

Independent Day School for girls 4 - 16 years
Day Nursery & Pre-School for girls & boys from 6 months

Abbot's Hill 



Designated Safeguarding Lead and Attendance Officer
Required for the start of the Summer Term

Our Heritage

We trace our roots back to 1912 when Abbot's Hill was founded on the present site by Alice, Katrine and Mary Baird, advocates of education for girls. The Baird sisters ran a school in the Malverns and in May 1912 they opened Abbot's Hill as an independent boarding school for 'young women of character'.

The School's Main Building was originally built in 1836 by the paper manufacturer, John Dickinson, as a home for him and his family and he named it Abbot's Hill. The Dickinson family founded one of the world's largest stationery firms of the 19th and 20th centuries.

On John Dickinson's death in 1869, Abbot's Hill passed to his only surviving son John and then in 1908 to Sir Arthur Evans. Arthur Evans, the Archaeologist and discoverer of Knossos, was John Dickinson's great-grandson and had spent part of his childhood at Abbot's Hill. He did not however return to live there but arranged for it to be sold to the Baird sisters.

Over the years, the school has developed and grown in a variety of ways, but the key milestones in its history were in 1969, when St Nicholas House School moved to the Abbot's Hill site to form the Junior Department and in 2003, when boarding ceased. However, Abbot's Hill retains its boarding feel, which is to be seen in the emphasis given to co-curricular pursuits, the intrinsic importance of pastoral care and the school's strong sense of community.

The School

Founded over 100 years ago to educate young women of character, Abbot's Hill School places great value on the development of the individual. At the heart of our school is an evolving and flexible curriculum, alive to the need to prepare today's pupils for the world of tomorrow.

We are ambitious for all our pupils and they excel here. We value their voices and embrace our diverse community. As we empower them, so they empower each other and, in so doing, develop a deep sense of responsibility for their community at school, locally and in the wider world.

Children and young people will thrive best where they have a strong connection to their school and more particularly the adults who teach them. We are so proud of the quality of relationships here. The experienced professionals at Abbot's Hill take seriously their responsibility to positively shape the lives of the young people in their care. Our aim is that each individual will discover their own brilliance.

So it is that pupils at Abbot's Hill embark on a series of journeys during their time with us. The first journey, the academic journey through our well-planned and sequenced curriculum, will enrich, excite and stimulate their minds. Knowledgeable, discerning and well-informed, our pupils will be inquisitive, enquiring learners who love to learn both now and throughout their lives.

The second journey through school is the development of the values and attributes that will stand them in good stead as adults both personally and professionally. A clear set of values therefore shapes our interactions as a community and underpins our code of conduct. This unequivocal moral guidance prepares pupils to positively challenge bias and navigate with confidence the world we live in.

The third journey, the journey where we work most closely with parents, is the development of character. The attributes of collaboration, critical thinking, creativity, and communication are consciously developed and embedded through rich and varied curricular and co-curricular opportunities and so the pupils become self-aware and self-confident.

In the modern world today where the pace of change is rapid an Abbot's Hill education has tremendous relevance. Kindness, humanity and resilience will be the defining characteristics of this generation and these qualities resonate through our school.

Mrs Kathryn Gorman BA, MEd (Cantab)

Head



Looking to the Future

Our Mission

To foster a community in which all individuals are happy and inspired to live purposeful and fulfilling lives, while remaining true to our founding values of strength and character.

Our Vision

A first choice school with outstanding environments in which to work, learn and play. We embrace diversity and provide an education fit for the modern world by challenging everyone in our community to be confident in who they are, develop strength of character and to become active, compassionate citizens who make significant and lasting contributions to others throughout their lives.



Job Purpose

The DSL and Attendance Officer will take lead responsibility for safeguarding and child protection across the whole school (including online safety) - Nursery to Year 11. They will take part in strategy discussions and inter-agency meetings and contribute to the assessment of children. The Designated Safeguarding Lead should act with reference to Annex B of 'Keeping Children Safe in Education' (Sept 2019).

