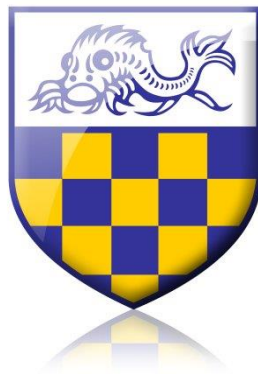


**Longhill High School  
Rottingdean  
Brighton**



**Information Pack 2023**

Safeguarding Officer  
Full Time/Term Time Only



# LONGHILL

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HIGH SCHOOL

Falmer Road  
Rottingdean  
Brighton  
East Sussex  
BN2 7FR  
Phone 01273 304086  
Fax 01273 303547

November 2023

Dear Applicant

Thank you for your application to join the community at Longhill High School. I hope you will find the contents of this pack both interesting and informative.

We would encourage you to find out all you can about the school to ensure that you are making your application from a fully-informed basis. You can visit our website at [www.Longhill.org.uk](http://www.Longhill.org.uk)

*Ofsted said in September 2018 that 'Teachers have renewed enthusiasm for teaching and a group of staff actively research new ways to inspire pupils. Consequently, teachers are motivated and form part of the ambitious learning culture permeating throughout the school.'*

Your commitment and enthusiasm towards the Longhill High School ethos, as well as the skills that you are able to bring to the school, will be key in our decision making process.

Shortlisting for interview will be based solely on the information you provide on the application form and covering letter. Please include evidence of how you meet the criteria set out in the person specification, providing examples where possible.

An application form can be found on the school website [www.Longhill.org.uk](http://www.Longhill.org.uk) . Please return your application by e-mail to: [personnel@longhill.org.uk](mailto:personnel@longhill.org.uk) or by post for the attention of the, Heads PA, Longhill High School, Falmer Road, Rottingdean, Brighton BN2 7FR.

We take the issue of safeguarding children very seriously and all applications are processed accordingly. Please note that any appointments are made subject to enhanced DBS clearance, identity checks, continuous employment/employment gaps checks and satisfactory written references which we will apply for prior to the interview.

Thank you for your interest and we look forward to hearing from you.

Yours sincerely

**Mrs R Otulakowski**  
**Headteacher**

Headteacher: Rachelle Otulakowski  
Email: [admin@longhill.org.uk](mailto:admin@longhill.org.uk)  
Website: [www.longhill.org.uk](http://www.longhill.org.uk)

## **JOB DESCRIPTION**

**JOB TITLE: Safeguarding Officer**

**REPORTS TO: Assistant Headteacher/Senior Designed Safeguarding Lead**

**DEPARTMENT: Pastoral**

**SECTION: Secondary School**

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### **PURPOSE OF JOB**

Working with the Senior Designated Safeguarding Lead (DSL), the Safeguarding Officer will have responsibility for ensuring all safeguarding and child protection matters across the school (including online safety) are addressed in a timely and effective manner. They will provide a triage of all new incidents and allocate cases based on need, as well as being responsible for ensuring cases are accurately recorded.

They will work with, advise and support other members of staff on child welfare, safeguarding and child protection matters, and liaise with relevant agencies such as the local authority and police.

They will also support the Heads of Year and Inclusion Manager with students supporting their pastoral needs and provide intervention as directed by Head of Year/Inclusion Manager.

