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**Manchester City Council**  
**Job Description**  
**Safeguarding and Family Liaison Officer**  
**Grade 6**  
***Responsible to: Safeguarding Lead***

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**Main Purpose of the Job:**

- To safeguard and protect the children, young people and staff at the School
  - To deliver safeguarding training, update and implement policies and procedures and share the learning from Serious Case Reviews with all staff, volunteers, mentors and governors
  - To receive safeguarding referrals and coordinate a procedure which addresses and prioritises the needs of those affected by liaising with statutory agencies
  - To promote positive attitudes by students and families towards education and to ensure parents are aware of statutory responsibilities
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**Main Duties and Responsibilities:**

- Refer all cases of suspected abuse to the Local Authority's Children's Social Care and:
  - The Local Authority's Designated Officer (LADO) for child protection concerns involving a member of staff
  - Disclosure and Barring Service (in consultation with Human Resources) where a person is dismissed or left due to risk/harm to a child
  - Police, cases where a crime may have been committed
- Liaise with the Deputy Head Teacher, Designated Safeguarding Lead, about issues especially ongoing enquiries under Section 47 of the Children Act 1989 and police investigations
- Act as a source of support, advice and expertise to staff on matters of safeguarding and when deciding whether to make a referral by liaising with relevant agencies
- Obtain access to resources and attend any relevant or refresher training courses
- Work directly with children in need and their families in the community in order to promote, strengthen and develop the potential of parents/carers and their children in order to prevent children missing in education/becoming looked after and/or suffering significant harm
- Liaise with schools to ensure smooth transition for children who are currently working with multi-agencies
- Be alert to the specific needs of children in need, those with special educational needs and disabilities and young carers
- Encourage a culture of listening to children and young people taking into account their wishes and feelings so that measures may be put in place to protect them
- Respond appropriately to disclosures or concerns which relate to the well-being of a child
- Maintain accurate, confidential, secure and up to date documentation in all cases of safeguarding and child protection
- Coordinate referrals to multi-agencies and where appropriate act as the lead in professionals' meetings
- Ensure that students who are victims of abuse are supported appropriately and sensitively and that all actions assigned to Manchester Hospital School from reviews, planning and intervention meetings are successfully carried out and monitored.

- Raise awareness of the Safeguarding and Family Liaison Officer role to children, young people, parents/carers and other stakeholders
- To support the DSL to ensure the school's Child Protection Policy is reviewed annually and the procedures and implementations are updated and reviewed regularly in liaison with the governing body
- To support the DSL to ensure that the Child Protection Policy is available publicly and parents/carers are aware of the fact that referrals about suspected abuse or neglect may be made and the school's role in this
- Attend the Local Safeguarding Children's Board termly network meetings as required
- Update the safeguarding deputies of any changes to procedures or practices as soon as practicable
- When students leave the school ensure that a copy of their child protection file is transferred to the new school/college as soon as possible, separate from the main file
- Challenge behaviour which breaches the Code of Conduct

#### **Accountabilities:**

- Attend and participate in Child Protection conferences and Planning and Review meetings whilst working closely with colleagues in Children's Services as required, some of which may take place outside normal working hours
- Plan and complete professional assessments of need and risk (S17 and S47 reports) in respect of parents/carers by using Local Authority SET procedures
- Maintain confidentiality at all times and be aware of data protection and the sharing of information
- Develop a confidential database of safeguarding referrals as a point of reference for the annual governors' report
- Adhere to the school's policies as outlined in the staff handbook

#### **General Duties:**

- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
- To undertake health and safety duties commensurate with the post and/or as detailed in the school health and safety policy

#### **Context:**

Support staff are part of a whole school team. Each individual is required to support the values and ethos of the school and the priorities as defined in the School Improvement Plan. This will mean focusing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (exemptions) (amendments) Order 1986. Therefore, applicants are not entitled to withhold any information about convictions which for other purposes are 'spent' under the provisions of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge,

conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.



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**For this job we are looking for:**

**Experience:**

1. Demonstrate experience of working effectively with vulnerable children/young people in either education, social work, youth work or other related area of work
2. Experience of managing child protection cases and investigations
3. Extensive experience of working effectively with the parents/carers of children/young people
4. Some experience of working effectively with a range of professionals to promote children's/young people's learning or welfare OR significant recent experience in work with children and families in a statutory childcare agency
5. Experience of working in a multi-agency environment

**Skills and Abilities:**

1. Ability to complete S17 and S47 enquiries and reports for conference in a timely manner. Maintain student records and write other reports as required
2. Ability to work on ones' own initiative, balance completing priorities and organise a work schedule
3. Ability to motivate children/young people by establishing empathic and supportive working relationships
4. Able to work as part of a team to reach agreed targets and outcomes for children/young people
5. Comfortable around word processing and the ability to deliver training to others using multi media
6. Experience of working with children including work within Child Protection and Multi Agency liaison

**Equality Issues:**

1. A commitment to equal opportunities and an awareness of the way in which discrimination may affect the achievement and inclusion of a student because of their race, religion, disability, gender or sexual orientation

**Special Knowledge:**

1. Knowledge of the Children Act 1989, United Nations Convention on the Rights of the Child, SET procedures, Manchester Safeguarding Children's Board. Working Together to Safeguard Children and Keeping Children Safe in Education.
2. Demonstrate knowledge of the principles involved in giving advice and guidance to children/young people, including the place of confidentiality

3. Demonstrate knowledge of the range of additional support/agencies which can be of assistance to vulnerable students and their families
4. Knowledge of the Early Help Hub and Early Help Referral process
5. Ability to summarise clearly and concisely and articulate concepts and proposals
6. Ability to produce concise and complex reports
7. To be able to evaluate theoretical research based information

**Education and Training:**

1. Suitable qualifications at degree level and a willingness to undertake further training
2. Post Qualifying Certificate in Child Protection or evidence of formal training

**Other Requirements:**

1. Ability to travel to meet work commitments
2. Ability to work flexibly and attend evening and early morning
3. Self-motivated and able to prioritise a demanding workload
4. To be professionally assertive and clear thinking, able to negotiate
5. To be able to operate as part of a team
6. To be able to recognise the positives of diversity
7. A full valid driving licence and the use of a car with business insurance
8. Such other duties as may be required by the Head Teacher

**THE DUTIES AND TASKS AS OUTLINED ABOVE ARE NOT INTENDED TO BE EXHAUSTIVE AND OTHER DUTIES MAY BE REQUIRED FROM TIME TO TIME.**