

JOB DESCRIPTION

Post: Safeguarding Officer

Hours: 37 per week

Responsible to: **Team Leader Learner Safeguarding**

1. **Summary of post:** Act as an initial safeguarding officer in college. Respond to initial concerns raised by staff or learners. Meet with learners to identify needs and assess the level of risk. Use appropriate interventions to support learners and with guidance from the Designated Safeguarding Leads in the College. Make appropriate external referrals where necessary. Monitor and support ongoing cases, working in partnership with internal and external services in the best interests of the learner.

Main Tasks and Responsibilities:

1. Ensure learners and apprentices are safeguarded and appropriate actions taken to identify and respond to safeguarding concerns in line with College Policies and Procedures.
2. Support the transition and enrolment process to provide early intervention where necessary to remove barriers to support learners and aid their success.
3. Monitor the safeguarding of learners who are deemed '*absent from education*', working with other colleagues and external services to resolve this for the best interests of the learner.
4. Act as one of our initial responders in college, dealing with concerns and referrals raised by staff and learners.
5. Liaise with external support services, such as social services, police, and healthcare professionals, to ensure appropriate support and interventions are provided to learners in need.
6. Complete external referrals where necessary to overcome the safeguarding concern/s.

7. Maintain up to date detailed, accurate and confidential records such as social services, police and healthcare professionals for all safeguarding actions taken and ensure all personal and sensitive information is managed with integrity and compliance with data protection regulations.
8. Conduct risk assessments identifying potential safeguarding risks for vulnerable learners implement appropriate measures to mitigate these risks ensuring the pertinent information is shared with all relevant stakeholders and monitor the plan regularly.
9. Provide accurate and timely reporting to the Team Leader Learner Safeguarding.
10. Attend and contribute to relevant meetings to provide data, reports and progress for learners being monitored.
11. Assist the Team Leader Learner Safeguarding to establish and maintain strong links with internal and external stakeholders to ensure the service remains effective.
12. Assist the Team Leader Learner Safeguarding to design and deliver training for staff employed by the organisation.
13. Stay informed about developments in safeguarding legislation, policies, and practices through continuous professional development activities, conferences, and networking opportunities.
14. Promote a Safeguarding culture to foster a culture of safeguarding awareness and vigilance among learners and staff, encouraging an open and supportive environment where concerns can be raised and addressed without fear of reprisal.

General Duties and Responsibilities:

1. Participate in the Staff Performance Management processes and to undertake training based on individual and service needs.
2. Engage in the College's Professional Development (CPD) scheme to develop yourself in your role and the team and contribute to the team's delivery of safeguarding related CPD for academic and support staff across the college.
3. Support inclusiveness within the college, taking a lead in creating and promoting a positive, inclusive ethos that challenges discrimination and promotes fairness, respect, equality, and diversity.
4. Comply with all College policies and guidelines in respect of your role, including health & safety, data protection and safeguarding.
5. Demonstrate positive personal and professional behaviour as specified in the College Code of Conduct.

6. Be an integral part of the College's Learner Safeguarding and Well-being team.
7. Keep up to date with the skills required to fulfil the role.
8. Undertake any other duties commensurate with the role, as may be reasonably requested.
9. Take responsibility for protecting staff and learners and apprentices from all preventable harm as per College Safeguarding procedures.
10. Work across any College campus to undertake duties consistent with the post.

Please note:

This job description is a guide to the work you will be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.