### **PRINCIPAL ACCOUNTABILITIES**

#### **Managing referrals**

- Triage all CPOMS and other safeguarding referrals; allocating cases to the most appropriate member of staff
- Respond and action lower level safeguarding concerns
- Ensure all referrals are correctly recorded, and that they are closed when completed
- Refer cases of suspected abuse and neglect to the local authority children's social care, or to the Channel programme where there is a radicalisation concern
- Support staff who in making referrals to the local authority children's social care or other agencies by completing the most appropriate referral, and ensuring the correct process is followed to completion
- Refer cases to the police where a crime may have been committed

#### **Working with staff and other agencies**

- Act as a source of support, advice and expertise for all staff who have safeguarding or CPOMS issues
- Liaise with staff on matters of safety, safeguarding and welfare (including online and digital safety), and when deciding whether to make a referral by liaising with relevant agencies so that children's needs are considered holistically
- Liaise with Assistant Head Teacher (DSL) and, where available, the mental health support team, where safeguarding concerns are linked to mental health

#### **Managing CPOMS**

- Ensure child protection files are kept up to date
- Keep information confidential and store it securely
- Make sure records include (refer back to sender, or seek further clarity if they do not):
  - o A clear and comprehensive summary of the concern
  - o Details of how the concern was followed up and resolved
  - o A note of any action taken, decisions reached and the outcome
- Ensure that completed logs are closed when appropriate
- Ensure staff are able to access only the appropriate information they need

### **Holding and sharing information**

- Understand the importance of information sharing, both within the school, with other schools and colleges on transfer, and with the safeguarding partners, other agencies, organisations and practitioners
- Understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR)
- Keep detailed, accurate, secure written records of concerns and referrals

### **Raising awareness**

- Work with the Assistant Head Teacher (DSL) to ensure that each member of staff has access to, and understands, the school's child protection policy and procedures, especially new and part-time staff

### **Training**

- Undergo training (at least every 2 years) to gain the knowledge and skills required to carry out the role and meet the expectations set out in KCSIE, including those outlined in the 'Training, knowledge and skills' section of annex C
- Undertake Prevent awareness training
- Refresh knowledge and skills at regular intervals and at least annually

### **Understanding the views of children**

- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, and in any measures the school may put in place to protect them
- Understand the difficulties that children may have in approaching staff about their circumstances and consider how to build trusted relationships which facilitate communication

### **Support for the School**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos / work / aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

## **GENERAL ACCOUNTABILITIES**

### **Responsibilities**

- Comply with and assist in the development of related policies and procedures relating to child protection, health, e-safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Carry out other duties that may reasonably be required by the Line Manager.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

This job description is based on conditions of employment. It sets out the duties of the post at the time it was prepared. These duties may vary from time to time without changing the general character of the post or the level of responsibility entailed.

## PERSON SPECIFICATION

**JOB TITLE: Safeguarding Officer**

**DEPARTMENT: Pastoral**

**SECTION: Secondary School**

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### ESSENTIAL CRITERIA

#### **Qualifications & Training:**

- NVQ Level 3 or equivalent qualification or relevant experience.
- Good knowledge and understanding of relevant ICT packages including schools specialist software, including previous use of SIMS, CPOMS, MY Concern, Microsoft office suite and Outlook emails and calendar
- Full working knowledge and understanding of all relevant policies, including Child Care legislation, Working Together to Safeguard Children, Adoption legislation, the Assessment Framework and other relevant national guidance.
- Understanding of child protection policies, procedures and practices e.g. Child protection, Children in Care, court proceedings
- Understanding of School systems and processes

#### **Experience:**

- Several years' demonstrable experience of working in a school environment
- Evidence of direct work with children in need and their families and experience of working in the child protection system.
- Experience of safeguarding in a school or other relevant organisation, including:
  - o Building relationships with children and their parents, particularly the most vulnerable
  - o Working and communicating effectively with relevant local and national agencies
  - o Implementing and encouraging good safeguarding practice throughout a large team of people
  - o Experience of handling sensitive data and upholding the principles of confidentiality

