



## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	SAFEGUARDING OFFICER
<b>JOB HOLDER:</b>	
<b>LOCATION:</b>	CHASE TERRACE ACADEMY, BURNTWOOD, WS7 2DB.
<b>LINE MANAGER:</b>	DESIGNATED SAFEGUARDING LEAD (DSL)
<b>JOB GRADE:</b>	GRADE 9 (SCP 16-22)
<b>HOURS OF WORK:</b>	37 hours per week, 08:00 – 16:00, Monday to Thursday, 08:00 – 15:30 on Friday. Working term time, 39.2 weeks per year, including one day summer working.

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## **STATEMENT OF PURPOSE**

The post holder will take responsibility for ensuring the Safeguarding and Child Protection policy is firmly and consistently embedded within Chase Terrace Academy (CTA). Tracking safeguarding and child protection incidents across the school, taking part in strategy discussions led by the DSL and attend inter-agency meetings that contribute to the safeguarding of children at CTA.

To provide first level of support to the DSL and DDSL's, including other members of staff such as year office/pastoral staff, on child welfare and child protection matters, liaising with relevant agencies as appropriate, including the local authority and police.

The safeguarding officer will liaise with the DSL and DDSL's to develop the use of MyConcern across all staff, monitoring any incidents reported and track patterns of safeguarding concerns to support effective training of staff in the context of CTA. This will also enable proactive training and information to be provided to staff regularly.

The safeguarding officer will report to the DSL and the DDSL's to ensure there is sufficient capacity to safeguard students, helping to ensure staff clearly understand that safeguarding is the responsibility of everyone.

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## **MAIN DUTIES AND RESPONSIBILITIES**

### **Managing referrals**

- To refer cases of suspected abuse to the DSL so that it can be referred into the local authority children's social care.
- To support staff to make referrals to local authority children's social care.
- To refer cases to the Channel programme where there is a radicalisation concern.
- To support staff to make referrals to the Channel programme
- To refer cases where a crime may have been committed, to the DSL so it can be reported to the police.
- To keep detailed, accurate and secure records of concerns and referrals

### **Working with staff and other agencies**

- To inform the DSL/DDSL of any safeguarding issues, especially ongoing enquiries into whether a child is at risk of harm, and police investigations.
  - To liaise with staff on matters of safety, safeguarding and when deciding whether to make a referral.
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- To act as a source of support, advice and expertise for staff.
- To understand the assessment process for providing early help and intervention.
- To support the DSL/DDSL's when local authorities conduct a child protection case conference and a child protection review conference.
- To support the DSL/DDSL in child protection case conferences when required to.

### **Training**

- To undergo training to develop and maintain the knowledge and skills required to carry out the role of safeguarding officer.
- To support staff training to ensure all staff are able to access and understand the school's child protection and safeguarding policy and procedures.
- To undergo Prevent training and be able to:
  - Support the school in meeting the requirements of the Prevent duty
  - Provide advice and support to staff on protecting children from the risk of radicalisation
- To undergo training on female genital mutilation (FGM) and be able to:
  - Provide advice and support to staff on protecting and identifying children at risk of FGM.
  - Support the DSL/DDSL to report known cases of FGM to the police.
- To obtain access to relevant resources and share with all appropriate staff, including regular staff bulletins/safeguarding newsletters.
- To refresh knowledge and skills at least annually to remain up to date with any developments relevant to the role.

### **Raise awareness**

- To ensure the school's child protection policies are known, understood and used appropriately by all staff and visitors.
- To support with ensuring the safeguarding policy is available and easily accessible to everyone in the school community.
- To support communication to parents/carers, giving them opportunities to have read the safeguarding policy.
- To link with the local safeguarding children board (LSCB) to make sure staff are aware of training opportunities and the latest local policies on safeguarding.
- To be alert to the specific needs of children in need, those with special educational needs and young carers.
- To encourage a culture of listening to children among all staff, ensuring that children's feelings are heard where the school puts measures in place to protect them.

### **Other areas of responsibility**

- Where children leave the school, it is the responsibility of the DSL to securely transfer their child protection file to the new school as soon as possible, separately from the main pupil file. The safeguarding officer will support this process.
- To provide safeguarding reports to the DSL/DDSL to be used by the Board of Governors.
- To model best practice and uphold the principles of confidentiality and data protection at all times.

### **School support:**

- To promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
  - To be aware of, support and ensure equal opportunities for all.
  - To contribute to the overall ethos/work/aims of the school.
  - To follow school policies and the staff code of conduct
  - To establish constructive relationships and communicate with other agencies/professionals.
  - To attend and participate in regular meetings.
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- To participate in training and other learning activities and performance development as required.
- To recognise own strengths and areas of expertise, using these to advise and support others.
- To assist with student needs as appropriate, during the school day.

Whilst every effort has been made to explain the responsibilities of the post, each individual task may not have been identified. All staff will be expected to accept reasonable flexibility in working arrangements and comply with any reasonable request from their line manager, undertaking work or tasks of a similar level that is not specified in this job description.

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**NOTES**

- This job description may be amended at any time in consultation with the postholder
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This school is committed to safeguarding and promoting the welfare of young people. The successful applicant will be required to demonstrate a commitment to the school's Equal Opportunities Policy and to undertake a criminal record check with the Disclosure and Barring Service.

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Signature .....Date .....  
(Job Holder)

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