CHILD PROTECTION OFFICER JOB DESCRIPTION

Job Title:
Child Protection Officer.

Responsible to:
Governors, Head teacher and Senior Leadership team.

Liaising with:
All staff, parent/ carers, external agencies and governors.

Responsible for:
The Child Protection Officer has the main responsibility for managing child and vulnerable adult protection issues within Two Mile Ash School. The role and responsibilities of the Child Protection Officer are detailed below. Specific responsibilities in relation to allegations against members are detailed in the Procedure for Managing Suspicions and Allegations of Abuse of a Child or Vulnerable Adult against Members within the Safeguarding and Child Protection Policies and Procedures Document.

Key Functions:
Ensure there are policies, procedures, systems, structures, resources and personnel in place to promote the welfare and protection of children at Two Mile Ash School. Actively work jointly with parents/carers and other agencies through joint planning, training and monitoring of their arrangements for the protection of children. Ensure there are quality assurance mechanisms in place to monitor, review and evaluate arrangements for the protection of children.
**Vision and Purpose:**

1. To lead in facilitating the development of safeguarding and child protection policies, training and procedures and guidance for the school.
2. To monitor and review the implementation of the relevant policies and documentation and procedures to ensure they are adhered to, remain current and fit for purpose.
3. To promote good practice by encouraging and championing the policies and procedures.
4. To receive and coordinate referrals, arranging action and reviewing services for children and families.
5. To maintain accurate, confidential and up to date documentation on all cases of safeguarding and child protection.
6. 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.
7. To support the care of children where their living arrangements are at risk of breakdown (including local authority placements).
8. To provide support and guidance to carers and provide planned interventions as part of agreed plans for children.
9. To ensure that students who are victims of abuse are supported appropriately and sensitively and that all actions assigned to Two Mile Ash School from planning and intervention meetings are successfully carried out and monitored.
10. To liaise with colleagues at Two Mile Ash School to support strategic development, share good practice and plan collaborative activities.
11. To report to the governors with regards to safeguarding and training.
12. To raise awareness of the Child Protection Officer role to parents/carers, adults and the children.
13. Keep abreast of developments in the field of child protection by liaising with the MKSCB, attending relevant training or events and reading relevant bulletins and publications.
14. To ensure that Two Mile Ash School is always presented positively within and beyond the School.

**Accountabilities.**

1. Work closely with commissioning Children and Families Social Workers along with developing links with and utilising resources of the community as part of agreed plans for children.
2. Attend and participate in Child Protection Conferences and Planning and Review meetings whilst working closely with colleague’s in Children’s Services as required, some of which may take place out of normal working hours. This will include negotiating between child, family and commissioning worker to identify the support package required.
3. Plan and complete professional assessments of need and risk in respect of parents and carers using the Department of Health and the Local Authority criteria for children in need and significant harm. Taking the lead responsibility to coordinate the multi-agency approach to prevent and address child protection issues and children in need within the academy.
4. To maintain confidentiality at all times.
5. To contribute to service development, including responsibility of the delivery of safeguarding training and be the person responsible for ‘Contact Point’. This is in relation to data protection for all young people within the school including assisting with all CRB checks at the school in line with the national procedures set up by the Independent Safeguarding Authority.
6. To liaise and co-ordinate with colleagues and outside organisations regarding the Common Assessment Framework and to coordinate and monitor all referrals and recommendations within the academy.
7. From referrals, develop a register of students who are ‘At Risk’ and are Looked After Children with input from the Youth Offending Team and CAF.

**Person Specification;**
- The ability to build relationships with Management/Committee/Board members, parents/carers, children and adults working/volunteering with children within the organisation.
- An interest in the well-being of children and in safeguarding and child protection matters.
- A willingness to challenge opinion, where necessary, and to drive the child protection agenda.
- Strong listening skills and the ability to deal with sensitive situations with integrity.
- The confidence and good judgment to manage situations relating to the poor conduct/behaviour of others towards a child.

**General Conditions:**
- It is the responsibility of each employee to carry out their duties in line with Two Mile Ash School and Local Authority policies on equality, harassment, racial equality, and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for in line with these policies.
- Such other duties as may be appropriate to achieve the objectives of the post to assist the fulfillment of its objectives commensurate with the post holder’s salary grade, abilities and aptitudes.
- Participating in the school’s arrangements for performance management, professional development and the school’s arrangements for quality assurance and internal verification.

**Health and Safety**
The post holder must at all times carry out his/her responsibilities with due regard to the Local Authority policy, organisation and arrangements for Health and Safety at Work.
Confidentiality
All employees are required to work in a confidential manner in all aspects of their work.

Safeguarding Children
Two Mile Ash School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including with past employers and the Criminal Records Bureau. If we have any concerns with regards to safeguarding relating to our children, we have a duty of care to report it to the Safeguarding Designated Teachers; Sarah Bennett, Kimberley Kemp, Lucy Armstrong, Kelly Cursley, Caroline Prudence and Hayley Cook. Please refer to our Safeguarding and Child Protection Policy. Safeguarding Leads are Sarah Bennett and Kimberley Kemp. The safeguarding governor is Mike Scully.

Review and Amendments
This job description is subject to annual review. It may be amended only after full consultation with the Headteacher.

Signed: ________________________________  HEAD/ SLT.

Signed: ________________________________  Child Protection Officer.

DATE: ________________________________.

The duties of this post will be reviewed annually and may vary from time to time without changing their general character or level of responsibility entailed.

Updated December 2012.