



Safeguarding Compliance Officer

Job title:	Safeguarding Compliance Officer
Reporting to:	Designated Safeguarding Lead
Main purpose of the role: This role is designed to ensure that Repton School provides and promotes the highest standards of safeguarding.	

The Safeguarding Compliance Officer is a significant role, acting as one of the Deputy DSL Team, and taking operational responsibility for the management of safeguarding administration across the school on a day-to-day basis. The Safeguarding Compliance Officer plays a critical role, supporting the school in ensuring full compliance with statutory safeguarding requirements and best practice. The Safeguarding Compliance Officer works closely with the Designated Safeguarding Lead (DSL), Senior Management Team (SMT), and external agencies to promote a safe and supportive environment for all pupils, staff, volunteers and visitors.

This is a non-teaching role, ensuring that the candidate's primary focus is on supporting the DSL, the Senior Management Team and Governors to coordinate safeguarding across the school.

The ideal candidate will have:

- Experience working in a safeguarding or compliance role within education or a similar setting.
- Strong understanding of safeguarding legislation, including Early Help and attendance processes.
- Excellent communication and interpersonal skills.
- High level of discretion and confidentiality.
- Strong administrative and IT skills.

Summary of the role:

In collaboration with the DSL at Repton School:

- Promote a culture of safeguarding across the school community, working with all relevant colleagues to ensure the welfare of the children in our care.
- Support the DSL to coordinate all safeguarding and child protection matters arising at the school, and to support all staff in dealing with any concerns that arise.
- Be available for staff to discuss safeguarding concerns during term time.
- Occasional attendance at evening meetings or training may be required.

Key responsibilities:

- To report to the DSL and ensure appropriate safeguarding cover is always available during the school day.
- Act as a point of contact for safeguarding queries and referrals.
- Co-ordinate preparation and responses to external requests for information on safeguarding records.
- Co-ordinate requests for Pastoral and Safeguarding information about new pupils from their previous schools.
- Co-ordinate information-sharing with the Local Authority in line with the Attendance Policy.
- Co-ordinate Prevent Duty procedures and maintain a log of ongoing training on the Prevent Duty for all staff.
- Act as the safeguarding liaison for Repton Enterprises and sit on the committees for Repton Hockey Club, Repton Rackets Club and Repton Swim Club.

Compliance & Monitoring

- Ensure the School's safeguarding policies and procedures are compliant with current legislation, including the Prevent duty (e.g. Keeping Children Safe in Education, Working Together to Safeguard Children).
- Conduct regular audits of safeguarding records, referrals, and training logs.
- Monitor and report on safeguarding trends, concerns, and outcomes to the DSL, SMT and governors.
- Ensure statutory attendance requirements are met, including timely reporting of pupil attendance concerns, including periods of illness, to the Local Authority.
- Ensure ongoing communication with the Local Authority regarding additions and deletions to the school roll, in accordance with statutory guidance.
- Monitor pupil use of the School's IT network and respond to alerts generated by the Filtering and Monitoring system, in line with the school's Online Safety policy.
- Monitor visitors and ensure that the visitor policy is implemented by all staff.

Managing Referrals and Early Help Coordination

- Support the identification of pupils and families who may benefit from Early Help.
- Assist in the completion and submission of Early Help Assessments (EHAs).
- Liaise with families and external agencies to coordinate Early Help support plans.
- Track and monitor Early Help cases, ensuring timely reviews and updates.
- Maintain accurate records of Early Help interventions and outcomes.

Training & Awareness

- Maintain records of staff safeguarding training and ensure all staff are up-to-date with mandatory requirements, including Prevent.
- Support the DSL in delivering safeguarding induction for new staff and refresher training for existing staff.
- Promote a culture of vigilance and safeguarding awareness across the school.

Record Keeping & Reporting

- Maintain confidential and accurate records of safeguarding concerns, referrals, and Early Help cases using the school's safeguarding system (CPOMS).
- Ensure timely and appropriate escalation of concerns to the DSL or external agencies.
- Understand the importance of information sharing, both within the school and with other schools and colleges on transfer including in-year, and with the safeguarding partners, other agencies, organisations, and practitioners.
- Where a pupil leaves the school, ensure that their safeguarding file is forwarded securely to the new education setting as soon as possible, but transferred separately from the main pupil file.
- Keep detailed, accurate, secure written records of concerns and referrals and understand the purpose of this record-keeping.

Policy & Procedure Development

- Support the review and development of safeguarding policies, including child protection, online safety, visitor policy and safer recruitment.
- Ensure policies are effectively communicated to staff, pupils, and parents.

Liaison & Partnership

- Liaise with external agencies such as Children's Services, Early Help teams, Police, and health professionals.
- Attend safeguarding meetings, Early Help panels, and case conferences as required.
- Support the DSL in managing multi-agency safeguarding and Early Help processes.