

URSULINE HIGH SCHOOL
SAFEGUARDING BUSINESS SUPPORT
JOB DESCRIPTION

Post Title: Safeguarding Support Assistant

Grade: ME8, points 18 – 20, currently £27,978 to £28,992 [paid pro rata]

Responsible to: Assistant Headteacher - Inclusion

Date: March 2021

Job Purpose

To provide day to day support to the Designated Safeguarding Lead in order to keep all students safe

Duties

Administration

- Administration of Safeguarding meetings/Mental Health meetings
- Administration of Safeguarding files
- Safeguarding Team folder updates
- Internal Support Spreadsheet
- External Support Spreadsheet
- CPOMS monitoring and updating
- Quality assuring chronologies
- Communication internally and externally

Supporting Students

- Supporting students
- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school or college may put in place to protect them
- Review early help for students
- Sharing appropriate information with relevant people
- Administering the List of Children to see who is subject to a Child Protection Plan/Child in Need/LAC
- Attend multiagency meetings where appropriate consulting local safeguarding children board procedures for additional information and guidance if needed

- MASH information requests
- Eforensic support with Alerts
- Support with administration of workshops

Supporting Staff

- Act as a source of support, advice and expertise for all staff on systems and processes
- Supporting the DSO with referrals
- Support Deputy DSO on CAMHS referrals and feedback

Training

- Training staff on school Safeguarding procedures/policies

General

- Gathering any other relevant information and evidence
- Communication with parents on Safeguarding issues
- Representing the school at interagency meetings
- Quality assure the use of CPoms [Safeguarding Database]
- Any other activity needed to support the Lead Designated Safeguarding Officer [LDSO/DDSO]
- Liaising with external agencies for meetings, feedback and administration
- Ensuring all meetings have agendas and are minuted