

Beech Lodge

Vulnerable Children Champion and Safeguarding Lead

Hours:	<i>To be determined by the school</i>
Responsible to:	<i>Principal, Headteacher</i>
Salary:	<i>Beech Lodge pay scale. Dependent on experience</i>

Job Role

To assure excellence in the provision of welfare and safeguarding support for all students with a clear focus on our cohort of vulnerable children which includes but is not limited to Children Looked After (CLA), Children Previously Looked After (CPLA), those on Special Guardianship Orders (SGO) and others.

Through clear communication with external agencies, curriculum and support staff, CLA, CPLA, SGO and vulnerable pupils will be supported and receive the advocacy and support that they require to thrive.

Main Duties

Vulnerable Children Champion

- Develop effective working relationships with curriculum and support staff to ensure that these students are fully supported and positively engaged in their programme of learning.
- Be a source of advice and support for staff on meeting the needs of our vulnerable children.
- Compile each CLA pupil's Personal Education Plan (PEP) from input sought from the relevant staff.
- Make sure quality assurance standards, including deadlines for submission, are met.
- Ensure each child has a voice in their learning plans.
- Be the central point of contact for other key professionals and external agencies involved.
- Represent the school at CIN, CP and CLA review meetings.
- Build strong, supportive, reciprocal relationships with carers and parents to support educational engagement.
- Processing of reports to meet statutory Children's Services/local authority timescales.

Safeguarding Lead

You will hold a small caseload of welfare students whilst working in conjunction and liaison with DSL colleagues, be responsible for safeguarding and welfare of all students in accordance with the DfE's Keeping Children Safe in Education Guidance.

Attending and contributing to all professionals' meetings (internal and external) in relation to this caseload.

The following are broad areas of responsibility:

- Refer all cases of suspected abuse to the local authority children's social care, in liaison with the Senior Designated Safeguarding Lead.
- Refer cases to the Channel programme where there is a radicalisation concern as required.
- Liaise with the DSL and senior staff to inform them of issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.
- As required, liaise with the 'case manager' and designated officer(s) at the local authority for child protection concerns (all cases which concern a staff member will be passed on to the Headteacher).
- Liaise with staff on matters of safety and safeguarding.
- Act as a source of support, advice and expertise to staff on matters of safety and safeguarding. Encourage a culture of listening to students and taking account of their thoughts in any measures the School may put in place to protect them.
- Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments.
- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so.
- Keep detailed, accurate, secure written and/or e- records of concerns and referrals.
- Maintain the register of students 'At Risk' and act as a key member of the Safeguarding and Welfare Team.
- To promote and foster health and welfare of the student community calling upon the expertise of external agencies to ensure an attractive and relevant programme.
- To act as adviser to individual/groups of students, signposting them to counselling and similar services as appropriate.

Any other duties that correspond reasonably to the general character of the post and are commensurate with its level of responsibility.

Common Responsibilities

In addition to the specific tasks which distinguish one job from another, and the terms and conditions in contracts of employment, all staff have common responsibilities which are also integral to their terms of employment.

These are as follows:

- To perform your responsibilities to a high level of professional and personal competence, maintaining a high standard of effectiveness and quality in all aspects of your work.
- To maintain a focus on your duty of care responsibilities, particularly in relation to students under the age of 18.
- To encourage students to respect others and value their individuality.
- To safeguard the reputation of the School and to promote School achievements.
- To encourage students and visitors to take a pride in their environment and treat it with respect.
- To protect confidential information about, or in the possession of, the School. To promote diversity and inclusion in the conduct of your work.
- To undertake training and personal development as required to fulfil your responsibilities and develop your potential.
- To follow and promote all statutory regulations and the School's instructions, policies and procedures including regulations for students, security and emergency procedures.
- To maintain and encourage others to follow School policies on Health and Safety. To maintain high standards of welfare of animals at all times and encourage the same in others.
- To keep informed of new developments in your own field and act as mentor for colleagues as appropriate.
- To always maintain good professional relations with colleagues, students, and the public.
- To dress appropriately to maintain standards in personal presentation, tidiness, and safety.
- To keep physical assets belonging to the School in good order and free from damage and misuse and report maintenance and repair promptly.
- To use School resources in as efficient a way as possible, minimising waste and protecting them from theft or loss without incurring undue personal risk.
- To observe School policies and practices for the protection and enhancement of the environment and be aware of and comply with the environmental legislation relating to all aspects of the School's resource and property management.
- To take personal responsibility for acting professionally and competently when serving as a School representative internally or externally on a committee or at an event

Beech Lodge School is committed to equal opportunities for all whilst safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All posts are subject to an enhanced DBS check, references and the right to work in the UK.

School application forms only - CV's are not accepted for any position within the school