



The Market Weighton School

Safeguarding and Child Protection Officer SCP-TBC

Job Description



Job Title: Safeguarding and Child Protection Officer

Reporting To: Designated Safeguarding Lead

Overall Purpose of the Job:

- To act as the school's Deputy Designated Safeguarding Lead (DDSL) and Child Protection Officer, maintaining accurate documentation on all child protection (CP) matters, liaising with the Local Authority Designated Officer (LADO) and Children's Safeguarding Teams, responsibility for ensuring staff adhere to appropriate training, responsibility for maintaining up to date safe working practices and safeguarding and child protection policies

Principal Accountabilities:

- The post holder will provide advice to students, parents and staff on all safeguarding related concerns
- To work with the pastoral team as a coherent unit to provide excellent support for staff and students and provide a high quality service to parent, carers and external providers.
- To respond effectively to enquiries from staff, students, parents, local authority personnel, the general public and other external agencies.
- To assist in the implementation of student risk management strategies in the school to increase student safety alongside the Deputy Headteacher.
- Help year teams mentor and support students with issues such as low self- esteem, self-harm, bullying, anger management and other mental health issues
- Take a role to support first aid in school and on visits as agreed
- Be the link worker between home and school on all CP issues
- Receive all CP issues from students and/or staff and decide on appropriate course of action
- Liaise with the Senior Leadership Team regarding issues related to CP such as investigations, and ongoing cases
- Liaise with Children's Social Care and external agencies regarding issues related to CP such as investigations and ongoing cases
- Provide support for all staff on issues relating to safeguarding and child protection
- To attend all CP Conferences and Strategy Meetings and be part of the decision making process.
- To attend all Core Groups, professional meetings and any other meetings required.

Responsibilities

- To safeguard the well-being of students, particularly those deemed at risk.
- To keep accurate records.
- To respond to all notifications in a timely manner.
- To involve the correct professionals as/when required.

The postholder may also be asked to provide support in other areas of the school when necessary and as appropriate to their role.

General Information:

- The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
- The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore it is the postholder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.
- The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.
- East Riding of Yorkshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.

