

Job Description

Safeguarding Officer

In Toto Ed | London

Job title	Safeguarding Officer
Location	London
Salary	£35, 00 FTE (£21,000 for 0.6)
Working hours	Part time – 3 days per week, 8.30am to 4.30pm, 52 weeks per year
Contract type	Permanent
Reports to	Designated Safeguarding Lead
Start date	As soon as possible

Purpose of the Role

In Toto Ed is an independent special school, working with students who need an alternative, personalised route through education, many of whom are vulnerable or at risk. This role holds day-to-day oversight of how safeguarding concerns are recorded, reviewed and acted on — making sure every entry on CPOMS leads to the right response, that patterns are spotted early, and that families and external agencies are brought in at the right moment to get students the support they need.

- Hold day-to-day oversight of CPOMS, making sure incidents, concerns and disclosures are logged appropriately and followed up with clear, timely actions.
- Identify patterns across entries — for an individual student, a group, or the school as a whole — that would not be visible from a single incident viewed on its own.
- Build and maintain trusted relationships with families, acting as a consistent point of contact when safeguarding or welfare concerns arise, including through home visits.
- Coordinate the right support around each student, working with internal staff and external agencies, so that concerns identified through CPOMS lead to action and not simply to a record.

Key Responsibilities

CPOMS and incident oversight

- Monitor CPOMS entries on a regular, structured basis, as directed by the DSL.
- Check that incidents and concerns logged have an appropriate, proportionate action recorded against them, and escalate any that do not.
- Review open CPOMS cases and allocate them to the appropriate member of staff for action, making sure ownership, next steps and deadlines are clear, and following up on anything outstanding.
- Produce a weekly safeguarding report for the senior leadership team, covering open cases, outstanding actions, emerging themes and any matter requiring a decision.
- Identify trends or recurring themes across entries, for an individual student, a group or the school as a whole, and raise these with the DSL.
- Liaise with the DSL and deputy DSLs on cases requiring escalation, referral or multi-agency involvement, in line with In Toto Ed's safeguarding policy and Keeping Children Safe in Education.
- Lead internal safeguarding meetings in the absence of the DSL, making sure cases are reviewed, actions are agreed and recorded, and anything requiring a DSL decision is held over or escalated.
- Maintain accurate, confidential records that comply with UK GDPR, using only the minimum personal data necessary for the purpose.
- Support staff with queries about what and how to record on CPOMS, reinforcing a consistent and confident safeguarding culture.

Family engagement and home visits

- Build consistent, trusted relationships with families and carers, acting as a known and approachable point of contact on safeguarding and welfare matters.
- Undertake home visits to engage families, follow up concerns and check on the welfare of students, working within the school's home visit and lone working procedures and risk assessments.
- Record the outcome of every home visit on CPOMS, and escalate anything of concern to the DSL without delay.
- Make early, sensitive contact with families when a safeguarding concern is identified, to understand the wider picture and agree next steps together.
- Maintain ongoing communication with families where a student is receiving additional safeguarding-related support, keeping them informed and involved.
- Signpost families to appropriate internal and external support services where needed.

Training, audit and quality assurance

- Prepare and lead safeguarding training for staff, including induction, refresher sessions and briefings on emerging risks and local issues.
- Keep an accurate record of safeguarding training completed across the staff team, and flag any gaps to the DSL.
- Work with the In Toto Ed safeguarding advisor to implement the actions arising from termly safeguarding audits, tracking progress and reporting on completion.

Coordinating support for students

- Work with teaching staff, pastoral staff and the DSL to make sure students identified through CPOMS are getting the right support in school.
- Support the making of referrals to external agencies, for example Early Help, social care, CAMHS and the police, under the direction of the DSL.
- Liaise with local authorities as appropriate, including placing authorities and local safeguarding partners, making sure information is shared lawfully and recorded.
- Track and follow up on agreed actions and support plans to make sure they are actually happening, not simply recorded.
- Attend annual reviews and, where necessary and in agreement with the SENCO, lead them, contributing safeguarding and family engagement information and making sure outcomes are recorded and followed up.
- Attend Child in Need (CIN), child protection (CP), strategy and professionals meetings as appropriate, contributing the school's information and feeding the outcomes back into CPOMS and student support plans.
- Support the Attendance Officer where a safeguarding concern and an attendance concern relate to the same student, sharing information appropriately so that it is not held in separate silos.
- Support the notification of the SEN caseworker on safeguarding concerns and attendance matters, making sure the placing authority has the information it needs and that what is shared is recorded.
- Support the enrolment of new students, including obtaining safeguarding information and records from previous settings and local authorities, making sure these are in place from the student's first day and that any concerns are raised with the DSL.
- Support the data input of new students into Arbor, making sure records are accurate, complete and entered promptly.
- Make sure safeguarding and child protection files are requested and transferred within the statutory timeframe when students join or leave, transferred securely and separately from the main school file, and that a copy is retained in line with the school's retention policy.
- Feed back into whole-school practice, including flagging where processes for recording or acting on concerns could be improved.

Person Specification

Applications will be assessed against the criteria below. Essential criteria must be met at the point of appointment.

Area	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience of working in a school, alternative provision or similar setting with safeguarding responsibilities. • Experience of using an incident or safeguarding recording system, for example CPOMS or equivalent. • Confident using a school management information system, for example Arbor or equivalent. • Experience of working directly with families, including in difficult conversations. • Experience of attending or contributing to CIN, child protection, strategy or 	<ul style="list-style-type: none"> • Experience of working in an independent special school. • Experience of working with students with SEN, including social, emotional and mental health needs, or those at risk of exclusion. • Experience of liaising with external agencies such as social care, Early Help, CAMHS and the police. • Experience of working in an alternative provision or small-school setting. • Experience of carrying out home visits.
Knowledge and understanding	<ul style="list-style-type: none"> • Working knowledge of Keeping Children Safe in Education and UK safeguarding and child protection procedures. • A clear understanding of confidentiality, UK GDPR and data minimisation. • Understanding of the boundaries of the role and of when a matter must be escalated to the DSL. • Designated Safeguarding Lead or Deputy DSL training, or a willingness to undertake it. 	<ul style="list-style-type: none"> • Knowledge of local safeguarding partnership arrangements in London.
Skills and attributes	<ul style="list-style-type: none"> • Strong, sensitive communication skills for working directly with families and students. • Excellent record-keeping, with close attention to accuracy and detail. • Able to spot patterns across records and to act on what the information is showing. • Able to produce clear, concise written reports and summaries for senior leaders. • Able to prepare and deliver safeguarding training and briefings to staff. • Able to chair internal safeguarding meetings and keep an accurate record of decisions and actions. • Able to work calmly under pressure and to exercise sound professional judgement. 	<ul style="list-style-type: none"> • Confident in supporting and coaching colleagues on recording practice. • Experience of contributing to safeguarding audits or safeguarding action plans.
Personal qualities and requirements	<ul style="list-style-type: none"> • Committed to safeguarding and promoting the welfare of children and young people. • Discreet, reliable and able to hold confidential information appropriately. • Willing and able to undertake home visits across London. • Willing to undergo an Enhanced Disclosure and Barring Service (DBS) check, including a check of the children's barred list. 	<ul style="list-style-type: none"> • A full UK driving licence

Safeguarding

In Toto Ed is committed to safeguarding and promoting the welfare of children and young people, and expects everyone who works in our school, and everyone who visits it, to share this commitment. We take all safeguarding and welfare concerns seriously and encourage our students to talk to us about any worries they may have. We will always act in the best interests of the child. This post is subject to an enhanced DBS check and satisfactory references, in line with safer recruitment practice.