

## Job Description

Job Title: Early Years Safeguarding Adviser

POSCODE: CCC0889

Grade: P1 Salary: £41,958

### Overall purpose of the job

To provide efficient and effective Safeguarding support, training, advice and challenge to early years and school age childcare settings in Cambridgeshire and to ensure compliance with the requirements of all statutory and non-statutory guidance.

To collaborate with Cambridgeshire's Safeguarding Children Partnership Board and other safeguarding partner agencies to promote the welfare of children.

### Main accountabilities

	<b>Main accountabilities</b>
1	To plan and develop safeguarding and child protection training based on the requirements of all statutory and non- statutory guidance.
2	To deliver safeguarding and child protection training to staff in early years settings, school age childcare settings and childminders, to ensure their compliance and keep them up to date.
3	To develop and deliver specialist or bespoke training for early years settings and school age childcare settings as part of a charged offer.
4	To develop and provide early years and school age childcare settings with relevant policies, procedures and guidance to support all aspects of safeguarding children and young people in line with statutory requirements.
5	To support early years and school age settings with reviewing their practices and procedures, including recordkeeping, through face-to-face visits, email, telephone and online meetings to ensure compliance with statutory requirements and demonstrate best practice
6	To provide intervention safeguarding support to early years and school age childcare settings where safeguarding has been judged as Not Met.
7	To contribute to the development of effective inter-agency working with statutory and voluntary agencies within the Safeguarding Children Partnership Board.
8	To respond to and support with the management of safeguarding incidents that may arise in early years settings, including attending and contributing to Local Authority Designated Officer (LADO) allegation management meetings.

9	Demonstrate an awareness and understanding of equality, diversity and inclusion.
10	Ability to contribute to our commitment of becoming a Net Zero organisation by 2030.

**Safeguarding commitment**

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

## Person Specification

### Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

<i>Qualifications Required</i>	<b>Subject</b>	<b>Essential/ Desirable</b>
Key Skill Level 3	Level 3 early years qualification	Essential
Higher Degree; Masters degree; Bachelor's degree + qualification	Early years degree	Desirable
Trainer qualification	Adult trainer qualification	Desirable

Minimum levels of knowledge, skills and experience required for this job

<b>Identify</b>	<b>Describe</b>	<b>Essential/ Desirable</b>
<b>Knowledge</b>		
All relevant statutory guidance/procedures/protocols related to safeguarding/ child protection	Statutory guidance documents: Working Together; Keeping Children Safe in Education; Multi agency Child Protection Procedures for Peterborough and Cambridgeshire and all subsequent protocols and guidance on specialist areas; Government guidance such as 'What to do if you are worried a child is being abused'. Early Years Foundation Stage Safeguarding and Welfare Requirements	Essential
The legal framework	Children Act 1989 Children Act 2004 All relevant Education Acts Human Rights legislation Data Protection legislation	Essential
Current working practices re: child Protection in Cambridgeshire	Through continuing professional development and liaison with relevant personnel	Essential

A knowledge of relevant research in the field of child protection	e.g. The impact of abuse and neglect on children Domestic Abuse Child criminal exploitation Children who show harmful sexualised behaviour etc	Essential
Best practice	Knowledge and understanding of best practice elsewhere in the country in respect of the safeguarding children	Desirable
<b>Skills</b>		
Planning and Organisation	The ability to plan and deliver high quality and engaging training. The ability to plan ahead and keep high-priority tasks in focus in the face of other conflicting pressures and priorities	Essential
Communication	Excellent communication skills both written and oral, with proven experience of writing and making presentations	Essential
Interpersonal Skills	The ability to form and maintain positive working relationships with a wide range of people within early years settings, within the organisation and with other relevant agencies	Essential
Problem-solving and creative thinking	The ability to solve complex problems and to foresee and take appropriate, corrective action to address potential problems	Essential
ICT	Proven ICT skills including Microsoft Office Products, particularly PowerPoint	Essential
<b>Experience</b>		
Safeguarding in early years settings - <b>have been a Designated Person for Child Protection for at least 2 years.</b>	A sound/demonstrable knowledge of robust safeguarding arrangements in early years settings	Essential
The day-to-day operation of early years settings	A sound/demonstrable knowledge of the organisation and management early years settings	Essential

Delivering training	Evidence of recent experience of successfully delivering training and presentations	Essential
<b>Equality, Diversity and Inclusion</b>	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	Essential
<b>Net Zero</b>	Ability to contribute towards our commitment of becoming a net zero organisation.	Essential
<b>Safeguarding</b>	Demonstrate an understanding of the safe working practices that apply to this role. Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	Essential

**Disclosure level**

	Enhanced	<b>Enhanced with barred list checks ✓</b>
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**Work type**

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	Fixed	<b>Hybrid</b> ✓	Field	Remote	Mobile
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