They 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 police.

The DSL will be approachable to the staff and student body so that possible safeguarding concerns can be raised and discussed.

The DSL will work closely with the SLT, the pastoral team (including Heads of Year and the School Counsellor) and medical staff to ensure concerns are raised appropriately, in a timely fashion and that staff are supported through this as necessary and kept informed as appropriate.

Abbot's Hill currently has 6 Deputy Designated Safeguarding Leads across the Nursery, Prep School and Senior School.

Some safeguarding activities may be delegated to deputies (DDSLs), but the DSL will retain ultimate lead responsibility for safeguarding and child protection.

At Abbot's Hill the DSL is also the Attendance Officer.

Accountable to:

The Head via the Assistant Head (Snr) Pastoral & Assistant Head (Prep), Pastoral.

Duties and responsibilities

The DSL reports on the work of the Safeguarding Team once per ½ term to the Executive Team and once per term to the Education Committee of Governors.

The DSL is also a member of the Pastoral and Co-Curricular Committee.

Day to day duties are:

The pastoral hub

- a. With the Heads of Year, operate as a first point of contact for all Senior School pupils who require pastoral support
- b. Supervise pupils who have a Time Out card, should the need arise
- c. The DSL will oversee the operation and management of the School's online reporting system (CPOMS) for pastoral concerns
- d. The DSL will oversee the operation and management of the School's reporting system (StaffSafe) for Low Level concerns
- e. Maintain accurate records of communications and meetings with parents/carers and relevant interventions on CPOMS.
- f. Monitor and update pastoral CPOMS entries and ensure pastoral alerts on SchoolBase are indicated for relevant pupils.
- g. Make referrals to the School Counsellor as necessary.

Managing referrals

- a. Refer cases of suspected abuse and neglect to the local authority children's social care
- b. Support staff who make referrals to the local authority children's social care
- c. Refer cases to the Channel programme where there is a radicalisation concern
- d. Support staff who make referrals to the Channel programme
- e. Refer cases to the Disclosure and Barring Service where a person is dismissed or leaves due to risk or harm to a child
- f. Refer cases to the police where a crime may have been committed.
- g. Be the point of contact for Operation Encompass notifications.

Working with staff and other agencies

- a. Refer cases of suspected abuse and neglect to the local authority children's social care.
- b. Act as a source of support, advice and expertise for all staff.
- c. Act as a point of contact with the safeguarding partners.
- d. Inform the Head 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
- e. Liaise with the case manager and the local authority designated officer(s) (LADO) for child protection concerns in cases which concern a staff member,
- f. Liaise with staff on matters of safety, safeguarding and welfare (including online and digital safety), and when deciding whether to make a referral by liaising with relevant agencies so that children's needs are considered holistically.
- g. Liaise with Director of Technology to review alerts from web filtering and act upon them or action HoYs / AH (Pastoral) to act upon them where appropriate
- h. Monitor Senso alerts and act upon them or action HoYs / AH (Pastoral) to act upon them where appropriate.
- i. Liaise with the School Nurse and Heads of Year, where safeguarding concerns are linked to mental health.
- j. Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances
- k. Work with the Assistant Head Pastoral (Senior and Prep) and any other relevant strategic leads, taking lead responsibility for promoting educational outcomes by:
 - Knowing the welfare, safeguarding and child protection issues that children in need are experiencing, or have experienced
 - Identifying the impact that these issues might be having on children's attendance, engagement and achievement at school

The above includes:

- Ensuring the school knows which children have or have had a social worker, understanding their academic progress and attainment, and maintaining a culture of high aspirations for this cohort
- Supporting teaching staff to provide additional academic support or reasonable adjustments to help these children reach their potential

Managing the child protection file

- a. Ensure child protection files are kept up to date.
- b. Keep information confidential and store it securely.
- c. Make sure records include:
 - A clear and comprehensive summary of the concern.
 - Details of how the concern was followed up and resolved.
 - A note of any action taken, decisions reached and the outcome.
- d. Ensure files are only accessed by those who need to see them, and that where a file or content within it is shared, this happens in line with information sharing advice as set out in Keeping Children Safe in Education (KCSIE).
- e. Where children leave the school (including in year transfers):
 - Ensure their child protection file is securely transferred to the new school as soon as possible, separately from the main pupil file, with a receipt of confirmation, and within the specified time set out in KCSIE
 - Consider whether it would be appropriate to share any additional information with the new school before the child leaves, to help them put appropriate support in place.

Raising awareness

- a. Ensure each member of staff has access to, and understands, the school's child protection policy and procedures, especially new and part-time staff.

- b. Work with the Safeguarding Governor to ensure the child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly.
- c. Ensure the child protection policy is available publicly and parents are aware that referrals about suspected abuse or neglect may be made and the role of the school in this.
- d. 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.
- e. Help promote educational outcomes by sharing information with teachers and school leadership staff about the welfare, safeguarding and child protection issues that children who have or have had a social worker are experiencing.

Providing support to staff

- a. Support and advise staff and help them feel confident on welfare, safeguarding and child protection matters.
- b. Support staff during the referrals process.
- c. Support staff to consider how safeguarding, welfare and educational outcomes are linked, including to inform the provision of academic and pastoral support. This may include updating pupil learning passports.

Understanding the views of children

- a. Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, and in any measures the school may put in place to protect them.
- b. Understand the difficulties that children may have in approaching staff about their circumstances and consider how to build trusted relationships which facilitate communication.

Holding and sharing information

- a. 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
- b. Understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR)
- c. Keep detailed, accurate, secure written records of concerns and referrals using CPOMS

Attendance administration

- a. Ensure daily attendance registers are accurate and complete and follow up with staff members about any incomplete data.
- b. Follow up on any unexplained absences with parents/carers, escalating issues as appropriate to Heads of Year or Assistant Head Pastoral (Prep and Senior School).
- c. In line with school procedures and in conjunction with Heads of Year, Assistant Heads Pastoral, initiate and oversee the administration of absence procedures, for example letters home, attendance clinics and engagement with local authorities/other external agencies and partners.
- d. Maintain accurate records of communications with parents/carers and relevant interventions on CPOMS.
- e. Build and refresh knowledge of SIMS and CPOMS and other relevant systems.
- f. Interpret attendance report identifying key statistics, reasons for absence and any patterns of concern.
- g. Track attendance of vulnerable groups of pupils and share information with Heads of Year, Assistant Head Pastoral and Head of Prep
- h. Identify pupils that need additional support to improve their attendance
- i. Work with Heads of Year and Assistant Heads Pastoral to identify appropriate interventions to improve attendance for particular groups or individual pupils.
- j. Review progress and the impact of support/interventions.
- k. Work with the Assistant Heads Pastoral to develop and revise the school's Attendance Policy.
- l. Liaise with the Registrar to Implement children missing education (CME) procedures when appropriate.

m. Coordinate meetings with pupils and parents/carers to implement interventions and track progress.

n. Identify, and where possible, mitigate potential barriers to attendance in partnership with families.

Training and Development of Self and Others

a. 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.

b. Undertake Prevent awareness training.

c. Refresh knowledge and skills at regular intervals and at least annually.

d. Lead safeguarding training for all new staff as part of the induction process.

e. Lead annual safeguarding training for all staff.

f. Lead groups of staff in developmental activities or case reviews and evaluate outcomes.

Other Responsibilities

- To ensure that line managers or senior management are made aware and kept fully informed of any concerns in relation to safeguarding and/or child protection
- To be fully aware and understand the duties and responsibilities pertaining to child protection and safeguarding children and young people
- To be aware of the principles of safeguarding as they apply to vulnerable children
- To comply with school's health and safety policy at all times and to take responsibility for own and others Health and Safety; ensuring issues are raised or reported as required to SLT or Health and Safety representatives
- Be aware of and support difference and ensure equal opportunities for all
- To play a full part in the life of the school community, to support its ethos and to encourage students, staff and colleagues to do the same
- To engage actively with the personal and professional development process and take responsibility for own development
- To undertake any other administrative duties in the school if directed and to comply with any reasonable request from SLT to undertake work of a similar level.
- To comply with Abbot's Hill School's operating policies and procedures as issued from time to time
- To positively contribute to the performance management process and to the job holder's own personal development
- To carry out any other duties that might reasonably be required from time to time
- The Designated Safeguarding Lead will also arrange adequate and appropriate cover arrangements for their non-working hours (eg school holidays)

General requirements

Availability: The Designated Safeguarding Lead (or a deputy) should always be available (during working hours) for staff in the School to discuss any safeguarding concerns. Whilst generally speaking the Designated Safeguarding Lead (or deputy) would be expected to be available in person, in exceptional circumstances availability via phone or Zoom or other such media is acceptable.



Personal Specification

Qualifications	Essential	Desirable
Desirable Relevant professional qualifications which supports the expertise of safeguarding field (i.e. Social Services, Police, NHS, Education or other relevant field working with children)	√	
Degree / Designated Safeguarding Lead Level 3		√
Experience and knowledge of safeguarding		
Knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities or schools and other agencies	√	
Effectively use School systems and policies to monitor and support the safety and welfare of all students and staff at the School	√	
To have experience / training in CPOMS/Staff Safe		√
Experience of working with children and young people in an educational setting		√
School Leadership and Management Experience		
Experience of leading staff or teams in relation to safeguarding		√
Experience of taking an active involvement in working with a range of external agencies, policies and protocols		√
Professional Development		
Evidence of appropriate professional development for the role of Designated Safeguarding Lead	√	
Evidence of recent experience of working within the field of safeguarding	√	
Professional Attributes		
Demonstrate an understanding, awareness and empathy for the needs of the students within the school and how these could be met	√	
Excellent written and oral communication skills	√	
Be able to take timely and effective action where required	√	
Be able to work effectively as part of a strong team	√	
Professional Skills		
Set high expectations which inspire, motivate and challenge students	√	
Promote good progress and outcomes by students	√	
Fulfil wider professional responsibilities within school	√	
Ability to manage difficult situations in a professional and sensitive manner which demonstrates support and mutual respect	√	
Ability to deliver training when required		√

The Benefits

Abbot's Hill is a caring employer and is fully committed to the development of its staff. The school prides itself on the welcoming and inclusive staff community. The gross annual salary will be competitive and will be commensurate with the experience of the successful candidate.

Benefits:

- Comprehensive professional development opportunities
- An employee discount platform and EAP
- Pension Scheme
- A private health cash plan scheme, after a qualifying period
- Tuition fee remission*
- Breakfast, lunch and beverages provided during term time
- Free staff social events
- Free parking

Application and Recruitment Process

Abbot's Hill is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Abbot's Hill recruits staff that understand and share our commitment to safeguarding and the provision of a happy, nurturing and supportive environment for all members of our community. We act to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equalities Act 2010.

All questions regarding the Abbot's Hill School Application Form and recruitment process must be directed to the school's Human Resources Department at recruitment@abbotshill.herts.sch.uk.

Application Form

Applications will only be accepted from candidates completing the Abbot's Hill School Application Form in full. CVs will not be accepted in substitution for completed Application Forms.

Application Forms can be completed electronically or in hard copy. Completed application forms should be returned to the HR Department by email: recruitment@abbotshill.herts.sch.uk.

