

Pupil Welfare Lead

Job Purpose

As a member of the Senior Leadership Team, the Pupil Welfare Lead will work at both a strategic and operational level. They will serve as the vital bridge between home, school and external therapeutic / Social Care services for pupils with severe, profound & multiple or complex Special Educational Needs and Disabilities (SEND). The Pupil Welfare Lead will work collaboratively in order to support all pupils to thrive, with the aim that they will go on to lead adult lives which are meaningful and fulfilling to them and which sees them as valued and valuable members of their local community.

The post holder will ensure that home school communication is robust so that families feel better able to support their child's education and well-being. They will offer drop-in sessions, advice sessions and transition information sessions.

In addition, the post holder will take responsibility for safeguarding and child protection across the school including online safety and understanding the filtering and monitoring systems in place. They will ensure that the unique vulnerabilities of pupils with SEND are recognised, protected and advocated for in strict alignment with *Keeping Children Safe in Education (KCSIE)* and local multi-agency procedures.

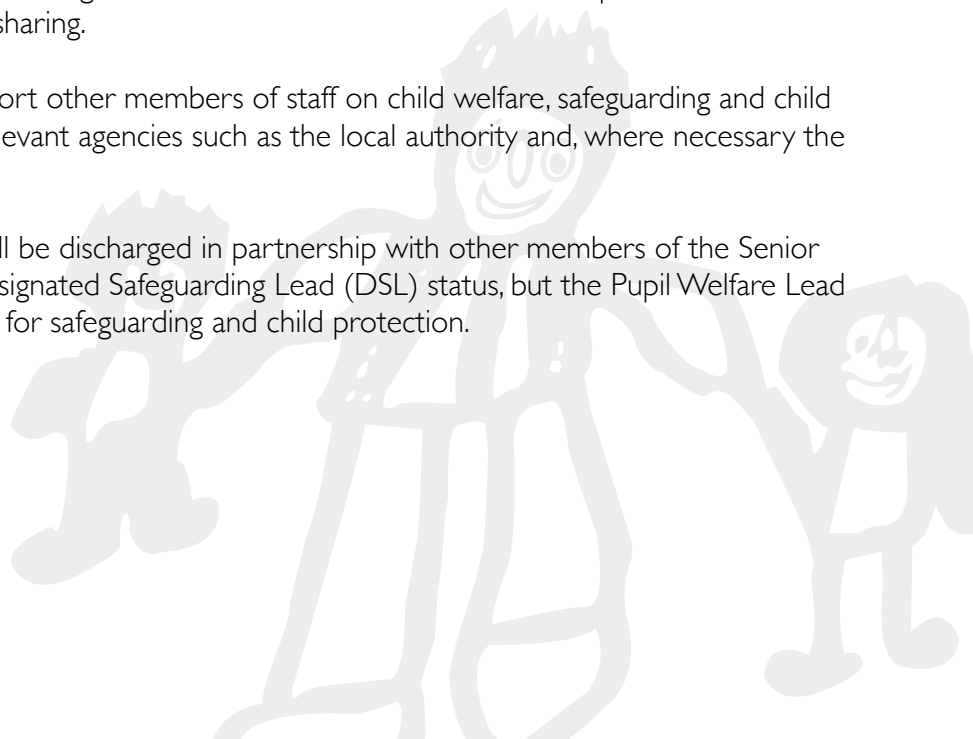
The post holder will oversee Frank Wise School's safeguarding policies and procedures, ensuring they are up-to-date and effective in keeping all children and young adults safe and that they align with:

- Keeping Children Safe in Education
- Working Together to Safeguard Children
- Early Years Foundation Stage Statutory Framework
- Prevent Duty Guidance
- The Children Act 2004 and The Children Act 1989
- Care & Support Statutory Guidance (and Care Act 2014)
- Local Safeguarding Partnership Arrangements

Strategy discussion and inter-agency meetings and the assessment of children will be part of the role as will accurate and timely information sharing.

The post holder will advise and support other members of staff on child welfare, safeguarding and child protection matters, and liaise with relevant agencies such as the local authority and, where necessary the police.

Some safeguarding responsibilities will be discharged in partnership with other members of the Senior Leadership Team (SLT) who hold Designated Safeguarding Lead (DSL) status, but the Pupil Welfare Lead will retain ultimate lead responsibility for safeguarding and child protection.



Key Responsibilities

Specialised Family Support and Home-School Liaison

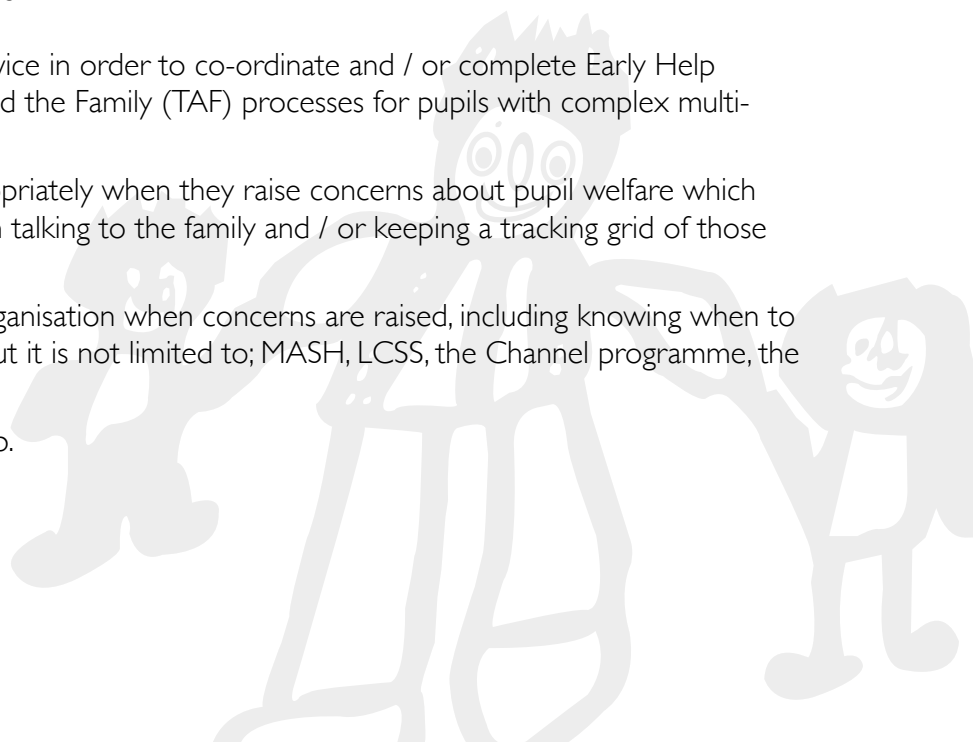
- Build strong, empathetic, and continuous partnerships with families as they navigate complex SEND systems and daily care routines including transition planning.
- Keep up to date on the latest services available in the local area in order to promote and signpost families to these via a range of communication channels (e.g. social media, newsletters, in meetings, etc).
- Assist families in navigating statutory processes, including Disability Living Allowance (DLA) applications, respite care applications, and transitions between social care services as well as supporting them to attend relevant meetings.
- Coordinate wrapped-around family support, connecting parents with local short breaks, carer charities, and disability-specific support groups.
- Conduct home visits to assess and support family wellbeing.
- Support with attendance monitoring including building positive relationships with families so that barriers to attendance can be identified and appropriate actions taken.

Safeguarding & Child Protection for all

- Serve as a DSL, taking operational responsibility for safeguarding procedures across the whole school.
- Recognise and respond to the specific, elevated risks faced by young people with Special Educational Needs and Disabilities.
- Use a range of different communication tools to capture the views of the child in safeguarding investigations and reports.
- Encourage a culture of listening to children and young people and taking into account their wishes and feelings.
- Promote supportive engagement with families in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances.

Managing Assessments and Referrals

- Liaise with the Local Support Service in order to co-ordinate and / or complete Early Help Assessments (EHA) / Team Around the Family (TAF) processes for pupils with complex multi-agency involvement.
- Enable teachers to respond appropriately when they raise concerns about pupil welfare which may include supporting them with talking to the family and / or keeping a tracking grid of those concerns over time.
- Refer cases to the appropriate organisation when concerns are raised, including knowing when to escalate a case. This will include, but it is not limited to; MASH, LCSS, the Channel programme, the police, Kingfisher team.
- Ensure all referrals are followed up.



Working with Other Agencies

- Represent the school at Strategy Meetings, Child Protection (CP) Conferences, Core Groups, and Child in Need (CIN) meetings, preparing clear, detailed, and evidence-based reports.
- Ensure suggested school actions are reasonable and once agreed that they are implemented.
- Work directly with the Children's Disability Team, Children & Families Social Care, Moving Into Adulthood Social Care Team, LDCAMHS and the Adult Community Nursing Team.
- Act as a strong advocate for all pupils at Frank Wise School to ensure their rights, dignity, and specific needs are prioritised by external agencies.
- Act as a point of contact with the safeguarding partners.

