

Job Description

Regional Safeguarding & Family Liaison Lead

Post: Regional Safeguarding & Family Liaison Lead

Salary: £40,000 - £45,000 p.a.

Responsible to: Trust Safeguarding Lead and Regional Director

Job Purpose

To be the designated safeguarding and family liaison lead for the region.

- To ensure there is a robust mechanism for monitoring and management of safeguarding across the region, providing guidance, support and escalation for schools with safeguarding issues;
- Be the safeguarding expert within the region and the first point of contact when issues arise, able to advise senior leaders;
- Audit safeguarding mechanisms within schools and develop training and support across the region to improve safeguarding and improvements required for vulnerable groups;
- To advise on and develop proactive outreach, support and intervention work with vulnerable families in our academies, building a team of regional school-based family support workers.
- To lead/support academies in their work with pupils experiencing health, social emotional and behavioural difficulties and/or at risk of social exclusion/disaffection and their families so they can participate fully in home and school activities in order to achieve their full potential
- To lead/support academies in their work with families, accessing resources, to help increase their involvement in the education and welfare of their children.

Key responsibilities - Safeguarding

1. The Regional Lead for Safeguarding & Family Liaison is the first point of contact for all Headteachers and central staff for advice if they are concerned about a safeguarding issue within a school such as a child or vulnerable adult with the availability to respond to issues that arise out of hours;
2. Be responsible for ensuring that all safeguarding policies and procedures are kept up to date and the relevant audit tools and risk logs are completed in a timely manner;
3. Ensure that all academies comply with safer recruitment procedures for new staff members and that their induction includes a specific focus on safeguarding;
4. Complete quality assurance checks, providing support and follow up guidance where appropriate;

5. Support school staff regarding their concerns and advise on decisions about whether staff concerns are sufficient enough to notify Children's Services or whether other courses of action are more appropriate, for example the completion of an Early Help Approach;
6. Conduct safeguarding investigations, liaise with relevant agencies and report to appropriate authorities;
7. Provide guidance on allegations against staff;
8. Advise on making formal referrals to the Social Care Duty and Advice Team;
9. Ensure that safeguarding incidents are logged, and stored securely and codify practices in academies so that there is consistency across the Trust;
10. Maintain a register of incidents and report to the line manager and the Head of Internal Audit;
11. Ensure that the Trust's safeguarding policy and related policies and procedures are followed and contribute to the regular review / update of the Trust's policies;
12. Provide regional training and signpost good practice guidance to members of the organisation;

Key responsibilities – Family Liaison

13. Lead/support academies in their work with families by promoting links between the home, school and other relevant community and statutory resources so that children, who are currently experiencing health, social, emotional or behavioural difficulties benefit.
14. Undertake an active role in leading/supporting schools to promote liaison between parents, school staff and community and statutory teams and agencies as appropriate.
15. To provide advice and support to academies related to parents/carers/families in order to promote the parent/school partnership.

Key responsibilities - General

16. Be responsible for promoting a safe environment for children and within the organisation;
17. To represent the REAch family at safeguarding meetings and liaise with other agencies, such as Ofsted, internal auditors, and Designated Officers;
18. Establish the statutory obligations on the Academy Trust:
 - Key documents:
 - a. Keeping Children Safe in Education (September 2016)
 - b. Working Together to Safeguard Children (March 2015)
 - c. The Children's Act 2004 (with particular reference to section 11)
 - d. The Children and Families Act 2014 (with particular reference to section 11)
 - e. Dealing with Allegations of Abuse Against Teachers and
 - f. Other Staff (DfE 2011)
19. Identify current responsible/designated professional(s) in each school and current policy;
20. Identify and establish contact with relevant Local Safeguarding Children Boards (LSCBs);
21. Establish relevant Local Safeguarding Children Board (LSCB) protocols and procedures;
22. Receive and review Serious Case Review reports from relevant LSCBs and demonstrate how learning informs behaviour and policy;
23. Identify key external child protection agencies relevant to each Local Authority in the region;

24. Review and update policy suite for Trust that collectively defines the child safeguarding strategy, in conjunction with other regional leads;
25. Review and update policy suite for schools;
26. Review, confirm or appoint responsible/designated professionals at school and Trust level;
27. Identify and implement CPD for staff and managers;
28. Implementation of new procedures to ensure the best possible safeguarding arrangements are in place;
29. Identify and implement CPD for Governors/Trustees;
30. Implementation of governance overview and scrutiny of procedure implementation.

Person Specification – Regional Safeguarding & Family Liaison Lead

An experienced safeguarding lead in early years or youth provision, you will have a sound knowledge of the everyday practicalities and challenges of safeguarding as well as experience of serious incident management and liaison with Local Authorities, Ofsted and other stakeholders at the highest level.

Person Specification

	Essential	Desirable
Qualifications	Recent Designated Lead training in safeguarding (Level 3 Minimum).	Hold a Social Work or similar professional qualification. Higher level qualification in childcare / social work or education
Knowledge and experience	<p>Detailed knowledge of current relevant legislation policy, practice, guidance and good safeguarding practice.</p> <p>Experience of safeguarding work as a senior practitioner and/or manager in early years or youth provision. A high level of current expertise in early years and childcare legislation, research, and best practice; particularly with regards to ‘vulnerable groups’.</p> <p>Knowledge of the risk management of those who have offended against children or adults and/or may pose a risk to children or young people.</p> <p>Experience in delivering professional development and training for staff.</p> <p>Relevant experience of work with families, including parents, pupils and other</p>	<p>Experience of working with confidential and sensitive material and information.</p> <p>Knowledge of inter-agency provision which support schools and families.</p>

professionals and agencies.

Liaising with a wide range of agencies to support the medical and pastoral needs of pupils.

Technical and Applied Skills

Ability to keep up to date with legislative, policy and guidance developments in safeguarding.

Ability to identify key issues and present them clearly to Board or equivalent.

Ability to identify examples of poor practice and ensure that necessary change is implemented.

Ability to communicate effectively with individuals and groups and to present clear written material.

Ability to organise and offer safeguarding training to a wide range of staff.

Ability to undertake training as appropriate and develop skills to support family liaison work.

Proficient word processing and IT skills.

Experience of preparing Board or equivalent management papers/reports.

A methodical and efficient approach to tasks with the ability to work on own initiative with minimum supervision.

Personal Attributes

Ability to work sympathetically and sensitively with all those affected by issues of safeguarding.

An understanding of the needs of children and young people, particularly those with complex emotional, social or medical needs and behavioural difficulties.

An understanding of and commitment to working in an equal opportunities environment.

Willingness to work on own initiative and with

colleagues.

Willing to travel at short notice.

Full driving licence.

REAch2 Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is essential for this role.