

# PETROC™

## SAFEGUARDING AND WELFARE OFFICER WORKING ACROSS ALL PETROC CAMPUSES FULL TIME, PERMANENT

Name:		Date:	
Department:	Quality and Performance		
Line Manager:	Deputy Designated Safeguard Lead	Scale:	6 £23,660 - £25,756
Hours per Week:	37	Spinal Column Points:	22 - 24

This job description is a current statement of the duties and tasks required of the post-holder concerned. The nature of the job description will change from time to time and its terms are always governed and over-ridden by the post-holder's Contract of Employment. The duties outlined in this document do not constitute a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or level or responsibility entailed.

The College has an active Equal Opportunities, Diversity and Inclusion Policy, commitment to which is expected from all staff. Applicants are, therefore, invited from all suitably qualified people irrespective of disability, gender or race. In particular, applicants with a disability, if they wish to do so, may indicate on the application form details of their disability.

### PURPOSE OF THIS ROLE:

- To act as an operational Safeguarding Officer
- Take responsibility for safeguarding and child protection concerns at Petroc
- To work across all Petroc campuses, North and Mid Devon and Brannams Campuses
- Develop positive, professional relationships with external agencies
- To liaise with school Designated Safeguarding Leads and Officers
- To be available to train staff in College Safeguarding Processes and Prevent
- To keep knowledge / CPD up to date
- Have responsibility to act as a college-based resource on Child Protection issues for staff including:
  - Supporting staff to have access to Devon Safeguarding Children Board procedures for CP and that all cases of suspected abuse are reported in the correct way.
  - Supporting staff who make referrals to local authority children's social care and MASCE process.
  - Referring cases to the 'Channel' programme where there is a radicalisation concern as required.
  - Supporting staff who make referrals to the MASH, and MASCE service and other external services.
  - Supporting the college to be compliant with the 'Prevent' duty requirements so that:
    - All staff are trained in awareness of 'Prevent' and CONNECT.
    - All staff are supported in making appropriate 'Prevent' referrals

- Provide knowledge expertise and experience in:
  - Keeping Children Safe In Education
  - Prevent Duty
  - Looked after Children (LAC)
  - 14-19 placements
  - Trafficking and child sexual exploitation
  - Domestic violence
  - Sexual harassment
  - Discrimination
  - Neglect
  - Young carers
  - Bullying
  - County Lines and gangs
  - Drug, gun and knife crime
  - Female Genital Mutilation (FGM)
  - Grooming and Radicalisation
  - Self-harm and suicide
  - Mental health and wellbeing

To work with managers and teachers to ensure that Safeguarding and Prevent is clearly embedded within the Quality of Education through:

- Teaching learning and assessment
- Behaviour and attitudes
- Personal development
- Leadership and management
  
- Operate within, Promote and embed Early Help Framework
- Provide physical presence around the college campuses promoting Safeguarding and challenging behavioural concerns
- Take ownership of supervision
- To compliment the current Safeguarding Rotas In place, Duty Safeguarding Officer, Lanyard checks
- Occasionally as necessary, deputise for the Deputy Designated Safeguard Lead

**ESSENTIAL KNOWLEDGE OF:**

- The DfE's statutory guidance Keeping Children Safe in Education 2016, Sept 2018.
- Working Together to Safeguard Children 2015
- Ofsted Common Inspection Framework: safeguarding in maintained schools and academies Sept

2015

- The Prevent duty July 2015
- Serious Crime Act 2015
- South West Child Protection Procedures
- Devon Early Help
- Devon Safeguarding Children Board – Threshold document
- Counter Terrorism and Security Act 2015
- Equality Act 2010

**MULTI-AGENCY WORKING:**

- Liaise with other External partners and staff in schools, colleges and universities, who have a responsibility for Safeguarding and Prevent
- Liaise with the police authorities regarding County Lines and Prevent and other Safeguarding matters
- Devon Children and Families Partnership
- National Counter Terrorism
- Counter Terrorism Advisory Group
- Feed into the MACSE, MARAC forums and any other relevant local panels

**TRAINING:**

- As Safeguarding and Welfare Officer you will undergo mandatory and other formal training to provide yourself with the knowledge and skills required to carry out your role.
- In addition to formal training your knowledge and skills continue to be refreshed (this might be via e-bulletins, meeting other designated safeguarding leads, or learning of safeguarding developments, and local and national events of significance) at regular intervals and incorporate this information into your annual appraisal document.
- Work with Learning Technology Library Services staff to inform and develop a bank of high quality learning materials (such as preventing radicalisation).
- Support staff within the Student Support and Welfare team

**MANAGING REFERRALS:**

- Be alert to the specific needs of children in need, those with special educational needs and young carers and adults at risk of harm or likely to experience such
- Ensure that referrals are recorded and completed and processed in a timely manner
- Advise the Designated Safeguarding Lead of any referrals which require driving through
- Understand the local escalation process

**RAISING AWARENESS:**

- Communicate key policies and messages through e.g. college website, Facebook, Instagram, Message of the Day, In the Know, texts, VLOGs, posters; planning and keeping these regularly

updated.

- Sharing good practice through internal panels such as Operational Safeguarding meeting with staff who have a specific Safeguarding responsibility
- Attend college wide team meetings promoting safeguarding and Prevent agendas
- Actively support the Safeguarding Social media promotion

**POLICIES AND PROCEDURES:**

- Communicate key policies and messages through e.g. college website, Facebook, Instagram, Message of the Day, In the Know, texts, VLOGs, posters; planning and keeping these regularly updated.
- Continually assess operational policies ensuring they are fit for purpose i.e. Safeguarding Policy, Student code of Conduct/Learner rights and responsibilities, Learner wellbeing Policy etc....

**RECORDING AND REPORTING:**

- Recording is kept in line with GDPR requirements
- Follow current internal processes relating to logging of safeguarding and Welfare concerns
- Reports to inform continual quality improvement of service and provision.

**GENERAL REQUIREMENTS**

Petroc is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The College Recruitment and Selection Policy and Procedure seeks to support this agenda through the selection stages and pre-employment checks.

Petroc is committed to Equality and Diversity and promoting Equality and Diversity and expects all staff and volunteers to share this commitment. The College Recruitment and Selection Policy and Procedure seeks to support this agenda through ensuring that at all stages of recruitment and selection are non-discriminatory and Individuals are employed or promoted regardless of gender, marital status, age, ethnic origin, religion or belief, sexual orientation, disability or previous criminal records.

Actively take part in the College probation and appraisal process.

Undertake such duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites.

**CONDITIONS OF SERVICE**

The College standard Terms and Conditions of Employment apply.

The job description is current at January 2019. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.

Signed: ..... Date: .....  
(Staff Member)

Signed: ..... Date: .....  
(Line Manager)