

LEEDS COLLEGE OF BUILDING

JOB DESCRIPTION

POST: **SAFEGUARDING OFFICER**

RESPONSIBLE TO: **EQAULTY, INCLUSION AND SAFEGUARDING MANAGER**

RESPONSIBLE FOR: - -

Main purpose of post:

You will work with students where a specific safeguarding, prevent or child protection issue has been identified. These include students identified on the College Safeguarding & Looked After Children Register and will include some students who have criminal records. You will work collaboratively with staff and external agencies to support those students through difficult times and ensure that they are safeguarded from wide range of protection risk.

Duties:

1. To undertake the duties of Safeguarding Officer as described in the Safeguarding Policy.
2. To support a caseload of students who have identified safeguarding needs who are transitioning in and through College. You will be working with the relevant staff from the curriculum department; to discuss the best way for the educational and safeguarding outcomes to be achieved.
3. To maintain up to date knowledge, training and professional competencies concerning key statutory requirements and local protocols around safeguarding practice, Policing matters and the Prevent agenda.
4. To be available to attend and contribute to any related meetings and ensure all paperwork for the Child Protection Plans, Personal Education Plans (for Children Looked After) or Child in Need Plans is produced in a timely manner.
5. To ensure all safeguarding referrals follow College procedures and are recorded correctly on the relevant electronic databases (CPOMS and Pro-Solution)
6. To work with students who are in crisis and to complete a holistic assessment of needs with appropriate risk assessments to help support those students to stay safe.
7. To liaise appropriately and effectively with College staff and relevant agencies (i.e Mental Health Services, Schools, Children Social Work Services, Adult Social Care, Youth Offending Services and Police) to develop and implement safeguarding plans for vulnerable students.
8. To provide specific guidance and/or appropriate referral on personal support needs including:
 - Emergency Loans / financial matters
 - Welfare issues
 - Housing and Accommodation
 - Emotional or Psychological difficulties or health problems
 - Learning Support
 - Student voice
 - Career Development

9. To monitor and maintain highly confidential and sensitive safeguarding records (GDPR; Special Category Data and Criminal Convictions Data) in line with legal requirements and the Local Authority data sharing / storing protocols.
10. To assess information in relation to criminal conviction or those who pose a significant risk of harm to others or themselves and prepare Risk Assessment Management Plans (RAMPs) for those students; providing guidance for curriculum teams as required ensuring educational and safety outcomes for this group of students are achieved.
11. To support the development and delivery of student tutorials and staff development in relation to Equality & Inclusion, Staying Safe and Preventing Radicalisation (including assisting in developing high quality safeguarding materials).
12. To refer students who require specialist counselling to the College counselling service or specialist mental wellbeing, psychology or psychiatric service.
13. To be aware of and abide by the College health and safety procedures and associated policies.
14. To proactively implement the College's policies and procedures.
15. Any other duties commensurate with the post of Safeguarding Officer and any other duties as may reasonably be requested by the Equality, Inclusion & Safeguarding Manager.

This job description outlines the main duties and responsibilities in general terms only and is not intended to be prescriptive. The post holder will be expected to work in a flexible, proactive manner and carry out such duties as are necessary to ensure the effective delivery of safeguarding.

Please Note:

As Leeds College of Building meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subjected to a disclosure from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. Further information on disclosure can be obtained from www.disclosure.gov.uk

The College is committed to safeguarding children, young people and vulnerable adults and expects all staff to share that commitment.

Date: 24/05/2021	Signature.
Issue: 2	Ref: Jobdesc/Safeguarding Officer (Safeguarding)

This job description will be reviewed annually as part of a process of performance review.

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> ▪ Up to date knowledge and experience of working with a range of safeguarding issues in a safeguarding role. ▪ Conducting initial assessment of students' needs ▪ Effective liaison with a range of external agencies and referring into their services 	<ul style="list-style-type: none"> ▪ Experience of working with families who may be subject to child protection or child in need plans. ▪ Knowledge and experience of supporting people who have criminal records. ▪ Relevant experience of working with vulnerable students in Further Education or an education setting. 	<ul style="list-style-type: none"> ▪ Application Form ▪ Interview ▪ Test
EDUCATION & TRAINING	<ul style="list-style-type: none"> ▪ Completion of Level 2 Safeguarding Training for Designated Persons (or willingness to achieve) ▪ NVQ Level 3 / qualification or equivalent (i.e. 2 A Levels) ▪ Possession of (or willingness to achieve) Level 2 Literacy and Numeracy e.g. GCSE Maths and English ▪ Willingness to undertake any training associated with the post 	<ul style="list-style-type: none"> ▪ Social Work or a Level 3 Health and Social Care or a relevant Advice & Guidance qualification ▪ Rethink Formulation Trained ▪ Attendance on relevant 'Prevent' training 	<ul style="list-style-type: none"> ▪ Application Form ▪ Qualification Certificates
SPECIALIST KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> ▪ Knowledge of Keeping Children Safe in Education (KCSiE) ▪ Outstanding IT Skills (inc. MS Word, Excel, PowerPoint & databases) ▪ Excellent Organisational & Administration Skills ▪ Excellent report writing & verbal communication skills. ▪ Ability to set clear targets and evaluate outcomes. ▪ Ability to effectively work with students of all ages both on a one-to-one or group basis. ▪ Ability to organise and deliver effective tutorials / training programmes 	<ul style="list-style-type: none"> ▪ A good working knowledge of the Framework for the Assessment of Children in Need and their Families. ▪ Awareness of issues affecting young people – drug and alcohol awareness etc ▪ Good presentation skills 	<ul style="list-style-type: none"> ▪ Interview/Test
ADDITIONAL FACTORS AND VALUES	<ul style="list-style-type: none"> ▪ Ability to manage time effectively & work to targets & deadlines. ▪ Ability to stay calm and work under pressure. ▪ Ability to manage own caseload and to work as part of a team. ▪ Flexibility regarding working hours and availability to work across all College sites and attend relevant meeting with other agencies. ▪ Commitment to customer care and a good listener who is non-judgemental. ▪ The College is committed to Equality & Inclusion, safeguarding children, young people and vulnerable adults and expects all staff to share that commitment 		<ul style="list-style-type: none"> ▪ Interview

Please note that the College expects regular and reliable service from staff and does not wish to appoint individuals with a high sickness record where there is no underlying medical reason. Please note this does not affect any individual's rights under the Disability Discrimination Act; the College would wish to promote the

recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled staff who meet the essential criteria will be guaranteed an interview.