



Job description

Child Protection & Safeguarding Lead

Responsible to: Associate Principal

This job description may be amended at any time following discussion between the Principal and member of staff, to be reviewed annually. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Summary of Role:

The Child Protection Officer has the main responsibility for managing child and vulnerable adult protection issues within Blue Coat Church of England Academy. The role and responsibilities of the Child Protection and Safeguarding Manager are detailed below.

It is essential to follow the remit and systems of accountability related to the school's commitments and priorities.

General Duties

- Ensure there are policies, procedures, systems, structures, resources and personnel in place to promote the welfare and protection of children at Blue Coat Church of England Academy.
- Actively work jointly with parents/carers and other agencies through joint planning, training and monitoring of their arrangements for the protection of children.
- Ensure there are quality assurance mechanisms in place to monitor, review and evaluate arrangements for the protection of children.
- To play a full part in the life of the school community, to support its distinctive aims and Christian ethos and to encourage staff and students to follow this example.
- To promote actively the school's corporate policies and to comply with the school's Health and safety policy and undertake risk assessments as appropriate

Detailed Responsibilities

- To lead in facilitating the development of safeguarding and child protection policies, training and procedures and guidance for the school.
- To monitor and review the implementation of the relevant policies and documentation and procedures to ensure they are adhered to, remain current and fit for purpose.
- To promote good practice by encouraging and championing the policies and procedures.
- To receive and coordinate referrals, arranging action and reviewing services for children and families.
- To maintain accurate, confidential and up to date documentation on all cases of safeguarding and child protection.
- 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.

- To support the care of children where their living arrangements are at risk of breakdown (including local authority placements).
- To provide support and guidance to carers and provide planned interventions as part of agreed plans for children.
- To ensure that students who are victims of abuse are supported appropriately and sensitively and that all actions assigned to Blue Coat Church of England Academy from planning and intervention meetings are successfully carried out and monitored.
- To liaise with academy colleagues to support strategic development, share good practice and plan collaborative activities.
- To provide reports to the governors with regards to safeguarding and training.
- To raise awareness of the Child Protection Manager role to parents/carers, adults and the children.
- Keep abreast of developments in the field of child protection, attending relevant training or events and reading relevant bulletins and publications.
- To ensure that Blue Coat Church of England Academy is always presented positively within and beyond the academy.

School Level

- Contribute to the development, implementation and review of child protection and safeguarding procedures.
- Liaise with relevant external agencies.
- Advise the Principal on the strategic direction of the Key Stage regarding safeguarding, child protection and pupil welfare.
- Support the school's Christian ethos and policies.

Accountability

- Work closely with commissioning Children and Families Social Workers along with developing links with and utilising resources of the community as part of agreed plans for children.
- Attend and participate in Child Protection Conferences and Planning and Review meetings whilst working closely with colleague's in Children's Services as required, some of which may take place out of normal working hours. This will include negotiating between child, family and commissioning worker to identify the support package required.
- Plan and complete professional assessments of need and risk in respect of parents and carers using the Department of Health and the Local Authority criteria for children in need and significant harm. Taking the lead responsibility to coordinate the multi-agency approach to prevent and address child protection issues and children in need within the academy.
- To maintain confidentiality at all times.
- To contribute to service development, including responsibility of the delivery of safeguarding training and be the person responsible for 'Contact Point'. This is in relation to data protection for all young people within the school including assisting with all CRB checks at the school in line with the national procedures set up by the Independent Safeguarding Authority.
- To liaise and co-ordinate with colleagues and outside organisations regarding the Common Assessment Framework and to coordinate and monitor all referrals and recommendations within the academy.

- From referrals, develop a register of students who are 'At Risk' and are Looked After Children with input from the Youth Offending Team and CAF.

Special Conditions

- Whilst every effort has been made to explain the main duties of the post, each individual task undertaken by the post holder may not be identified.
- The job description is current at the date of issue, but following consultation, may be changed by the Principal to reflect changes in the job which are commensurate with the salary and job title.
- Given the religious designation of the school, all staff are expected to uphold the school's Christian ethos at all times.

Safeguarding Children

Blue Coat Church of England Academy is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including with past employers and the Criminal Records Bureau. If we have any concerns with regards to safeguarding relating to our children, we have a duty of care to report it to the Safeguarding Designated Leads.

Print Name:

Signed:

Date: