

Post Title:	Safeguarding Lead	Post Number:	CS1394F
Daily Supervision:	Senior Safeguarding Lead	Grade:	CSS Scale 5
Department:	Student Services	Last Updated:	October 2025

Our Purpose: Be Ready...

Realise Aspirations, Shape Futures, Serve our communities

Our Code:

We CARE deeply about achieving outcomes in the right way and expect staff and students to behave with....

Community

Accountability

Respect

Excellence

Job Purpose

To ensure that you are upholding the College's Safeguarding policy and working within current legislative guidelines.

To be responsible for a high standard of Safeguarding support and that all Safeguarding referrals are dealt with timely.

To provide training for staff to ensure understanding of Safeguarding, Prevent, British Values and other related topics.



Principal Duties and Responsibilities:

1. To liaise with the College's leads for Safeguarding and attend all safeguarding meetings where appropriate.
2. To manage a caseload of safeguarding referrals as allocated by line supervision, ensuring that all clients are followed up at regular intervals until case closure.
3. To keep accurate, current and confidential records using CPOMs and internal systems of all interactions with learners and other agencies in keeping with the Code of Practice for Confidentiality and DfE guidance 'Keeping Children Safe in Education.'. Where necessary, this may include writing of formal reports and attendance at Case Conferences for Child Protection, Child in Need and Early Help assessments
4. To attend team meetings as required both within Student Services and across College.
5. To ensure efficient and effective communication with all staff at all levels within the college and partner organisations.
6. To attend specialist courses on safeguarding, e-safety and Prevent and disseminate training to students and staff.
7. To facilitate training to staff and students around safeguarding and associated subject matter i.e. Prevent, Bullying and Harassment, Domestic Abuse etc.
8. To act as an advocate for learners ensuring that they feel listened to. To ensure that any areas for concern are followed up in line with safeguarding procedures.
9. To support teaching staff by advising on appropriate interventions, when supporting learners for safeguarding, bullying and harassment and mental health.
10. To engage with staff, visitors and students to ensure they are compliant with the College policy related to the wearing of lanyards.
11. To support the line manager with updating the safeguarding section of the college internet.
12. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
13. To maintain professional standards and expertise by undertaking relevant professional development, including ensuring that knowledge regarding changes to relevant legislation is kept up to date.
14. To maintain quality standards appropriate to the post.
15. To conform with the Health and Safety requirements relevant to the post.
16. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.



Person Specification

Knowledge	PSM
1. Level 2 Safeguarding qualification or relevant experience	A/I
2. GCSE Maths and English at a minimum Grade C (Grade 4)	A/I
3. Sound working knowledge of Safeguarding and Prevent legislation	A/I

Skills/Abilities – Interpersonal	PSM
4. Good organisational skills	A/I/T
5. The ability to work as a member of a team	A/I
6. Excellent written and oral communication skills	A/I/T
7. Excellent customer care skills	A/I/T
8. Ability to work on own initiative and prioritise caseload	A/I/T
9. Ability to work to and meet strict deadlines	A/I/T
10. Ability to create, maintain and track confidential student records	A/I
11. Demonstrated understanding of confidentiality and professional boundaries	A/I/T

Experience	PSM
12. Ability to and experience of supporting learners with a learning difficulty and/or disability	A/I
13. Recent experience of working in a safeguarding capacity including liaising with a range of external agencies and professionals e.g. Children's Services, Mental Health Services, Police, LADO, Supported Accommodation Providers	A/I
14. Recent experience of being involved in case conferences and child protection processes	A/I
15. Recent experience of working with clients from a wide variety of economic, cultural and social backgrounds	A/I

Work Related Circumstances	PSM
16. The ability and willingness to undertake relevant staff development	A/I
17. Ability and willingness to work flexibly, outside normal working hours on occasions and across all college sites when necessary	A/I

Skills/Abilities - Other	PSM
18. Appropriate level of IT skills to undertake relevant duties, i.e. Word, Excel, Access and PowerPoint	A/I/T
19. Responsibility for safeguarding and promoting the welfare of children wherever applicable.	A/I
20. The ability to promote equality, diversity and inclusion throughout all aspects of the role.	A/I

Prepared By:	Sam Rees – Head of Student Services
Date:	February 2025

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test

VISION 2030

LINCOLN COLLEGE GROUP STRATEGY 2025-30

OUR PURPOSE *BE READY...*

**REALISE ASPIRATIONS;
SHAPE FUTURES;
SERVE OUR COMMUNITIES.**

OUR CODE

Our Group Code sets the tone of how we behave and achieve our Purpose because **You Matter**.

We **CARE** deeply about achieving outcomes in the right way and expect staff and students to behave with...

COMMUNITY

We will prioritise empathy, compassion and wellbeing. Our goal is to develop a positive community where the mental and physical health of staff, learners, governors and key stakeholders is emphasised.

ACCOUNTABILITY

We will all act with integrity and transparency, take full ownership of our actions and deliver on our commitments, impacts and outcomes.

RESPECT

We will all create an inclusive environment where everyone is valued, trusted and treated with consideration, kindness and fairness.

EXCELLENCE

We will all drive innovation and pursue extraordinary quality through an "ambitious spirit", consistently striving for the highest standards in all we do.

OUR PRIORITIES

Over the next five years we will achieve "Our Purpose" by delivering on our strategic priorities set out in full detail in 7 strategic plans.

In summary we will:

