

JOB DESCRIPTION

NAME

TITLE OF POST Safeguarding and CLA Lead

SCALE POINTS 22-25

RESPONSIBLE TO Headteacher/Assistant Head

PURPOSE OF THE JOB

- To take the lead on ensuring that all legal protocols are followed in order to safeguard all the students of All Saints C H School
- To support the education of those who are in the care of the Local Authority
- To be the main point of contact in the school for any safeguarding concerns

KEY TASKS TO ACHIEVE OUTCOMES

- To handle all child protection referrals, document all concerns and pass minutes to all relevant staff including emergency situations during the school day
- To lead on the production of all policies relevant to safeguarding
- To provide information for the governing body as appropriate, on a regular basis on safeguarding concerns
- To complete all safeguarding returns to the LA as requested
- To attend all LA safeguarding updates and network meetings and share outcomes with the school
- To ensure that the school is compliant with all safeguarding requirements
- Liaise with the head teacher on a regular/immediate basis regarding safeguarding issues and provide support as necessary
- Prepare reports and attend strategy and professionals meetings internally and externally (to include TAF, CIN, Core Groups, PEPs, LACs, MARAC)
- Prepare reports and attend Child in Need reviews convened by Social Care
- Prepare reports for legal purposes as requested by external agencies involved with student/family.
- Attend LAC student reviews and co-ordinate Personal Education Plans (PEPs)
- Deliver training for new staff on safeguarding
- Arrange and monitor on line CP Refresher training
- Provide family support for those students who are on the CP register including home visits where appropriate
- Ensure that systems are in place for recording referrals and monitoring of actions.
- Attend Social Care Reviews as requested and appropriate outside of term time
- Monitor and report termly and at other times, as appropriate, upon the academic and social progress, including PEPs, of students on the CP register and Looked After Children

- Liaise with the police on any CP issues as appropriate including Domestic Violence Notification system, Prevent notifications , CSE
- Convene FCAFS
- Work to further enhance the Catholic life of the school

INDICATORS OF PERFORMANCE

- Safeguarding concerns are dealt with in an appropriate time frame
- Safeguarding concerns are managed following regulations and outstanding practice
- Looked After Children are able to attain and achieve well at All Saints C H School