**Who we are?**

This is an exciting time to join the TCHC Group. TCHC Group was set up in August 2004. Since then, we have continued to develop and deliver programmes to support both young people and adults to learn, achieve and progress toward greater opportunities. TCHC is an organisation that believes in creating opportunities for all. It is an organisation that is ethical, friendly, and considerate and encompasses these values in all its services and operations. Most of all, we believe in working together as a team to create opportunities for the individuals we work with to grow, to help them recognise and achieve their aspirations and goals and attain a positive outcome.

The staff who work for TCHC are learner-centric and want to make a real difference to the people they work with, enabling them to improve their employment situation, some of whom will have had poor experiences of learning and employment in the past. Some may have complex lives and require signposting to other organisations that can help.

Staff are valued and recognised for the contribution they make towards the organisation’s vision and goals and the effective support they provide to the individuals we engage with. We have a strong belief that success is created together, one of the reasons why we are a great employer to work for.

***TCHC is a disability confident, committed employer.***

**Who are we looking for?**

Working together with the Senior Leadership Team (SLT), we are looking for a Safeguarding Manager to develop an effective Safeguarding culture across our provision of education centres. You'll take the lead responsibility for all Safeguarding and child protection matters arising across our centres and supporting all other employees in dealing with any Safeguarding & child protection concerns that arise.

We are looking to recruit:

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| --- | --- |
| **Job Title** | Safeguarding Manager |
| **Location:** | Head Office – Watford  Essential travelling across the East of England and other areas as required |
| **Working Hours:** | Monday to Friday, 8.30 am to 5.00 pm OR 9.00 am to 5.30 pm, 1-hour lunch, 37.5 hours per week |
| **Reports to:** | CEO |
| **Salary Band:** | £35k to £45k |

**What are we looking for?**

Your role will involve working proactively with key partners, stakeholders, parents, local authorities, and other organisations linked to holistic care for children, young people and vulnerable adults. You will lead the TCHC’s Group Safeguarding Strategy and ensure that safeguarding policies and procedures are implemented and promoted. You will attend regular local authority meetings to identify local risks and provide feedback on any concerns to senior management. Work with tutors, DDSL, and other agencies to secure good outcomes for children and families, especially those learners who are deemed vulnerable, including those with a formal plan (Child protection or CiN or are LAC)

You will also ensure staff are suitably trained following company processes and lead regular CPD and staff training events.

**Qualifications:**

* Had Designated Safeguarding Lead training in the last two years – Essential
* Level 2 Functional Skills qualifications or equivalent in English and maths- Essential
* SENCO (Special Educational Needs Coordinator) qualification within an educational setting - Essential
* Qualified to PTLLS/ CTLLS (or equivalent) – Desirable
* Educated to Degree/Level 4 or equivalent comparable experience. - Desirable
* Leadership and Management Qualification- Desirable

**Experience and Skills:**

* Relevant safeguarding experience, ideally at a minimum of practitioner/team leader level, with an enhanced knowledge base/skill set of work with children and adults
* Experience of being a safeguarding manager within a post-16 education setting
* SENCO (Special Educational Needs Coordinator) experience within an educational setting
* Knowledge/experience of using safeguarding reporting platforms
* Experience writing safeguarding strategy plans
* Knowledge of FE safeguarding practices
* Knowledge/experience of government strategies around safeguarding in FE and community sectors
* An understanding of reporting platforms such as CPOMS, SharePoint, PICS, Welfare
* Knowledge of strategies to improve safeguarding
* Ability to work under pressure and meet strict deadlines
* Open-mindedness
* Ability to continually go above and beyond
* Maintain high professional standards at all times
* Excellent verbal, written and presentation skills
* Able to communicate effectively with other staff members
* High competencies in ICT skills
* Highly organised and well-planned
* Have access to own transport and be able to travel to multiple venues as this will be required at different times
* Full UK driver's licence

**Main Tasks & Responsibilities**

Key Objectives would be to:

**Strategic**

* Play a lead role in developing, establishing, and maintaining the organisation’s approach to safeguarding children, young people, and vulnerable adults
* Develop TCHC’s Safeguarding strategy and implementation plan for safeguarding and protecting children and adults at risk
* Meet individual and team KPI’s and targets as set out by TCHC
* To raise the profile of TCHC across the areas we operate in
* To be part of the OFSTED working group, designing and implementing policies and procedures across TCHC to meet OFSTED requirements
* Work with the Marketing team to ensure that any projects are effectively marketed and delivered and case studies developed to support future work
* To ensure the SEND Code of Conduct is being followed and adhered to
* Effectively adhere to and implement areas of the education inspection framework within the centre's procedures and approaches
* Ensure that safeguarding standards are met and maintained within the organisation
* Liaise with other cornerstone teams across the organisation
* Identify any critical risks to the organisation and deliver a plan to mitigate them
* Ensure safeguarding is a primary consideration during the planning, delivery, and review of all organisational activities

