



## **Hall Park Academy – Safeguarding Officer, Responsibilities**

### Job Description

Job Title: Safeguarding Officer

Location: Hall Park Academy

Salary: The Redhill Academy Trust Pay Scale, Band 8 (36-40) £21318-£23530

Hours of Work: Full time, term time only

Responsible to: Designated Safeguarding Lead

Post Objective: To support the DSL, support all staff in the day to day operating of safeguarding at Hall Park Academy and provide administrative support as decided by the school.

### **Main duties and responsibilities:**

Receiving incoming calls on behalf of the DSL regarding safeguarding cases / issues from:

- Parents
- Social workers
- MASH
- Other schools
- Other agencies such as police, health, family service etc

Triage disclosures from staff or students and assign to appropriate DSL using CPOMs

Typing MASH referrals and sending them on behalf of DSL

Completing EHAF referrals with input from HoH, DSL and parent on behalf of DSL

Completing referrals to healthy family team, mental health support team, CAMHS & school counsellor

Note taking and acting as a witness in especially sensitive or high-profile student interviews

*Managing the safeguarding diary (involving HoHs and DSLs):*

- *Processing meeting invitations*
- *Preparing student reports ahead of LAC and CIN / CP meetings*
- *Sending appropriate reports when TCA are not attending*
- *Diarising follow up checks with students where appropriate*

*Minuting safeguarding weekly meeting*

*Creating weekly reports for SLT and Safeguarding team from CPOMs*



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### *Uploading to CPOMs*

- *minutes from external and internal meetings*
- *letters received from outside agencies*

Receive and check Safeguarding files for new students arriving in school, including Year 7 cohort in September

Collating and sending on safeguarding files of any students who leave HPA

Checking class registers are completed each period and follow up with “*on call*” and feedback to DSL

Register Securus check results on CPOMs where HoH / DSL deems necessary.

*File Securus reports weekly*

Attend Agency meetings in place of HoH where appropriate

Track safeguarding training records with Operations Manager and HR

Ensure new staff are trained on Safeguarding (Hayes allocation or at Induction)

Maintain admin for CPOMs (staff log ins etc) and liaise with CPOMs team to improve our utilisation of the system.

Monitor registers (late and incomplete) and feedback to Faculty leaders

Maintain list of students on CIN CP and LAC

Liaise with LAC co-ordinator to maintain appropriate support for LACs in school

Complete LAC paperwork for HOH prior to meetings