

Director of Safeguarding

Person Specification:

- We are looking to appoint a capable individual who can work swiftly and thoroughly and keep the paramountcy principle at the heart of all safeguarding work.
- We are seeking to appoint an experienced safeguarding practitioner who has worked at a senior level in an organisation which supports children and families and where that individual has worked with internal stakeholders as well as external agencies.
- We are looking for a practitioner who is equally comfortable working on recording and reporting systems as he or she is working with and training up individuals or teams of individuals.
- Finally, we are seeking to appoint an individual who is familiar with regulatory compliance, statutory guidance and inspectorates.

Job Specification:

Role & responsibilities

- To act as DSL with lead responsibility, management oversight and accountability for safeguarding and child protection.
- To lead on Prevent.
- To lead on Online Safety and delivery of IT Standards.
- To lead the support for all Springboard boarders at OSH.
- Be responsible for the school's records relating to safeguarding, including low level concerns.
- To work with others in the school as well as safeguarding partners and other external agencies.
- To maintain child protection files.

There are seven areas of competency and responsibility as follows:

1. Culture and raising awareness
2. Managing referrals (including allegations)
3. Recording and reporting (CP files)
4. Training

5. Supporting Vulnerability
6. Acting on Red Flagged Attendance
7. Compliance & regulation

Culture and raising awareness

- Keeping safeguarding responsibilities high profile amongst OSH employees.
- Ensuring a culture of safeguarding and listening to children is encouraged amongst all staff.
- Ensuring that the OSH safeguarding policies and practices are known, understood and used appropriately.
- Being known to pupils, parents and external stakeholders as the DSL
- Being personally aware of which pupils are vulnerable and in what ways.
- Maintaining links with all safeguarding partners
- Sitting on the Safeguarding, Mental Health and Housemasters committees.
- To review and agree the safeguarding arrangements of any external holiday lettings before the residential group comes on site
- Act as a source of support, advice and expertise for all staff

Managing referrals

- To assume the lead role in referring cases of alleged or suspected abuse to the appropriate authority.
- Be the School's liaison with LA children's social care and with outside agencies, acting as the point of contact for the safeguarding partners, taking part in strategy discussions and inter-agency meetings and/or supporting other staff to do so, and contributing to the assessment of children.
- Act as the investigating officer in all child protection matters which involve another member of staff, other children or other individuals, reporting to the case manager.
- To represent OSH, either individually or as part of a group, at SPA meetings, case review meetings and POT meetings.
- Monitor and manage reports of low level concerns.
- Make and manage referrals to the Channel programme.

- Make other referrals as appropriate and where necessary including to the Police, the TRA and the Disclosure and Barring Service.
- Provide advice, support and training to other staff on child welfare, safeguarding and child protection matters and ensure staff are supported during any referrals process.

Recording and reporting

- To be responsible for ensuring that child protection files are kept up to date and secure.
- To maintain oversight of MyConcern as our primary recording tool, working with other systems as appropriate and when they come online.
- To record safe acceptance and distribution of CP files when pupils join OSH, and to ensure that files from OSH are sent to pupils' new schools/destinations when they leave us as appropriate.
- To work with admissions to clarify any references to vulnerability during the application process.
- To be able to keep detailed, accurate, secure written records of concerns and referrals and understand the purpose of this record-keeping.
- To report to the appropriate stakeholders on case files, patterns and trends in safeguarding, as well as the efficacy of our responses.
- To monitor and report on safeguarding training needs and currency and to identify and drive new training opportunities for all colleagues involved in safeguarding work.
- Understand relevant data protection legislation and regulations and the importance of information sharing, both within school and with safeguarding partners, other agencies, organisations and practitioners.

Training

- To ensure that his/her own training is up to date and valid.
- To act as the main safeguarding trainer at OSH, delivering whole school as well as small group training and including online safety training.
- To offer 1:1 training and enhanced briefings whenever required by the Headmaster.
- To oversee all Prevent training, acting as the Prevent lead at OSH.
- Maintain up to date training in online safety and act as online safety lead at OSH.
- Use supervision and feedback to critically reflect on learning and support needs.

Supporting Vulnerability

- To act as lead for all Springboard boarders at OSH.
- To liaise with the AHT QTL on the impact of any PP+ or pupil premium strategies in order to advocate for vulnerable pupils when working to close the gap.
- To help promote educational outcomes by sharing the information about the welfare, safeguarding and child protection issues that children may have.
- To lead on mental health support.
- Participate in developing safeguarding aspects of individual welfare plans, working to support recovery and resilience building in individual children where appropriate.

Acting on Red Flagged Attendance

- To call home, to follow up and to conduct home visits where persistence attendance is flagged as a concern.
- To analyse attendance patterns on a weekly basis with the Deputy Head and Heads of Year

Compliance and Regulation

- To be responsible for the ongoing audit and assurance of safeguarding procedures.
- To advice on the strategic development of safeguarding and on policy.
- To ensure whole school compliance with safeguarding training.
- Prepare and maintain safeguarding risk assessments relative to both individuals and the school as a whole.
- To liaise with and support the work of the careers co-ordinator in ensuring adequate welfare and safeguarding arrangements for placements and visits.

Other

- To join the SLT of the School as an active member.
- To model professional behaviour at all times to colleagues and members of the wider community
- Undertake any other such duties as may be reasonably requested and which could include evening and weekend work
- Seek the views of stakeholders, for example, via surveys and responding to these as appropriate.
- Be proactive in communicating information to all stake holders.
- Take an active part in boarding audits.

- Have an understanding of national and local safeguarding issues.
- Work closely with those nominated to act with him/her (as Deputy DSLs, for example) so that they can assist him/her and provide effective cover when required.