**Management**

**Manage referrals**

* Refer cases of suspected abuse to the local authority children’s social care as required
* Support staff who make referrals to local authority children’s social care
* Refer cases to the Channel programme where there is a radicalisation concern as required
* Support staff who make referrals to the Channel programme
* refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required and refer cases where a crime may have been committed to the Police as required
* Refer cases to the ICO when required.
* Ensure that HR is always involved in any documentation to be implemented
* Produce detailed risk assessments as required and work with others to ensure they are followed

**Manage people**

This role does not involve line management of people.

* Ensure that centres have at least one Deputy DSL
* ensure all Deputy DSLs report quickly on safeguarding matters
* Follow up on any cases raised with Deputy DSLs
* have overall responsibility for ALL Safeguarding cases

**Manage TCHC policy and procedures**

* Ensure our policies and procedures are followed
* Ensure all safeguarding standards and policies are met and maintained.
* Prepare all necessary documents required for Ofsted or audit purposes

**Time management**

* Plan time each month which is protected to engage with local safeguarding partnerships and review threshold guidance
* Always keep your Outlook calendar updated Logging safeguarding, peps, tracking and monitoring
* Plan and actively support staff in offices and centres by visiting them often
* Respond in a timely manner to safeguarding concerns to ensure learners are kept safe from harm.

**E-Safeguarding software management**

* keep up to date with safeguarding news, national guidance, and updates and attend webinars
* Review and keep up to date the organisation’s Safeguarding resources. Set up and manage the organisation's CPOMS platform
* Use the reports function on the e-safeguarding system to identify trends and arrange training events
* implement lessons learnt on the e-safeguarding system to promote good practice
* ensure all cases are managed on the system without delay
* Act as an advocate for the e-safeguarding system used
* Initiate and refer learners to outside agencies and coordinate referrals

**Operational**

**Work with others**

* Ability to relate well to colleagues, learners, parents and key stakeholders and partners and members of the public
* Work closely with the quality and operational team to ensure that safeguarding provides a good quality of service to all stakeholders and learners
* Act as a point of contact with the safeguarding partners
* Liaise with the CEO to inform them of issues- especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations
* As required, liaise with the “case manager” and the designated officer(s) at the local authority for child protection concerns in cases which concern a staff member
* liaise with staff (especially pastoral support staff, IT Technicians, Quality Director, MD, CEO, Director of Youth Programmes, Centre Managers, DDSL on matters of safety and safeguarding (including online and digital safety) and when deciding whether to make a referral by liaising with relevant agencies; and
* Act as a source of support, advice, and expertise for all staff
* Attended regular meetings with outside agencies
* Prepare monthly safeguarding reports for SLT and the Board of Directors
* Provide advice, information and support to all Deputy DSLs and all staff through leading an effective and inspiring Safeguarding CPD and staff training programme
* Any other duties outlined by the line manager, senior lead team and board of directors

**Training**

The designated safeguarding lead (and any deputies) should undergo training to provide them with the knowledge and skills required to carry out the role. This training should be updated at least every two years. The designated safeguarding lead should undertake Prevent awareness training. Training should provide designated safeguarding leads with a good understanding of their own role and the processes, procedures and responsibilities of other agencies, particularly children’s social care, so they:

* Understand the assessment process for providing early help and statutory intervention, including local criteria for action and local authority children’s social care referral arrangements
* Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so
* Ensure each member of staff has access to and understands our child protection policy and procedures, especially new and part-time staff
* are alert to the specific needs of children in need, those with special educational needs and young carers
* Understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the General Data Protection Regulation
* Understand the importance of information sharing, both within TCHC and with the safeguarding partners, other agencies, organisations and practitioners
* Can keep detailed, accurate, secure written records of concerns and referrals
* Understand and support TCHC with regard to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation
* Can understand the unique risks associated with online safety and be confident that they have the relevant knowledge and up-to-date capability required to keep children safe whilst they are online
* Can recognise the additional risks that children with SEN and disabilities (SEND) face online, for example, from online bullying, grooming and radicalisation and are confident they have the capability to support SEND children to stay safe online
* Obtain access to resources and attend any relevant or refresher training courses; encourage a culture of listening to children and taking account of their wishes and feelings among all staff in any measures that TCHC may put in place to protect them

In addition to the formal training set out above, their knowledge and skills should be refreshed (this might be via e-bulletins, meeting other designated safeguarding leads, or simply taking time to read and digest safeguarding developments) at regular intervals, as required, and at least annually, to allow them to understand and keep up with any developments relevant to their role.

