



Safeguarding and Family Liaison Officer Job Description

Grade: SO1 – SO2 £26,822 - £30,153 pro-rata, 45.14 weeks (term time only + 5 training days and equivalent of 1 week during holidays), 37 hours a week.

Reports to: Governors, Headteacher and Deputy Headteacher

JOB PURPOSE

The post holder will take lead responsibility for all safeguarding and child protection matters, including vulnerable family issues arising at the School according to guidelines set out in the Working Together to Safeguard Children 2018 document and the Children Act 2004 ensuring that there are policies, procedures, systems, structures, resources and personnel in place to promote the welfare and protection of children at The Grove Primary School.

The Safeguarding and Family Liaison Officer need not be a teacher but must have the status and authority within the management structure to carry out the duties of the post. Professionals will be given sufficient time, funding, supervision and support to fulfil their child welfare and safeguarding responsibilities effectively.

The postholder will have a legal responsibility for dealing with safeguarding issues, providing advice and support to all staff, developing staff awareness in recognising potential issues (including rescue from possible abuse or neglect), liaising with the Local Authority, and working with a range of other agencies.

AREAS OF RESPONSIBILITY

Policy and procedure:

- Ensure the school's safeguarding policy and procedure is reviewed annually, is up to date and that the Governing Body is aware of any amendments
- 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 is available to all stakeholders
- To maintain a link with the Local Authority, providing evidence and information as part of the schools' contribution to the Section 11 Audit it is required to undertake across all partner agencies

Managing referrals:

- Manage and assess the risk to children/families using specialised skills to recognise and identify signs of abuse and make the decision if a referral is necessary or appropriate; liaising regularly with the Head Teacher
- Respond appropriately to disclosures or concerns relating to the safety and well-being of a child
- Refer allegations or cases of suspected abuse or neglect to the relevant investigating agencies, ensuring they have access to the most relevant up to date information
- To make parents/carers aware of any referrals and investigations, unless it is thought that this would jeopardise the child's safety

- Regularly meet with and liaise with the Senior Leaders to update and inform them of any issues and ongoing investigations
- Work in partnership actively and jointly with agencies such as; Social Services, Police, Health and Youth Offending Team, parents/carers and children through shared assessment, planning, training and monitoring of arrangements for the safeguarding of children
- Ensure that relevant, detailed and accurate written records of referrals/concerns are kept and that these are stored securely.
- Where children leave the School to ensure their child protection file is transferred to the new school as soon as possible. This should be transferred separately from the main pupil file. The DSL is responsible for ensuring that reasonable steps are taken to effect secure transit and for obtaining confirmation of receipt from the new school.

Multi Agency working:

- Ensure that pupils who are victims of abuse are supported appropriately and sensitively and that all actions from planning and intervention meetings are carried out and monitored by the school and other core group members
- Attend and contribute effectively to Child Protection Conferences, Child In Need meetings, LAC Reviews, and any relevant assessment, planning and review meetings; including those taking place out of normal working hours and outside of the school building. This will include negotiating between child, family and commissioning worker to identify the support package required.
- Chair PEP meetings for children and young people who are Looked After
- Liaise and coordinate with colleagues and outside organisations concerning Early Help Assessments and information which is shared regarding Child Protection concerns; acting as Lead Professional as appropriate
- Ensure that actions resulting from meetings are SMART and that they are carried out in a co-ordinated way; making the difference which was anticipated
- To know the contact details of relevant statutory agencies e.g. Children's Social Work Services (CSWS), Police, Local Safeguarding Children Board, and the Local Authority Designated Officer (LADO) for allegations against staff and ensure these are available to the Head teacher / Deputy Head teacher.
- 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 school.
- To contribute to service development, and be the person responsible for the management of all confidential files, both paper and electronic, relating to child protection and safeguarding. This is in relation to data protection for all young people within the school including assisting with all CRB/DBS checks at the school in line with the national procedures.
- To liaise and co-ordinate with colleagues and outside organisations regarding EHA, or equivalent in local authority and to coordinate and monitor all referrals and recommendations within the school.
- From referrals, develop a register of students who are 'At Risk' and are Looked After Children with input from Social Services, Police, Health, Mental Health and Youth Offending Team

TRAINING

- To develop and deliver training programmes for all staff on Child Protection and Safeguarding issues which support on-going whole school awareness and staff development within safeguarding
- Ensure all staff have a Safeguarding induction and frequent updates so that they are able to recognise and report any concerns immediately
- To support all staff in using strategies which support vulnerable children and families

- To reinforce a culture of listening to children and child centred safeguarding/practice throughout the school
- Attend relevant training on an annual basis to reinforce and enhance Safeguarding/Child Protection knowledge and practice
- Represent the school at Designated Leads meetings and disseminate the information to colleagues

CONFIDENTIALITY

- All employees are required to work in a confidential manner in all aspects of their work.

PERSON SPECIFICATION

- The ability to build relationships with Management/Governors, parents/carers, children and adults working/volunteering with children within the organisation.
- An interest in the well-being of children and in safeguarding and child protection matters.
- A willingness to challenge opinion, where necessary, and to drive the child protection agenda.
- Strong listening skills and the ability to deal with sensitive situations with integrity.
- The confidence and good judgment to manage situations relating to the poor conduct/behaviour of others towards a child.

ADDITIONAL RESPONSIBILITIES

- Any other duties required by the School which are in the scope of the post.
- To carry out duties with due regard to the School Health and Safety policy at all times.
- To be aware at all times of responsibilities under the Data protection Act 1984 for the security, accuracy, and significance of personal data held electronically or in paper form
- To work within and encourage the School's Equal Opportunity policy and contribute to diversity policies.
- Participating in the school's arrangements for performance management, professional development and the school's arrangements for quality assurance and internal verification.

REVIEW AND AMENDMENTS

- This job description is subject to annual review. It may be amended only after full consultation with the Headteacher.

*This school is committed to safeguarding and promoting the welfare of children and young people according to child protection and safeguarding guidelines and expects all staff to share this commitment.
A satisfactory enhanced DBS check is required for all Employees.*

Signature:
Post Holder

Signature:.....
Line Manager

Date:

Date: