

**Job Title:** Safeguarding Officer

**Reports to:** Head of Safeguarding

**Salary:** £36,057 - £41,208

**Location:** Home based but with national delivery

### **Purpose**

Primary focus on delivering our commitment to the development of a uniform approach to safeguarding across all our business areas.

Secondary focus of maintaining an up to date policy architecture for the business that reflects best practice in safeguarding for both children and vulnerable adults

Championing and disseminating best practice in partnership with local operations and our supply chains in order to drive improvement

### **Main Duties and Responsibilities**

1. Monitor and follow up individual cases with local operations and maintain our Safeguarding register of cases in order to provide accurate reports of safeguarding activity to the Executive and the Board of Trustees
2. Analyse the frequency and type of safeguarding concerns that have been escalated to the Safeguarding team in order to recognise trends and support the commissioning of learning activities
3. Monitor and maintain the safeguarding action plan for the business to support reporting and improvement
4. Work with the Head of Safeguarding and the Chief Operating Officer to develop and maintain a scorecard of safeguarding activity
5. Design, implement and collate an annual self-assessment of safeguarding work across all business areas
6. Support any external audit or inspection of our safeguarding functions
7. Work with the Head of Safeguarding to update policy and procedures in line with best practice nationally and corporate policy and quality requirements
8. Design new safeguarding procedures where required in order to protect our beneficiaries and employees
9. Undertake practice audits and observations by engaging with operations to assess the effective implementation of policy and the delivery of statutory obligations

10. Influence compliance with safeguarding policies and procedures to drive continuous improvement and build a uniform safeguarding culture across the group
11. Disseminate good practice and news stories through the available staff communication channels including the safeguarding page on the company intranet
12. Contribute expertise to and support our internal safeguarding development groups
13. Lead development/ task and finish groups as directed by the Head of Safeguarding and the Chief Operating officer
14. Work with the Head of Safeguarding and internal and external Learning and Development partners to design learning opportunities
15. Review the content of mandatory E Learning courses on a regular basis to reflect current trends and best practice
16. Contribute to the delivery of training activities as required in order to support all staff and the development of our Designated Safeguarding Leads and their deputies at contract and regional level
17. Contribute to the delivery of an annual safeguarding learning week to promote excellence in our practices
18. Liaise with external safeguarding partners as required

#### **Other**

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work etc. Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
5. The Trust has an Equality, Diversity and Inclusion Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about participant, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised

course of duty. The post holder must meet the requirements of the Data Protection Act at all times.

7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust's risk management arrangements.
8. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems.
9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
10. Recycle and manage energy within your environment.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

## Person Specification

### Job Title: Safeguarding Officer

(E = Essential D = Desirable)

#### Technical competency (qualifications and training)

- Relevant safeguarding or social work qualification relevant to Shaw Trust customer groups (E)
- Detailed knowledge of “Working together to Safeguard children 2018 “and subsequent government updates (E)
- Detailed knowledge of “Keeping children safe in education” (E)
- Experience of delivering safeguarding and quality objectives in an education, employability, health or social care organisation (E)
- Understanding of the legal framework for safeguarding and associated legislation including the Care Act 2014 and the Mental Capacity Act 2005 (E)
- Demonstrable success in improving safeguarding practices to achieve regulatory requirements and contractual and organisational objectives. (E)
- Effective methods of engaging staff and customers in safeguarding improvement activities. (E)
- Knowledge of continuous improvement, audit and compliance practices. (E)

#### Experience

- **Significant** experience/knowledge of operational delivery within at least one of the following; education, employability, social care or health sectors (E)
- Knowledge of self-assessment activity and frameworks to drive service improvement approaches. (E)
- Ofsted and external audit (D)

#### Skills and Attributes

- Ability to work flexibly to cope with the varying demands of the role and achieve desired results. (E)
- Experience of influencing in a complex change environment. (E)
- Ability to use data from a variety of systems to provide information and reports (E)
- Ability to set, monitor and report on activities and on improvement targets. (E)
- A motivational, flexible and problem solving approach. (E)
- Excellent presentation and communication skills at all levels, verbal and written. (E)
- Excellent organisational and time management skills demonstrating ability to produce work to high quality standards. (E)
- Confident in ability to work on own initiative and within a team. (E)
- Use appropriate technology to engage and collaborate with colleagues (E)

#### Personal qualities, communicating and relating to others

- Passionate about enabling people to embed legislation and good safeguarding practices to ensure those we work with are safe from harm (E)
- Flexible, adaptable and innovative. (E)

<ul style="list-style-type: none"> <li>• Excellent interpersonal, communication and presentation skills demonstrating the ability to convey complex messages clearly. (E)</li> </ul>
<b>Safeguarding</b> <ul style="list-style-type: none"> <li>• Displays an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. <b>(E)</b></li> <li>• Role requires a disclosure and barring service check at an enhanced level. <b>(E)</b></li> </ul>
<b>Other</b> <ul style="list-style-type: none"> <li>• Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity. (E) ·</li> <li>• Willingness to undertake frequent travel around sites in the UK, including occasional overnight stays post COVID. (E)</li> </ul>