



Safeguarding Officer

Job Description

Salary scale:	Scale 4 (11-15) FTE: £25,481 - £27,211 Pro Rata £13,269 - £14,169
Hours:	3 Days per week –8.00am – 4.00pm Ideally Monday, Tuesday and Friday.
Permanent / Temporary:	Permanent – 22.5 hrs per week Term Time Only + 1 Week (pro rata)
Responsible to:	Vice Principal – Behaviour & Attitudes
Job purpose:	<p>To safeguard and promote the welfare of children:</p> <ul style="list-style-type: none">• Providing help and support to meet the needs of children as soon as problems emerge Protecting children from maltreatment, whether that is within or outside the home, including online• Preventing the impairment of children’s mental and physical health or development• Making sure that children grow up in circumstances consistent with the provision of safe and effective care• Taking action to enable all children to have the best outcomes

Key Responsibilities

Main Duties

- Respond appropriately to disclosures or concerns which relate to the well-being of a child.
- 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 pupils to outside agencies and co-ordinate referrals.
- To liaise with school staff in initiating multi-agency referrals for pupils.
- When appropriate, to act as lead professional and coordinate Team Around the Child meetings.
- To ensure that vulnerable pupils are supported appropriately and sensitively and that all actions assigned to the academy from planning and interventions meetings are successfully carried out.
- To support the delivery of personalised learning for pupils who may need support as a result of safeguarding, wellbeing or health concerns.
- To manage the administration of *My Concern* and liaise with key staff including the DSL

- Attend and participate in Child Protection Conferences and Planning and Review meetings whilst working closely with colleagues in Children's Services as required,
- Plan and complete professional assessments of need and risk in respect of parents and carers using the Local Authority procedures for children in need and significant harm.
- Take the lead responsibility to coordinate the multi-agency approach to prevent and address child protection issues and children in need within the academy.
- To liaise and coordinate with colleagues and outside organisations regarding Early Help Assessments and to coordinate and monitor all referrals and recommendations with the academy.
- Develop and maintain a register of pupils who are 'At Risk' or have child protection Plans.
- To assist the DSL with the transition process for Y7 intake liaising with feeder primary schools prior to the beginning of each academic year in order to ensure the smooth transfer of safeguarding and medical information for the new intake.

Additional Responsibilities

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respecting confidential issues linked to home/pupils/teacher/Academy work
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns.
- To comply with the Academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested,
- in accordance with the changing needs of the organisation.

Communications

- Liaise with the Vice Principal (Behaviour and Attitudes) regarding the co-ordination of external agencies work.
- Work in collaboration with the Head of Year with the coordination of transition and induction.
- Liaise with the safeguarding team regarding pupil concerns.
- Communication with parents.

General

- To be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
- Actively promote equal opportunities and support the delivery of services which are accessible and appropriate to the diverse needs of service users.
- To participate in training and other learning activities and the academy's performance management process
- The post holder will be expected to work flexibly and carry out all duties in compliance with the academy policies

Support Staff

Our support team pride themselves on their professionalism and effectiveness.

Fulwood Academy has whole school staffing policies. Support staff have the same access to appropriate training courses as teaching staff. All academy personnel policies are equally applicable to support staff and teaching staff. Support staff are encouraged to play a full part in the academy community.

Personal qualities for all staff

Fulwood Academy is on a journey of rapid change. Sharing our vision, ambition and achievement for all, is vital. This is supported by a caring atmosphere where discipline and relationships are based on our 3 core values:

- We Care
- We Challenge
- We Commit

To support the academy and to your own success, we expect the following from the whole team:

- a commitment to the protection and safeguarding of children and young people.
- the ability to work as part of a developing team
- the ability to demonstrate a caring attitude to pupils and colleagues
- appropriate qualifications/or experience to competently carry out your role
- a willingness to pursue professional and personal development

All staff at Fulwood Academy are role models for children and are expected, therefore, to model good behaviour and conduct themselves in a way that is consistent with our expectations of our pupils.

Performance Management

To participate in the annual Performance Management process, agreeing targets linked to academy development plan, departmental and personal priorities.

Safeguarding Commitment

Fulwood Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All post holders at Fulwood Academy are subject to an Enhanced DBS check following the offer of a post, and any offer is subject to satisfactory checks being obtained.

Note: The job description may 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.

PERSON SPECIFICATION

Safeguarding Officer

	Essential	Desirable	Assessed by
Education, Qualifications, Training and Experience	<ul style="list-style-type: none"> • GCSE equivalent in Maths and English at grade C or above • A recognised qualification in safeguarding or child protection (e.g. Level 3 or above) or a willingness to undertake one. • Evidence of ongoing professional development related to safeguarding and child welfare. • First Aid training or willingness to undertake. 	<ul style="list-style-type: none"> • Evidence of related training 	Application
Skills and Abilities	<ul style="list-style-type: none"> • Experience of working with children, young people, and families in an educational, social care, or similar setting. • Proven experience of handling sensitive safeguarding matters with discretion and professionalism. • Experience of liaising with external agencies (e.g. Children's Services, police, health professionals). • Strong knowledge of safeguarding legislation, statutory guidance (e.g. <i>Keeping Children Safe in Education</i>), and best practices. • Understanding of child development, potential risks to children, and how to respond to disclosures of abuse or neglect. • Awareness of confidentiality protocols and data protection (e.g. GDPR) as they relate to safeguarding. Excellent interpersonal and communication skills with the ability to build trust and rapport with pupils, staff, and external agencies. • Ability to remain calm, empathetic, and objective when dealing with sensitive or distressing information. • High attention to detail and strong organisational skills, including accurate record-keeping. • Ability to work effectively both independently and as part of a team. • Confident in using IT systems to manage safeguarding records (e.g. My Concern). 	<ul style="list-style-type: none"> • Experience working in a school environment or similar education setting. • Designated Safeguarding Lead (DSL) training or willingness to undertake it. • Knowledge of the Prevent Duty and wider safeguarding risks (e.g. online safety, contextual safeguarding). 	Application/ Interview
Personal Qualities	<ul style="list-style-type: none"> • Strong commitment to the safeguarding and welfare of children. 		Application Interview

	<ul style="list-style-type: none">• High levels of integrity, reliability, and emotional resilience.• Approachable, trustworthy, and able to maintain confidentiality at all times.• Willingness to undertake further training and adapt to evolving safeguarding needs.• Commitment to equal opportunities		
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