

Job Description

Post: Safeguarding Officer

Purpose

To challenge educational and social disadvantage by achieving the highest possible standards and preparing all our students to lead successful lives.

Duties and Responsibilities

- Manage the implementation of safeguarding and child protection policies and procedures, ensuring all safeguarding and child protection issues concerning children and young people are responded to appropriately.
- Receive, record and respond to information on CPOMS from anyone who has concerns about a child or young person. This includes:
 - assessing and clarifying the information
 - making referrals to statutory organisations as appropriate
 - consulting with and informing the relevant members of the organisation's management
 - following the organisation's safeguarding policy and procedures
 - liaising with, passing information to and receiving information from statutory child protection agencies such as the local authority, child protection services and the police
 - making formal referrals to agencies when necessary
- Store and retain child protection records according to legal requirements and the organisation's safeguarding and child protection policy and procedures.
- Work closely with the safeguarding lead and deputy safeguarding lead to ensure they are kept up to date with safeguarding issues and are fully informed of any concerns about organisational safeguarding and child protection practice.
- Be familiar with and work within inter-agency child protection procedures developed by the local child protection agencies.
- Be familiar with issues relating to child protection and abuse, and keep up to date with new developments in this area.
- Attend regular training in issues relevant to child protection and share knowledge from that training with everyone who works or volunteers with or for children and young people at the academy.
- Attend team meetings, supervision sessions and management meetings as arranged.
- Conduct safeguarding visits on a weekly basis with the Attendance Team.
- Mentor the CP and CIN students on a fortnightly basis and in terms of attendance, when they return following an absence.
- Take the lead in ensuring that appropriate arrangements for keeping children and young people safe are in place at the academy.
- Promote the safety and welfare of children and young people always involved in academy activities.
- Support students throughout the day by fulfilling pastoral responsibilities.
- Participate in the academy coaching process.
- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.
- Attend meetings / training and carry out administrative tasks and duties as specified on the academy calendar.
- Consistently implement all academy policies.
- Contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the Principal.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.