

Bath & Wells Multi Academy Trust

Job Title:	Safeguarding and Child Protection Co-ordinator
Reports To:	SENCO

The Aim of The Bath & Wells Multi Academy Trust:

To ensure that every school within the Trust provides an outstanding education for every child, rooted in its distinctively Christian ethos.

Bath & Wells Multi Academy Trust Mission Statement: John 10:10 'That they may have life, life in all its fullness'

The Bath & Wells Multi Academy Trust's mission is to provide an education which is life enhancing for every child. We promise an experience which is inclusive to all pupils.

Job Purpose

The postholder will play a key role in supporting the delivery of effective safeguarding throughout the school(s). Including ensuring effective child protection measures, training, procedures and guidance are in place. The postholder will assist in developing safeguarding skills and expertise across other Trust schools, through delivery of training, guidance and support.

Main Responsibilities and Duties

- Assist in the co-ordination of referrals, arranging action and reviewing and supporting services for children and families.
- Ensure there are procedures, systems, structures, resources and personnel in place to promote the welfare and protection of children at the school(s) and support vulnerable families.
- Actively work with parents/carers and other agencies through joint planning, training and monitoring of their arrangements to support the safeguarding of children.
- Work with other staff to secure good outcomes for disadvantaged families.
- Implement School/statutory child protection policies and procedures.
- Encourage good practice by promoting and championing the safeguarding and child protection policies and procedures.
- Respond appropriately to disclosures or concerns which relate to the safeguarding and wellbeing of a child.
- Maintain accurate, confidential and up-to-date documentation on all cases of safeguarding and child protection, and take appropriate action when required.
- 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, with the aim of preventing children becoming looked after and/or suffering significant harm.
- Where required, liaise with statutory agencies and ensure they have access to all necessary information.
- Initiate and refer pupils to outside agencies and co-ordinate referrals.
- Liaise with school staff in initiating multi-agency referrals for pupils.
- When appropriate, act as lead professional and coordinate Team Around the Child meetings.
- Collate and produce statistical information with regards to safeguarding and pupil groups.
- Plan and assist on safeguarding training within school(s).
- 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.

- Plan and complete professional assessments of need and risk in respect of parents and carers using the Local Authority procedures 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 school(s).
- Maintain confidentiality at all times.
- From referrals, develop a register of students who are 'At Risk' or have child protection plans.
- Adhere to the School's policies as outlined in the staff handbook.
- Undertake health and safety duties commensurate with the post and/or as detailed in the school's health and safety policy.
- Work in accordance with the school's equality policy.
- Undertake such other duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job.

Trust wide

Share training, knowledge, skills and expertise on a scheduled basis with other schools across our Trust. There will be up to 6 evening training commitments across the year, to support school Governors.

Key Contacts and Relationships

Regularly liaise with the Leadership Team on safeguarding matters, particularly the Headteacher and Assistant Headteacher/Designated Safeguarding Lead.

Contact with all staff in school(s) to pass and receive information, advice, guidance, suggestions and ideas.

Contact with parents/carers and other agency staff to provide support for pupils and families.

Regular liaison with the Trust Safeguarding Lead, other BWMAT schools and staff members.

PERSON SPECIFICATION

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KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Experience	<ul style="list-style-type: none"> • Good standard of education to include English and Maths at GCSE (or equivalent) at Grade C or above. • A NVQ/level 3 qualification related to working with children and families or relevant experience of working with children or families 	<ul style="list-style-type: none"> • A work with Parents Award • Experience of working within Child Protection and Multi Agency liaison. • Relevant experience of delivering nurture and support programmes to children and families
Knowledge	<ul style="list-style-type: none"> • Demonstrable knowledge of the principles involved in giving advice and guidance to children, including the place of confidentiality and data protection. • Knowledge of the current statutory guidance that relates to 'Keeping Children Safe in Education' • Awareness of the role of agencies towards vulnerable children such as the Child Protection Procedures and intervention work as laid out in 'Working Together to Safeguard Children 2015'. 	<ul style="list-style-type: none"> • Demonstrable knowledge of the range of additional support/agencies which can be of assistance to vulnerable pupils and families. • An understanding of the "Early Help" process, and a willingness to learn any relevant meeting protocols, etc. • Training and knowledge on types of abuse and specific issues, including Peer on Peer Abuse, CSE, FGM
Skills and Abilities	<ul style="list-style-type: none"> • Competent use of ICT including Microsoft Office and the internet. • Ability to produce concise and informative reports. • Confidence to deliver training to other adults. • Ability to maintain student records and write other short reports as required. • Ability to record and produce minutes from safeguarding meetings. • Ability to maintain confidentiality and work in line with the Data Protection Act. • Ability to work on one's own initiative, balance competing priorities and organise a work schedule. • Ability to motivate children by establishing empathic and supportive working relationships. 	<ul style="list-style-type: none"> • Experience of sharing skills and knowledge and delivering training to wider audiences.

	<ul style="list-style-type: none"> • Ability to work as part of a team to reach agreed targets and outcomes for children/young people. 	
Work-related Personal Requirements	<ul style="list-style-type: none"> • Smart appearance with the ability to communicate with staff, pupils, parents and outside agencies with a polite, professional manner and to work under pressure. • Flexible, with excellent organisational skills. • Hold a full UK driving licence with access to a car. 	

I agree that I have read the job description which is a fair and accurate statement of the requirement of the position:

Job Holder: Date:

Line Manager: Date: