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| **POST TITLE: SAFEGUARDING OFFICER** |
| **OVERALL PURPOSE OF THE POST** |
| * To keep up to date with changes to legislation and initiatives in relation to safeguarding of young people, supporting the DSL in maintaining up to date policy and guidance docs. To manage and identify caseloads of students who are subject to Child Protection, Child In Need plans or open to external agencies.
* To ensure students flourish within the school environment and achieve their potential.
* To communicate effectively and attend key meetings in relation to students, parents, staff and outside agencies.
* To support all staff in meeting the highest standards in relation to safeguarding practice.
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| **MAIN DUTIES AND RESPONSIBILITIES** |
| * To provide the initial point of contact and day to day guidance and support for students with safeguarding concerns.
* To provide an initial point of contact for staff with safeguarding concerns about a student or students, offering guidance to staff and keeping clear, accurate and detailed records of concerns raised and subsequent action.
* To work with the Leadership Team, Head(s) of Year, Pastoral Leaders and external agencies in the identification of vulnerable students and to make calls to relevant agencies when required.
* To encourage active participation of children/parents/carers with other professional staff who provide support.
* To advise and educate students, staff and parents on staying safe including issues of on-line safety and the PREVENT strategy.
* To be the nominated Lead Professional for Early Help Assessment (EHA) liaising with the Designated LAC member of LT and manage the process in accordance with DCC guidelines.
* To attend case reviews and / or case conferences as required and to prepare reports as necessary.
* To undertake home visits to identify barriers to education and provide appropriate support for families.
* To work flexibly to carry out early morning and evening visits to parents/carers homes.
* Provide information and reports to outside agencies as requested.
* Keep accurate records relating to contact with students and families and use these to inform an appropriate course of action.
* Provide regular reports to the line manager on the progress of the identified caseload.
* Provide specific information for, and contribute to, Statement Reviews, Exclusion Hearings, PSP’s, MEP’s, Child Protection Conferences and other reviews as required.
* Deal with difficult situations and/or individuals in a confidential, calm, fair but effective manner.
* Meet regularly with the SENDCO and Student Welfare Team and take part in planning meetings and INSET days as required.
* Take part in training activities to further knowledge.
* To provide own vehicle for the transportation of students as and when required.
* Attendance at parents evenings
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| **OTHER** |
| All ACET staff are expected to:* Appropriately maintain the confidentiality of the working environment;
* Promote and support the aims, ethos and vision of the academy/trust;
* Support and maintain a positive working environment between colleagues across the Academy;
* To undertake training as required
* To comply with all ACET policies and procedures;
* To comply with all statutory guidance as relevant for their role, including the Health and Safety at Work Act 1974;
* Work in a flexible manner, undertaking any reasonable duties commensurate with the salary and grade of the post.
* Work in other ACET academies, as required (with travel payment if appropriate).

**The purpose of this job profile is to provide an overview of the duties and responsibilities involved in this role, however it is not intended to be exhaustive. In consultation with the post holder, this profile may be reviewed and could be subject to change during the course of employment.****ACET is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.** |