

LANCASHIRE COUNTY COUNCIL

JOB DESCRIPTION POST OF SCHOOLS SAFEGUARDING OFFICER

Children's Services	Location: Lancashire Countywide	
Establishment: Safeguarding, Inspection and Audit		Post Number - E06000271040
Grade: 9 (SCP 36-41)	Designated Line Manager: Quality and Review Manager	
Staff Responsibility: N/A	Number of Staff Directly Supervised: None	Which Business Plan incorporates this Post: Safeguarding, Inspection and Audit

CORE VALUES AND JOB PURPOSE:

Safeguarding Inspection and Audit

Believe

We can make a positive difference to the lives of children and young people.

We value

- The role of parents, carers and all who have a parenting responsibility
- What children, young people and their families want to tell us
- The power of people working together to achieve common aims
- Good public service
- The richness of our diverse communities and cultural heritage
- The essential contribution education and learning make in improving lives of children and young people
- The creative contribution made by children and young people to their communities

And the purpose of this job is to:

- Support the development of safeguarding and child protection policies, procedures and guidance for schools and Children's Service staff
- Assist in the design and provision of a systematic programme of training and development for staff, including Designated Safeguarding Leads and Safeguarding Governors in Lancashire.
- Offer consultation and advice to individual schools and services on safeguarding and child protection matters.

CORE TASKS:

- To provide safeguarding advice to schools across Lancashire on a broad range of safeguarding matters in schools including Child protection / thresholds / role of the DSL / key safeguarding issues for schools / safer recruitment.

- To deliver DSL training and contribute to the annual development of DSL training.
- To deliver bespoke safeguarding training packages in schools across Lancashire and contribute to the development of this training.
- To complete Safeguarding Audits within schools and action plans for school to ensure that Safeguarding practices and policies within schools are of a good standard and implemented effectively.
- To deliver Safeguarding Governor training and contribute to the development of this training.
- To liaise with designated staff in schools in respect of complaints received from OFSTED and other sources, provide advice to schools in respect of these matters and ensure concerns are dealt with appropriately and concluded.
- Keep up to date and provide updates and advice to education settings regarding legislative and regulatory changes.
- Develop and maintain good relationships and working practices within the Service, and between the Service staff and other agencies involved in safeguarding and, where appropriate, provide input on multi-agency courses.
- Prepare documents relating to safeguarding and child protection for the Service including and developing Safeguarding Policies for schools.
- Assist schools in the preparation of timelines requested for Serious Case reviews.
- Provide reflective / case supervision to schools regarding safeguarding issues.
- Assist schools in the development of Risk Management plans for individual pupils within an education setting.
- Promote a high standard of professional practice through personal example and through appropriate professional training & development.
- Ensure that electronic and paper administration systems are current and appropriate, that recorded information is accurate, and that timely data is provided.
- Provide information to the line manager on trends in accordance with protocols laid down in relation to quality assurance and performance indicators.
- Contribute to, and/or participate in, projects and initiatives associated with the functions of both their own area of work others as required
- Comply with the County Council's Scheme of Delegation

PREPARED BY:

CARL SPEDDING

DATE: 24/06/2022

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PERSON SPECIFICATION FORM

Job Title: School Safeguarding Officer		Grade: 9 (SCP 36-41)
Children's Services		Post Number: E06000271040
Establishment: Safeguarding Inspection and Audit		
Requirements (on the basis of the Job Description)	Essential (E) Or Desirable (D)	To be identified by: Application Form (AF), Interview (I), Test (T), Other (specify)
Qualifications		
A social work qualification (including GSCC registration) or equivalent	D	AF & registration number
Other relevant training	D	AF
Experience		
Significant post qualifying experience of working within a child protection / safeguarding setting	E	AF/I
Setting priorities and allocating tasks	E	AF/I
Partnership working with other statutory and voluntary agencies	E	AF/I
Delivering training	D	AF/I
Knowledge/skills/abilities		
High level of ability in both verbal and written communication	E	AF/I
Sound knowledge of children's legislation, practice and procedures including those relating to Safeguarding in Education and the role of the DSL.	E	AF/I
Ability to motivate staff	E	I
Understanding of the authority's strategic policies on children's services and information sharing	D	I
Demonstrable record of achievement in front line delivery	E	I
Ability to work within given parameters and to deadlines and targets set	E	I
Understanding of IT systems and basic computer skills	E	AF
Understanding of the role of DSL within schools	E	AF/I
Ability to advise and support schools regarding issues involving a broad range of safeguarding issues.	E	AF/I
Prepared by: Carl Spedding	Date:	24/06/2022