



Hunslet Moor Primary School

Job Description – Designated Safeguarding Lead and Mental Health and Well-being Officer

Job Title	Designated Safeguarding Lead and Mental Health and Well-being Officer
<p>The Purpose of the Role</p>	<p>As a Senior Lead in school, undertaking the role of Designated Safeguarding Lead, the Mental Health and Well-being Officer is expected to fulfill the expectations of the Designated Safeguarding Lead. This is through taking the lead responsibility for safeguarding and child protection (including online safety) as outlined in KCSIE, this includes executing the operational demands of the role to ensure the highest standards of Child Protection, Safeguarding and Mental Health support through:</p> <ul style="list-style-type: none"> - Leading the safeguarding and well-being team to engage parents and families to support their children's full access to educational opportunities. - Providing advice and support to other staff on child welfare, safeguarding and child protection matters. - Leading on the promotion and implementing provision to support the well-being and mental health of pupils and staff. - Leading the development and raising awareness of safeguarding, well-being and child protection policies, curriculum, training, procedures and guidance for Hunslet Moor Primary School. - Taking part in strategy discussions and interagency meetings, and/or to support other staff to do so, and to contribute to the assessment of children. - Leading in the management of referrals, arranging action and reviewing services for children and families. - Acting as an attendance champion, at a whole school level. - Promoting the voice of the child, ensuring they are heard and listened to. - Contributing to the work of the Senior Leadership Team.
<p>Key Functions</p>	<p>To lead at a whole school level, as a member of SLT to ensure there are policies, procedures, systems, structures, resources and personnel in place to promote the well-being and protection of children and support vulnerable families at Hunslet Moor Primary School.</p> <p>To ensure there are policies, procedures, systems, structures, resources and personnel in place to promote the safeguarding, wellbeing and mental health of pupils and staff.</p> <p>To actively work in partnership with parents/ carers and other agencies through joint planning, training and monitoring of their arrangements for the safeguarding of children.</p> <p>To work with other staff to secure good outcomes for disadvantaged families and to assist teaching staff in narrowing the gap between Pupil Premium and non-Pupil Premium and CLA children. Specifically contributing to the strategic leadership needed to ensure actions are impactful at a whole school level to secure strong attendance and punctuality outcomes for pupils.</p> <p>To work closely with the Inclusion leads, for example with the SENDCO, to ensure all aspects of inclusive practice are in place.</p> <p>To work closely with the PSHE subject leaders to ensure the safeguarding curriculum is preventative and responsive to the needs of Hunslet Moor learners.</p> <p>To ensure all child protection files are kept up to date, stored and transferred securely in line with GDPR policy and procedure.</p>

Responsible to	Headteacher
<p>Main duties -</p> <p>For the purposes of this document, 'parent' indicates all carers with a statutory and/or moral responsibility for the welfare of children and young people.</p>	<ul style="list-style-type: none"> ▪ To lead on the implementation of DfE and Hunslet Moor Primary School's child protection policy and procedures. ▪ To regularly monitor all aspects of recruitment and the SCR to ensure all the safer recruitment checklist is adhered to. ▪ Through their own leadership actions, ensure all aspects of the supervision policy is embedded. ▪ To encourage good practice by promoting and championing the child protection policy and procedures. ▪ To respond appropriately to disclosures or concerns which relate to the well-being of a child. ▪ To maintain accurate, confidential and up-to-date documentation on all cases of safeguarding and child protection and report where required. ▪ To 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 in order to prevent children becoming looked after and/or suffering significant harm. ▪ Where required, to liaise with statutory agencies and ensure they have access to all necessary information. ▪ To initiate and refer pupils to outside agencies and co-ordinate referrals. ▪ To liaise with the Headteacher in initiating multi-agency referrals for pupils. ▪ To act as Lead Professional for child protection plans and to oversee the co-ordinate and facilitation Early Help meetings and plans. ▪ To support the care of children where their living arrangements are at risk of breakdown. ▪ To ensure that vulnerable pupils who are victims of abuse are supported appropriately and sensitively and that all actions assigned to Hunslet Moor Primary School from planning and intervention meetings are successfully carried out and monitored. ▪ To collate and produce statistical information with regards to safeguarding and pupil groups. ▪ To identify, plan and lead on co-ordinating training on safeguarding practice and procedures within the school and ensure the accurate recording of training is maintained. ▪ To undergo training to gain the knowledge and skills required to carry out the role; and ensure knowledge and skills are remain up to date (for example via e-bulletins, meeting other designated safeguarding leads, or taking time to read and digest safeguarding developments), at regular intervals, and at least annually, to keep up with any developments relevant to their role. ▪ To ensure team members are also provided with opportunities to keep their knowledge and skills updated. ▪ To plan and commission support for children, young people and their families including to statutory services, and through local cluster provision such as 'Cluster'.
<p>Accountabilities</p>	<ul style="list-style-type: none"> ▪ To attend and participate in Child Protection Conferences and Planning & Review meetings, whilst working closely with colleagues in Children's Services as required, some of which may take place out of normal working hours. ▪ To 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.

	<ul style="list-style-type: none"> ▪ To provide advice and support to other staff on child welfare, well-being, mental health, safeguarding and child protection matters, taking part in strategy discussions and interagency meetings, and/or to support other staff to do so, and to contribute to the assessment of children. ▪ To take lead responsibility to coordinate the multi-agency approach to prevent and address children protection issues and children in need within Hunslet Moor Primary School. ▪ To maintain confidentiality at all times. ▪ To liaise and co-ordinate with colleagues and outside organisations regarding Early Help and to co-ordinate and monitor all referrals and recommendations with the Headteacher. ▪ From referrals, to monitor children deemed to be 'vulnerable' or have child protection plans. ▪ To monitor and evaluate the case work of all designated CP Officers and also others that work within the pastoral team. ▪ To monitor and evaluate the impact of parent classes. ▪ To monitor and evaluate actions to promote and challenge attendance and punctuality. ▪ To monitor to ensure all aspects of protocol are followed when a child is identified as a CME. ▪ To contribute to the monitor of the quality of Breakfast Club provision, with the focus of to ensuring that it is having a positive impact upon pupil's well-being and mental health. ▪ To regularly undertake safer recruitment audits and to ensure any follow-up needed ensures compliance. ▪ Manage resources efficiently and to act as the budget holder for allocated budgets.
Line Management Responsibilities	<ul style="list-style-type: none"> ▪ To provide leadership and guidance, including supervision and direct line management of all members of the safeguarding and well-being team.
General Duties	<ul style="list-style-type: none"> ▪ To 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. ▪ To contribute to the team ethos through demonstrating a flexible approach to undertaking tasks and responsibilities. ▪ To contribute to the overall ethos and aims of the school. ▪ To undertake health and safety duties commensurate with the post and/or as detailed in the school's Health & Safety policy. ▪ To work in accordance to the school's Single Equality policy. ▪ To adhere to all other school policies as outlined in the Staff Handbook.
Salary Grade (Advisory)	P02 pt. 29
Hours of Work	<p>37 hours per week, term time only, plus 20 additional days.</p> <p>There may be a need to work outside of school hours and off school premises, as required by the school.</p> <p>During term time, the designated safeguarding lead should always be available (during school or college hours) for staff in the school to discuss any safeguarding concerns.</p> <p>For any out of hours/ out of term activities it is a matter for individual schools and the designated safeguarding lead to arrange adequate and appropriate cover.</p>
Other Conditions	This is a requirement to submit to an enhanced DBS background check.

	No smoking policy.
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Signature of Headteacher:

Date:

Signature of Postholder:

Date: