

Safeguarding Officer/Deputy Designated Safeguarding Lead

We are seeking to appoint an experienced, knowledgeable, positive, determined and child centred person as our Safeguarding Officer.

The main responsibilities of this role will include:

- To work with and support the school's Designated Safeguarding Lead (DSL)
- To play a key role in the management of safeguarding within the school
- To safeguard and protect the young people and staff of SHS
- To be a first point of contact/intervention for safeguarding issues, including for students, parents and external agencies
- To respond to information that may constitute a safeguarding or child protection concern. To triage this information and co-ordinate responses. This includes:
 - Assessing and clarifying the information
 - Making referrals to statutory organisation as appropriate
 - Consulting with and informing relevant members of the senior leadership team
 - Keeping the voice of the child paramount at all times
- Work with the DFSL in maintaining, reviewing and developing the school safeguarding systems and procedures, including the CPOMs safeguarding database.
- To liaise with in-school specialists, consolidating and sharing information as appropriate.
- To liaise with outside statutory agencies as appropriate
- To implement strategies and interventions that make the full use of the 'windscreen' of intervention and services.
- To support the updating of safeguarding training, policies and procedures
- To maintain and review full, accurate records
- To share learning, as appropriate, with staff, volunteers and governors
- To act as key worker regarding high tariff cases
- The post will include supporting and advising both staff and students on matters of Safeguarding as well as liaising with statutory agencies, parents and carers as appropriate.
- Undertake all other appropriate duties as directed by the DSL to support and ensure the school fulfils its safeguarding responsibilities.

The safeguarding officer is a full-time non-teaching role, who will be one of four Level 3 trained DSLs within the school. Included the Designated Safeguarding Lead. The other named DSLs have other substantive responsibilities so it is likely that the Safeguarding Officer will often be the first point of call for staff raising concerns or seeking advice.

Criteria	Essential	Desirable
Knowledge of school safeguarding policies and procedures	▪	
Experience working with children and young people	▪	
Excellent ICT skills	▪	
Knowledge of the local policy (Essex Offer and SET procedures) and national legislation	▪	
Up-to-date Level 3 trained	▪	
Excellent communication skills	▪	
Excellent record keeping	▪	
Excellent organisation and time management skills	▪	
Confidence to challenge practice	▪	
Experience of delivering training		▪
Ability to work within a team	▪	
Experience of having designed and implemented safeguarding resources		▪
Understanding of referrals process	▪	
Experience of attending a child protection conference and/or review conference		▪
Experience of attending a CIN meeting or review meeting		▪
Experience of chairing a TAF meeting		▪
Ability to mediate between staff, students, parents and external agencies.	▪	
Understanding of GDPR	▪	
Understand the additional risk that children with SEN and disabilities face, particularly regarding online risks	▪	