

The Heathland School

Child Protection Officer

Will assist the Designated Safeguarding Lead (DSL) in all matters of safeguarding and child protection across the school. Will carry out the professional duties of a Child Protection Officer and Administrator.

Duties and responsibilities:

- Support DSL in managing the day-to-day referrals made by staff
- Support the DSL in liaising with staff on matters of safety, safeguarding, and when deciding whether to make a referral
- Support DSL in referring cases of suspected abuse to the local authority children's social care
- Support DSL in referring cases to the Channel programme where there is a radicalisation concern
- Keep detailed, accurate and secure written records of concerns and referrals working with staff and other agencies using CPOMS
- Inform the DSL (and Head Teacher in their absence) of safeguarding issues, especially ongoing enquiries into whether a child is at risk of harm, and police investigations
- Support the DSL when required by attending and contributing to strategy meetings, child in need, child protection and LAC meetings effectively
- Collate firewall notifications, follow up on immediate concerns and share with HOY weekly report.
- Oversee the staff and governor's training spreadsheet and certificates, including chasing gaps
- Liaise with the Headmaster's PA to ensure the SCR is up to date
- Provide advice and support to other staff on child welfare, safeguarding and child protection matters
- Liaise with and support the Wellbeing Lead and MHST (when appropriate) where safeguarding concerns are linked to Mental Health
- Liaise with and support the Attendance Officer where safeguarding concerns are linked to attendance
- Promote supportive engagement with parents/carers to promote the welfare of children.
- Oversee the transfer (including in year transfers of child protection files separate to school files to a new school within 5 days or withing the first 5 days of the start of a new term.
- Undergo training to develop and maintain the knowledge and skills required to carry out the role (complete DSL training every two years).

Day to day role:

- Check CPOMs when alerts are received
- Give actions to the referral
- If relevant carry out appropriate actions including seeing student, talking to parents, referring to social services etc..
- Add appropriate categories
- Update once actions have been taken
- If relevant close/no further action the CPOMs incident

- Check firewall emails shared daily - see any high alerts or share with DSL
- Liaise with and organise visits (e.g. Social workers, EMHPs)
- Transfers (Paper and CPOMS)

Skills:

- A good team player, flexible with the ability to work under pressure whilst maintaining calm.
- Accomplished ICT skills, including Word, Excel, Office 365 and Safeguarding software (CPOMS).
- Strong organisational and co-ordination skills
- Efficient and experienced when working to tight deadlines.
- Excellent communication skills both written and verbal.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the LCPO will carry out. The postholder may be required to do other duties appropriate to the level of the role.