#### **Skills & Abilities:**

- Ability to be self-motivated and prioritise own workload and that of others
- Ability to assess children and families in relation to their need or support and/or protection from harm.
- Effective communication and interpersonal skills
- Ability to use evidence and research to inform practice and decision making
- Excellent record keeping skills and attention to detail in order to produce reports and take minutes of meetings.
- Ability to work with a range of people with the aim of ensuring the safety and welfare of children
- Ability to build effective working relationships with staff and other stakeholders.
- Ability to develop and deliver bespoke, effective training on relevant topics to large and small groups
- Able to relate well to children and adults, including Governors, often on behalf of the Head Teacher
- Able to demonstrate sensitivity, diplomacy and tact particularly when dealing with the more sensitive issues.
- Able to work accurately with attention to detail.
- Able to provide advice and guidance to senior staff/Head Teacher/Governors on technical and specialist information and influence school policy on such matters.
- Able to identify potential difficulties/issues, analyse them and make recommendations.
- Able to prepare reports for Head Teacher/Governors
- Excellent communication skills and ability to liaise between managers, teachers and support staff.

**Personal Qualities:**

- An excellent team player, genuinely committed to working in partnership with others
- An excellent communicator to a variety of audiences with good interpersonal skills

**Equalities:**

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.

*Longhill School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and comply with the Department of Education Statutory Guidance 'Keeping Children Safe in Education'.*

## **Additional Salary Information**

### **Salary**

Please note that Non-Teaching staff's salaries are calculated as per the following examples.

Annual Full Time salary x paid weeks per year (47.36)/ 52 weeks x actual hours worked (37)/full time hours 37.

**Therefore, the starting salary for this post is in the range of**

**$\pounds 30,151 \times 47.36/52 \times 37/37 = \pounds 27,460$  raising to  $\pounds 31,624$  per annum**

The Safeguarding Officer works for 39 weeks per year (term-time only) but are paid for 47.36 weeks per year, which incorporates holiday pay.

## SUMMARY STATEMENT ON USE OF DISCLOSURE INFORMATION IN RECRUITMENT & SELECTION

### **Introduction**

Thank you for applying for a position within Brighton & Hove City Council. You have applied for a post or voluntary work that falls under the definition of 'regulated position' under exemptions to the Rehabilitation of Offenders Act 1974. This means that a criminal conviction check (or disclosure) will be undertaken on any individual who is offered the post. Where appropriate (where the post involves working with children or vulnerable adults) details will also be checked against the Department of Health and Department for Education & Skills lists. These checks are undertaken by the Disclosure & Barring Service (DBS) only when a conditional offer of employment has been made but you will be asked during the recruitment process to declare any relevant information.

It is the intention of Brighton & Hove City Council not to discriminate unfairly against individuals on the basis of their previous offending history. Possession of a criminal record is not an automatic bar to obtaining employment or voluntary work.

The purpose of this Statement is to provide assurance to applicants that the information released in Enhanced Disclosures is used fairly and that sensitive personal information is handled and stored appropriately and kept for only as long as necessary.

### **Handling of Disclosure Information**

Recipients of Disclosure Information at Brighton & Hove City Council will only disclose this information to the recruiting manager and Human Resources Manager. Unauthorised disclosure of any information provided by the DBS is an offence under Section 124 of the Police Act 1997.

Disclosure Information will be securely stored and will be retained for a maximum period of six months unless, in exceptional circumstances, formal written agreement of the DBS is obtained to retain them for a longer period. Brighton & Hove City Council as a Registered Body must comply with the DBS Code of Practice. All matters relating to the use of Disclosure Information will be undertaken in accordance with the DBS Code of Practice and Brighton & Hove City Council's Code of Practice on the Use of Disclosure Information.

### **Further Information**

If you are successful in obtaining a conditional offer of employment (or have been accepted as a volunteer), you will be sent further information on the Disclosure process including guidance on completion of the Disclosure Application Form. Disclosures for employment will be funded by the Council and Disclosures for Volunteers are free of charge.

Further information on the DBS and the Disclosure process including the DBS Code of Practice can be obtained by visiting the web site: [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs) or by calling 0870 90 90 844.

Further information on the Council's Policy on the Recruitment of Ex-Offenders and the Code of Practice on the Use of Disclosure Information can be obtained by contacting Human Resources on (01273) 292313.