Working with Staff

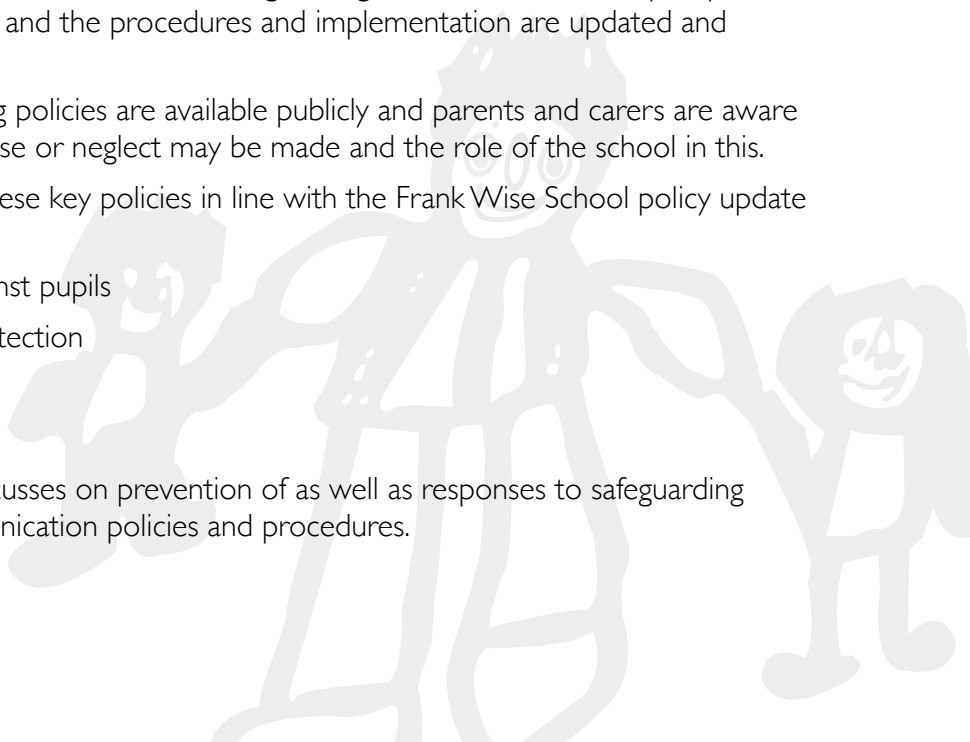
- Monitor confidential record-keeping on CPOMS, ensuring they contain a clear and comprehensive summary of the concern, details of how the concern was followed up and why as well as the outcome.
- Act as a source of support, advice and expertise for all staff.
- Liaise with staff on matters of safety, safeguarding and welfare (including online and digital safety).
- Liaise with appropriate staff when deciding whether to make a referral so that children's needs are considered holistically by other agencies.
- Communicate routine, complex and / or sensitive information to staff as appropriate.

Working within the SLT

- Inform the headteacher and other appropriate members of the SLT of safeguarding issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations, and the requirement for pupils to have an appropriate adult.
- Ensure the appropriate staff know which children have or have had a social worker, or are supported by social care, and share key information about these cases on a regular basis.

Policy and Environment

- Work with the Governing Body to ensure that the Safeguarding and Child Protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly.
- Ensure all appropriate safeguarding policies are available publicly and parents and carers are aware that referrals about suspected abuse or neglect may be made and the role of the school in this.
- Review and update as required, these key policies in line with the Frank Wise School policy update schedule:
 - Managing allegations against pupils
 - Safeguarding & Child Protection
 - ICT: Digital Safety
 - ICT: Acceptable Use Of
- Ensure that Frank Wise School focusses on prevention of as well as responses to safeguarding concerns by having clearly communication policies and procedures.



- Ensure that there is a robust culture of Safeguarding.

Staff Training

- Ensure every member of staff and all volunteers understand and follow Frank Wise School's safeguarding processes and procedures.
- Ensure all staff annually read and sign to say they have understood key documents and policies which pertain to safeguarding. These include KCSIE, Safeguarding & Child Protection, Behaviour and Interpersonal Development, Physical Intervention, Managing Allegations Made Against Staff and Volunteers, Managing Allegations Made Against Pupils, Whistleblowing, Staff Handbook, Digital Safety and ICT; Acceptable Use of.
- Link with the safeguarding partners to make sure staff are aware of any training opportunities and the latest local policies on local safeguarding arrangements.
- Keep a record of Essential Safeguarding Training and co-ordinate induction as well as refresher training for all staff and volunteers.
- Create a schedule of ongoing professional development for all staff.
- Deliver Generalist Safeguarding and Child Protection training to all staff.
- Ensure volunteers have completed Safeguarding training in line with their role.

