



GREATFIELDS SCHOOL

Safeguarding Officer Job Description

School: Greatfields School

Salary/Grade: Scale 6 pro-rata, term time only.

Hours: 35 hours per week

Contract type: Permanent

Responsible to: Member of SLT/DSL

Purpose of job:

- To support the development of safeguarding and child protection policies, training and procedures and guidance for the School. To assist in the coordination of referrals, arranging action and reviewing service for students and families.

Main activities:

Safeguarding

- To implement child protection policy and procedures.
- Encourage good practice by promoting and championing the child protection policy and procedures.
- Respond appropriately to disclosures or concerns which related to the well-being of a student.
- To maintain accurate, confidential and up-to-date documentation on all cases of safeguarding and child protection and report where required.
- 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.
- Where required, liaise with statutory agencies and ensure they have access to all necessary information.
- To initiate and refer students to outside agencies and co-ordinate referrals.
- To liaise with school staff in initiating multi-agency referrals for students.
- When appropriate, to act as lead professional and coordinate Team Around the Child meetings.
- To support the care of children where their arrangements are at risk of breakdown.
- To ensure that vulnerable pupils who are victims of abuse are supported appropriately and sensitively and that all actions assigned to the school from planning and interventions meetings are successfully carried out and monitored.
- To collate and produce statistical information with regards to safeguarding and student groups.
- To plan and assist on safeguarding training within the school.





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- 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.
- Plan and complete professional assessments of need and risk in respect of parents and carers using the using relevant procedures for children in need and significant harm. Taking the lead to coordinate the multi-agency approach to prevent and address child protection issues and children on need within the academy.
- To maintain confidentiality at all times.
- To liaise and coordinate with colleagues and outside organisations regarding the Common Assessment Framework and to coordinate and monitor all referrals and recommendations with the academy.
- From referrals, develop a register of students who are 'At Risk' or have child protection plans

Working with pupils with mental health needs

- Knowing what national and local mental health services are available, and signposting these to pupils and parents
- Developing links with local mental health services
- Supporting the identification of at risk pupils and pupils exhibiting signs of mental ill health
- Establishing and following a clear process if a concern is raised about a pupil's wellbeing
- Referring pupils to NHS services when appropriate
- Coordinating the mental health needs of pupils within the school
- Overseeing:
 - The delivery of pupil interventions, where these are being delivered at school
 - The outcomes of these interventions on pupils' education and wellbeing

General

- To look for CPD and other professional development opportunities in order to develop own practice and that of the school.

Please note that the above mentioned duties are neither exclusive nor exhaustive and the postholder may be required to carry out appropriate duties as may be required by the Senior Leadership Team of Head of School within the grading level of the post and the competence of the postholder.

This job description may be amended at any time in consultation with the postholder.

MHWP?

Liaising with school counsellor



Partnership Learning