



## **TRUST SAFEGUARDING/MENTAL HEALTH LEAD JOB DESCRIPTION**

<b>Pay scale:</b>	Leadership scale (depending on experience)
<b>Part time:</b>	0.6, term time only
<b>Accountable to:</b>	CEO, Director of Learning, Board of Trustees
<b>To start :</b>	January 2022 or April 2022

Based centrally, this role reports to a Chief Executive Officer and Director of Learning. This safeguarding expert within the Trust offers assurance to the Trust Board, provides guidance and support generally and for specific cases as they arise. They ensure there is a robust mechanism for monitoring and managing safeguarding and child protection issues across the Trust, providing guidance, support and escalation for schools with safeguarding issues. Audit safeguarding mechanisms within schools and develop training and support to improve safeguarding generally. The mental health lead will be responsible for the Trust's approach to mental health and well being and will forge effective links with external agencies as well as keeping abreast of national and local mental health services.

The safeguarding lead will oversee and ensure compliance of the Trust SCR. They will ensure a healthy, robust and knowledgeable ethos of safeguarding in each Vine school, the Trust and the central team.

They will oversee and ensure all related policies including but not exclusively:

- Behaviour
- Child protection
- Health and safety
- Well being and mental health
- Code of conduct
- Safer recruitment
- Remote learning and on line safety

Are updated in line with changes to KCSIE and WTTSC and key changes are disseminated to schools and the Trust swiftly. Including any necessary training.

### **Job Summary**

- To lead on all aspects of Safeguarding across the organisation, keeping fully informed of all current risks ensuring the service heads, executive group and Trustees are able to identify and respond as necessary.

- To ensure all regulatory standards in relation to Safeguarding are maintained providing the service heads, executive group and Trustees briefings on any changes or deviation to practice including the detail behind this change in safeguarding compliance.
- Develop, oversee and monitor a strategy for compliance, culture and quality assurance for Safeguarding across the organisation.
- Provide support and oversight of staff, volunteers and stakeholders with safeguarding responsibilities within the service provision to enable quality improvement in schools and services.
- Develop and oversee the whole Trust approach to mental health and well being including how it's reflected in the design of Trust policies, how staff are supported with their own mental health and how pupils/parents are engaged.

## **Principle Accountabilities**

- Identify any safeguarding risks, rating these in terms of severity and likelihood and taking any necessary action.
- To undertake site visits across the trust and attend any necessary stakeholder meetings.
- To communicate with the Director of Learning and the Trust Governance lead to support any investigation into any significant breach in compliance and safeguarding and report to the relevant statutory agency.
- Produce an annual plan to manage safeguarding responsibilities with key outcomes.
- Ensure that the service is compliant with policies, procedures, regulations and standards and monitor the compliance against these.
- To communicate with the Director of Learning and the Trust Governance lead to support and, where appropriate, investigate complex safeguarding incidents, identifying and ensuring the implementation of any necessary changes.
- To obtain the necessary safeguarding data and information across the trust to produce a report that demonstrates progress against Key Performance Indicators (KPIs) as well as any themes and trends that are emerging as part of safeguarding incident management.
- Provide advice and guidance to executive leads and Trustees on the requirements the trust is obliged to and expected to meet in fulfilment of its statutory safeguarding duty.
- Provide advice and support on specific complex cases to managers and staff as and when required.
- To undertake an annual Safeguarding audit, which includes all provision and provide a report to the executive team and Trustees.
- To undertake an annual mental health/wellbeing audit, which includes all provision and provide a report to the executive team and Trustees.
- All audit outcomes to be shared with services and schools and monitored regularly to ensure progress and areas identified for improvement has been made.
- To work closely with the CEO and Director of Learning to provide the necessary input to support the facilitation of audit across the trust.
- Provide expert input to the trust's Risk Register with regard to operational and safeguarding risks in schools and services.
- Make recommendations for action in order to ensure compliance with regulatory requirements. Check that recommendations are undertaken, sustained and effective with agreed timescales.
- Provide regular reports to Board of Trustees that enable Trustees to meet their responsibilities with regard to Safeguarding.
- To liaise with external statutory partners and attend meetings as required providing expertise and support.
- Keep abreast of regulatory compliance and national standards in the development of Safeguarding and mental health/wellbeing practice.

- Ensure schools and services have the appropriate capacity, skills and expertise to meet statutory requirements in regard to Safeguarding and mental health/wellbeing.
- Support the organisation in relation to identifying what training is required for the Board, executive group and the wider workforce to undertake in order to fulfil its responsibilities in terms of safeguarding and mental health/wellbeing knowledge and compliance.
- Provide support and guidance around the safeguarding practice of volunteers in services.
- To keep up to date on national and local mental health/wellbeing services are available.
- Develop links with local mental health services.
- Support the identification of those at risk or showing signs of mental health ill health.
- Establish a clear process is concern is raised about pupil or staff wellbeing

