(E)

Amended 5/5/2022