

## Kent County Council

### Job Description: *Safeguarding Support Officer*

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| <b>Directorate:</b>    | <b>Children, Young People and Education</b>                                                                                    |
| <b>Unit/Section:</b>   | <b>LADO Education Safeguarding Advisory Service within the Safeguarding, Professional Standards and Quality Assurance Unit</b> |
| <b>Grade:</b>          | <b>KSF</b>                                                                                                                     |
| <b>Responsible to:</b> | <b>Training &amp; Development Manager and Online Safety Lead</b>                                                               |

### **Purpose of the Job:**

This role provides crucial functions to ensure the service delivers KCC statutory Local Authority Designated Officer (LADO) functions and provides a range of support and commissioned services for education settings across the county.. This post is essential in ensuring the LADO Education Safeguarding Advisory Service (LESAS) deliver a range of training and safeguarding products and support to empower education settings and other organisations to implement effective safeguarding approaches.

The role will support the LADO Education Advisors who have responsibility for managing allegations against professionals, ensuring this is carried out in an effective manner and that systems are in place to promote safe professional practice within the Kent children's workforce under section 11 of the Children Act 2004 and Working Together statutory guidance.

This role enables the service to deliver local authority support and oversight of safeguarding arrangements in schools, education services and early years settings as required by Section 11 of the Children Act 2004, Section 175 of the Education Act 2002 and Section 13 of the Childcare Act 2006 and accompanying statutory guidance.

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

- To carry out agreed actions as identified in the LADO Education Safeguarding Advisory Service Business Plan and to be responsible for maintaining high standards of professional practice and the ethics expected of social care professionals. Duties to be carried out within the overall service ethic that strives to provide consistency and outstanding safeguarding practice across the county and beyond.
- To support the LADO Education Advisors in the discharge of their responsibilities by providing advice on general safeguarding procedural enquiries, outreach work, support and challenge where appropriate to schools and settings on all aspects of safeguarding, or as defined by the Service Manager and the job role.
- To support and develop positive working relationships with education settings with other agencies, including Integrated Children's Services, in the spirit of

working together to safeguard children and co-ordinating support to engage in the local safeguarding partnership arrangements.

- To support the development, review and delivery of a county wide training strategy that provides effective up to date training for Designated Safeguarding Leads/staff and other staff in schools, settings and services.
- To develop and deliver bespoke safeguarding training in line with current local and national guidance for staff working in schools, settings and services.
- To contribute to the development and review of the service newsletter and child protection policy and procedures for schools, settings and services under the supervision of the Training and Development Manager and Online Safety Lead.
- To develop resources and other related products to support and develop effective safeguarding practice in schools, settings and services, under the supervision of the Training and Development Manager and Online Safety Lead.
- To carry out safeguarding reviews in early years settings which provide best practice recommendations to early years managers.
- To process and collate responses on behalf of the service to Ofsted safeguarding complaints against schools made by members of the public, under supervision of the LADO Education Advisors and the Training and Development Manager and Online Safety Lead.
- To maintain written records in line with the expected protocols of the service and KCC which enables data to be presented that outline safeguarding activity.
- The post holder may on occasions be delegated tasks that are not specifically referenced in this job description, which in line with company policy will be evaluated and reviewed on an annual basis in conjunction with the post holder as part of the appraisal process.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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## Person Specification: *Safeguarding Support Officer*

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

|                                            | <b>CRITERIA</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| <b>QUALIFICATIONS</b>                      | <ul style="list-style-type: none"><li>• Attendance on relevant safeguarding training and/or qualifications related to social care, childcare and/or education.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>EXPERIENCE</b>                          | <ul style="list-style-type: none"><li>• Experience of working in a safeguarding role, including within public service and/or within an education setting.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>SKILLS AND ABILITIES</b>                | <ul style="list-style-type: none"><li>• Ability to be flexible and willingness to travel over a wide geographical area in a timely and flexible manner at various times of the day is essential.</li><li>• Ability to work with minimal supervision and oversight in developing a work pattern that facilitates the effective discharge of duties defined by the post.</li><li>• Excellent interpersonal skills and able to communicate effectively both verbally and in writing with a range of multiagency representatives, PVI staff, education staff, professional colleagues, parents/carers and young people where appropriate.</li><li>• Have a well-developed sense of self-awareness and the ability to reflect on professional practice and developmental needs, including an understanding of confidentiality and the sensitive nature of safeguarding.</li><li>• The ability to deliver and assist with training (in person and remotely) and undertake the planning of safeguarding training materials effectively to communicate with a range of course participants.</li><li>• Ability to work to the principles of anti-oppressive practice when working with partners and users of the service that recognises the rights of the individual to be heard, to be treated fairly and to be afforded opportunities to pursue their potential regardless of their race, age, gender disability or sexual orientation in line with KCC equal opportunities Policy.</li></ul> |
| <b>KNOWLEDGE</b>                           | <ul style="list-style-type: none"><li>• Working knowledge of at least one piece of legislation/guidance related to children and/or education, most notably Children Acts 1989 &amp; 2004, Education Act 2002 and Childcare Act 2006, Working Together to Safeguarding Children, Early Years Foundation Stage and Keeping Children Safe in Education.</li><li>• IT skills with a comprehensive working knowledge of Microsoft Office packages particularly Outlook, Word, Excel and PowerPoint.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>KENT VALUES AND CULTURAL ATTRIBUTES</b> | <p><b>Kent Values:</b></p> <ul style="list-style-type: none"><li>• We are <b>brave</b>. We do the right thing, we accept and offer challenge</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

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|  | <ul style="list-style-type: none"><li>• We are <b>curious</b> to innovate and improve</li><li>• We are <b>compassionate</b>, understanding and respectful to all</li><li>• We are <b>strong together</b> by sharing knowledge</li><li>• We are all <b>responsible</b> for the difference we make</li></ul> <p>Our values enable us to build a culture that is:</p> <p><b>Flexible/agile</b> - willing to take (calculated) risks and want people that are flexible and agile</p> <p><b>Curious</b> - constantly learning and evolving</p> <p><b>Compassionate and Inclusive</b> - compassionate, understanding and respectful to all</p> <p><b>Working Together</b> - building and delivering for the best interests of Kent</p> <p><b>Empowering</b> - Our people take accountability for their decisions and actions</p> <p><b>Externally Focused</b> - Residents, families and communities at the heart of decision making</p> |
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