**Raise Awareness**

* Ensure the child protection policies are known, understood and used appropriately
* Ensure the child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this to ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of TCHC in this; and
* Link with the safeguarding partner arrangements to make sure staff are aware of any training opportunities and the latest local policies on local safeguarding arrangements
* Help promote educational outcomes by sharing the information about the welfare, safeguarding and child protection issues that children, including children with a social worker, are experiencing, or have experienced, with teaching staff and TCHC management/leadership staff

**Child protection file**

Where children leave TCHC (including for in-year transfers), the designated safeguarding lead should ensure their child protection file is transferred to the new provider as soon as possible. This should be transferred separately from the main learner file, ensuring secure transit, and confirmation of receipt should be obtained. In addition to the child protection file, the designated safeguarding lead should also consider if it would be appropriate to share any information with the new provider in advance of a child leaving. For example, information that would allow the new provider to continue supporting victims of abuse and have that support in place for when the child arrives.

**Availability**

During term time, the designated safeguarding lead (or a deputy) should always be available (during business hours) for staff in TCHC to discuss any safeguarding concerns.

**Confidentiality**

The individual in this role is responsible for upholding the confidentiality of information pertaining to clients, staff, and other stakeholders. Certain aspects of their work involve handling confidential information, which should not be disclosed to individuals outside the scope of their official duties. It is imperative that the post holder consistently always adheres to the provisions of the General Data Regulation Act.

**Safeguarding, Prevent & Equal Opportunities**

TCHC is dedicated to promoting equal opportunities and preventing discrimination for everyone. Our commitment extends to adhering to Safer Recruitment Policies, safeguarding practices, complying with the Prevent Duty, and advocating for the well-being of children, youth, and adults. In pursuit of our dedication, we will continuously enhance and refine our robust safeguarding processes and procedures, fostering a culture of safeguarding among our team members and volunteers.

**Pre-employment checks**

The company also conducts an internal online search on social media platforms in accordance with the Keeping Children Safe in Education guidance. Should any pertinent information arise from this search, it will be discussed with the applicant as part of the recruitment process.

Please note that upon a successful job offer, the company performs digitalised right-to-work checks and initiates DBS applications through an external service provider. An enhanced DBS check, including the barred list, is mandatory for this role.

**Commitment to Safeguarding**

TCHC is committed to Safeguarding and to promoting the welfare of children, young people and adults. All staff are expected to adhere to our Safeguarding & Child Protection Policy and the safeguarding responsibilities outlined in their job description.

We conduct Safer Recruitment Checks on all staff prior to confirming a start date, in line with Keeping Children Safe in Education. An online search of information within the public domain is conducted on all candidates who are invited to interview,

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (amended 2013 and 2020)) provide that when applying for certain jobs and activities, certain spent convictions and cautions are ‘protected’, so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. The MOJ’s guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, provides information about which convictions must be declared during job applications and related exceptions and further information about filtering offences can be found in the DBS filtering guide.

Please see our Recruitment with Safer Recruitment Policy for further information or get in touch on [01923 698430](tel:01923%20698430) or [safeguarding@tchc.net](mailto:safeguarding@tchc.net)

**Rewards for your hard work**

For us here at TCHC, reward means far more than just pay. Our generous and competitive benefits package includes:

* Annual leave up to 25 days depending on the length of service plus 8 public Bank Holiday
* We operate a Christmas and New Year shutdown period in which you will receive an additional 3 days of leave at full pay to cover this closure period
* When your birthday falls on a working day, you will receive this day off at full pay
* Sickness pay allowance
* Pension scheme after 3 months you have been employed with us
* Bupa Cash Plan, level 1 paid by the company
* Employee Assistance Programme to access help and support 24 hours a day every day of the year for immediate family (eligibility applies)
* Discounted membership for BUPA (subject to qualifying conditions)
* Long Service club loyalty gift upon completion of 5 and 10 years of continuous service
* Quarterly and annual awards
* Company tools and equipment for the performance of your duties
* Reimbursement of travel expenses

**How to Apply**

To apply, please complete the application form online at: <https://tchc.net/apply-now/>