Own Training and Professional Development

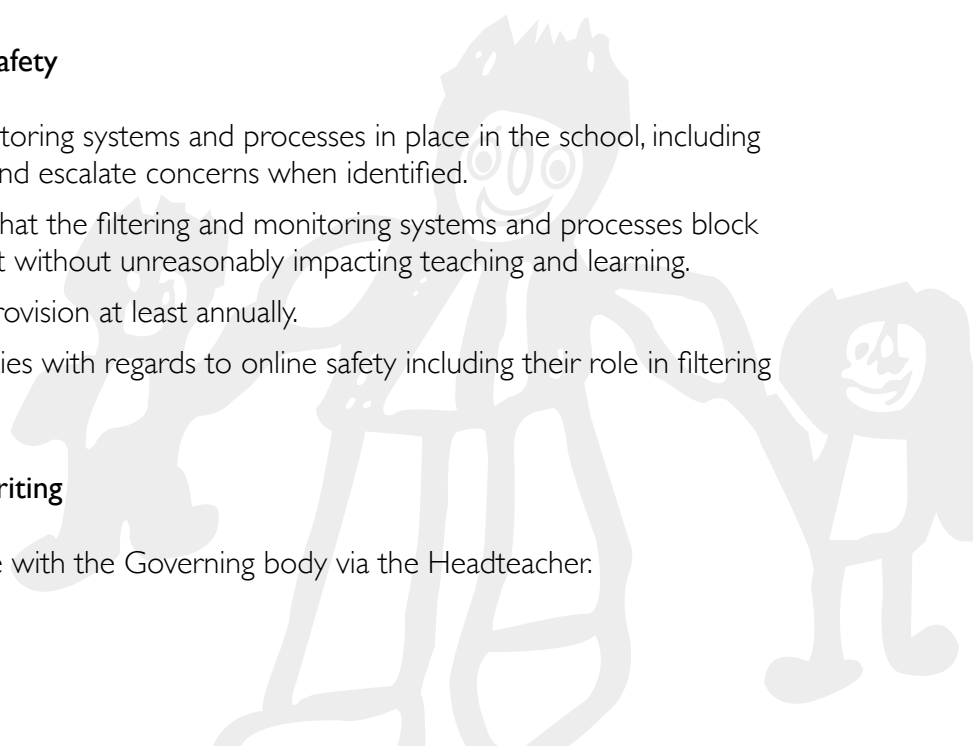
- Undergo training (at least every 2 years) to gain the knowledge and skills required to carry out the role and meet the expectations set out in KCSIE, including those outlined in the 'Training, knowledge and skills' section of annex C.
- Undertake Prevent Awareness training.
- Undertake training to qualify to deliver Generalist Safeguarding training to all staff.
- Refresh knowledge and skills regularly and at least annually.
- Link in with local partnership groups such as the Neglect Forum.
- Seek ongoing ways to keep informed and up-to-date with regards to national and local safeguarding information.
- Manage own professional development, liaising with the CPD lead as appropriate.

Filtering and Monitoring / Online Safety

- Understand the filtering and monitoring systems and processes in place in the school, including how to manage them effectively and escalate concerns when identified.
- Liaise with ICT123 to make sure that the filtering and monitoring systems and processes block harmful and inappropriate content without unreasonably impacting teaching and learning.
- Review filtering and monitoring provision at least annually.
- Ensure staff are aware of their duties with regards to online safety including their role in filtering and monitoring.

Information Sharing and Report Writing

- Complete termly reports to share with the Governing body via the Headteacher.



- Complete the Education Safeguarding Advisory Team's annual Safeguarding Report.
- Create and implement an Annual Safeguarding Action plan in light of the findings from the Annual Safeguarding Report along with arising local and national issues.
- Complete relevant paperwork required by external agencies.
- Understand the importance of information sharing, both within the school, with other schools and colleges on transfer; and with the safeguarding partners, other agencies, organisations and practitioners.
- Understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR).
- Monitor and support the creation of detailed, accurate, secure written records of concerns and actions, including referrals.

Equalities

- Promote an environment which celebrates and promotes individuals and the individual contribution they bring to Frank Wise School.
- Promote an inclusive and anti-discriminatory whole school culture.
- Make clear to all parties (staff, volunteers, pupils, families, other professionals) that Frank Wise School does not tolerate exploitation, prejudice-based harm or bullying; sexual abuse, discriminatory behaviour including racism and faith-targeted abuse as child-on-child abuse or abuse related to learning / physical disabilities, age, gender, sexual orientation, mental health, nationality or ethnicity.
- Be aware of and support individual differences, ensuring that pupils and colleagues have equity of access to opportunities to participate, learn, and develop.

Health and Safety

- Be aware of and comply with policies and procedures relating to child protection, health, safety, security, confidentiality and data protection; and report all concerns to an appropriate person.
- Follow Frank Wise School procedures for Manual Handling, Working at Heights, First Aid, Lone Working and Team Teach.
- Make the team aware when it is not safe for you to intervene and hand over to another member of staff, ensuring the safety of both pupils and staff.

Other Areas of Responsibility

- Have a good understanding of and be able to apply Frank Wise School's aims and values in all aspects of the role.

Policy, Staff Training and Environment

- Help deliver training to all staff.

