



Job Description			
Job Title	Safeguarding Manager	Job Holder	
Author	Jo Evans	Line Manager	Deputy Head Teacher i/c Inclusion
Date Reviewed		Next Review Date	
Level	6	SCP	24 – 29 £29,623 – 33,861 FTE
Hours	37 (Working arrangements to be agreed)	Weeks	52 weeks

This Job Description sets out the scope, duties, responsibilities and working practices that the successful applicant will be required to undertake, discharge and demonstrate on an ongoing basis.

Outline Description of Role
The post-holder will take lead operational responsibility for safeguarding and child protection across the school ensuring that it complies with the most up to date version of Keeping Children Safe in Education. They will take part in inter-agency meetings, including reporting to all CP meetings, and contribute pro-actively to the assessment of children. They will advise and support other members of staff on child welfare and child protection matters, and liaise with relevant agencies such as the local authority and police. The post-holder will ensure that contact is open during out of term time and that the LA is aware of these arrangements.

Responsibilities. To	
1	Manage detailed, accurate and secure records of concerns and referrals made in CPOMS in line with school policy and statutory guidance, including all those received from external agencies or safeguarding partners.
2	Refer cases of suspected abuse to the local authority children's services.
3	Refer cases to the Local Authority and if agreed support the Channel programme where there are radicalisation concerns.
4	Refer cases where a crime may have been committed to the police.
5	Inform the Head Teacher of safeguarding issues, especially ongoing enquiries into whether a child is at risk of harm, and police investigations.
6	Liaise with staff on matters of safety, safeguarding, and when deciding whether to make a referral keeping a clear record of information and any decisions taken.
7	Act as a source of support, advice and expertise for staff.
8	Assist in the distribution of information on safeguarding to staff.
9	Understand the assessment process for providing early help and intervention. Pro-actively seek access to Early Help as a route to support children and families, if appropriate.
10	Liaise with parents on safeguarding matters where appropriate
11	Develop a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference. Attend and contribute to child protection case conferences effectively when required to do so



12	Undergo training to develop and maintain the knowledge and skills required to carry out the role
13	Refresh knowledge and skills at least annually so remain up to date with any developments relevant to the role specifically guidance such as Keeping Children Safe in Education.
14	Work with the Designated Safeguarding Lead to enable them to monitor that the schools safeguarding policies and procedures are effective
15	Ensure the school's child protection policies are known, understood and used appropriately
16	Ensure the safeguarding policy is available and easily accessible to everyone in the school community
17	Encourage a culture of listening to children among all staff, ensuring that children's wishes are heard and considered where the school puts measures in place to protect them.
18	Ensure that staff understand the need to identify concerns through contextual awareness relating to individual pupils and support staff to proactively raise concerns, understanding the need for immediate action in some cases and clear records to be kept.
19	Be alert to the specific needs of children in need, those with special educational needs and young carers, children looked after and any other vulnerable groups
20	Establish, maintain and develop effective relationships with families, especially those identified as being at risk.
21	Ensure effective sign-posting of services and referrals by developing good working relationships with other stakeholders including professionals from external specialist voluntary, statutory and community agencies.
22	Assist in the monitoring and updating of the safeguarding audit and action plan
23	Be the first point of contact for Safeguarding concerns during out of term time.
24	Work alongside the inclusion team to design and deliver a range of workshops and in-house programmes to families in need of support.

Other Duties	
25	Undertake such other duties as reasonably correspond to, and are commensurate with, the general character of the post.
26	Contribute to and exemplify the values of Claycots School. The post-holder will be expected to comply with any reasonable request from the Leadership Team to undertake work of a similar level that is not specified in this job description. Whilst every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
27	Understand and comply with the Support Staff Standards at all times.
28	Actively promote the inclusion of all children into whole school activities.
29	Actively seek opportunities for professional development.
30	Be aware of and respect all children's religious beliefs and cultures.
31	Support, promote and comply with decisions and policies agreed by the Leadership Team and the governing body.
32	Develop effective, professional working relationships with colleagues



33	Have due regard for health and safety of self, staff, children and visitors and have responsibility for bringing all matters of concern to the attention of the Business Manager.
34	Carry out a 30 minute duty each week

Compliance	
35	During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Claycots School or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.
36	During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the General Data Protection Regulations (GDPR) 2018. This includes your responsibilities as a member of staff to process personal and sensitive data in an appropriate manner.
37	<p>In accordance with the School's commitment to follow and adhere to the latest update of the Department for Education's guidance entitled "Safeguarding Children and Safer Recruitment in Education" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the School community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the school.</p> <p>You are also required to know and comply with the latest update of DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People'. You are required to have satisfactory Enhanced DBS clearance. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the School and uphold public trust and confidence at all times</p>
38	To follow the school's policy and procedure in the recording of appropriate incidents on CPOMS and escalate to the Designated Safeguarding Lead as necessary.
39	The post holder must be aware that any information held by the School in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the School's policies and procedures.
40	No smoking or intoxicants are permitted in any part of the premises or grounds managed, leased or owned by Claycots School. No smoking or intoxicants are permitted in School vehicles or in any vehicle parked on School premises. Smoking of any product and the consumption of alcohol are strictly forbidden.