As jobs within the school involve substantial opportunity for access to children, it is important that you provide true and accurate information on the Application Form. Upfront disclosure of a criminal record may not debar you from appointment as we will consider the nature of the offence, how long ago and at what age it was committed, as well as any other relevant factors.

Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Head or the Bursar. If you would like to discuss this beforehand, please telephone in confidence to the Head or the Bursar for advice. Please disclose any unspent convictions, cautions, reprimands or warnings.

Note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account.

Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service (DBS) for the post. Additionally, successful applicants should be aware that they are required to notify the school immediately if there are any reasons why they should not be working with children. This includes any staff who are disqualified from childcare or registration.

The Childcare (Disqualification) Regulations 2009 apply to those providing early years childcare or later years childcare, including before school and after school clubs, to children who have not attained the age of 8 and to those who are directly concerned in the management of that childcare.

Abbot's Hill School takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect their suitability to work with children must notify the school immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings they may receive. They must also notify the school immediately if they are living in a household where anyone lives or works who has been disqualified from working with children or from registration for the provision of childcare.

Staff and/or successful candidates who are disqualified from childcare or registration may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the Head or the Bursar for more details.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

Abbot's Hill has a legal duty under section 26 of the Counter-Terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as the Prevent duty. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. Accordingly, as part of the recruitment process, when an offer is made the offer will be subject to a Prevent duty risk assessment.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.

If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues.

Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children. Where you have no previous employment history, we may request character references which may include references from your school or university.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if you have been appointed, and a possible referral to the police and/or DBS.

Early application is advised as applications will be reviewed as they are received and we reserve the right to appoint at any stage in the process.

Applicants will be short-listed according to the relevance and applicability of their professional attributes and personal qualities to the role. Short-listed applicants will then be invited to attend a formal interview at which their relevant skills and experience will be discussed in more detail.

All formal interviews will have a panel of at least two people chaired by a member of Senior Staff. The interviewers involved will be required to state any prior personal relationship or knowledge of any of the candidates and a judgement will be made by the Head or Bursar as to whether or not an interviewer should therefore withdraw from the panel.

Should the Head or Bursar have a conflict of interest, the non-conflicted party shall decide whether the conflicted

party should withdraw from the panel.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc.)

Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by you from the awarding body.

All candidates invited to interview must also bring with them:

- A passport, current driving licence including a photograph or a full birth certificate;
- A utility bill or financial statement issued within the last three months showing the candidate's current name and address;
- Where appropriate any documentation evidencing a change of name;
- Overseas candidates must provide evidence of their right to work and reside in the UK in line with current government guidelines.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient. Candidates with a disability who are invited to interview should inform the school of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

1. Receipt of at least two satisfactory references;
2. Verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK;
3. A satisfactory enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS.

4. For a candidate to be employed as a teacher, a check that the candidate is not subject to a prohibition order issued by the Secretary of State;

5. Teaching candidates who have lived or worked outside the UK will be required to provide proof of their past conduct as a teacher;

6. Verification of professional qualifications;

7. Verification of successful completion of a statutory induction period (for teaching posts - applies to those who obtained QTS after 7 May 1999) where relevant;

8. Where the successful candidate has worked or been resident overseas within the last ten years, such checks and confirmations as the school may consider appropriate so that any relevant events that occurred outside the UK can be considered;

9. Satisfactory medical fitness;

10. Receipt of a signed Staff Suitability Declaration form showing that you are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009;

11. If you are undertaking a leadership role, evidence that you have not been prohibited from participating in the management of independent schools.

It is the school's practice that a successful candidate must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by the school in strictest confidence. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed workload, co-curricular activities, layout of the school.

Abbot's Hill School is aware of its duties under the Equality Act 2010.

No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.

References

We will seek the references referred to above for shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview.

If you do not wish us to take up references in advance of the interview, please notify us at the time of submitting your application.

All referees will be asked if the candidate is suitable to work with children.

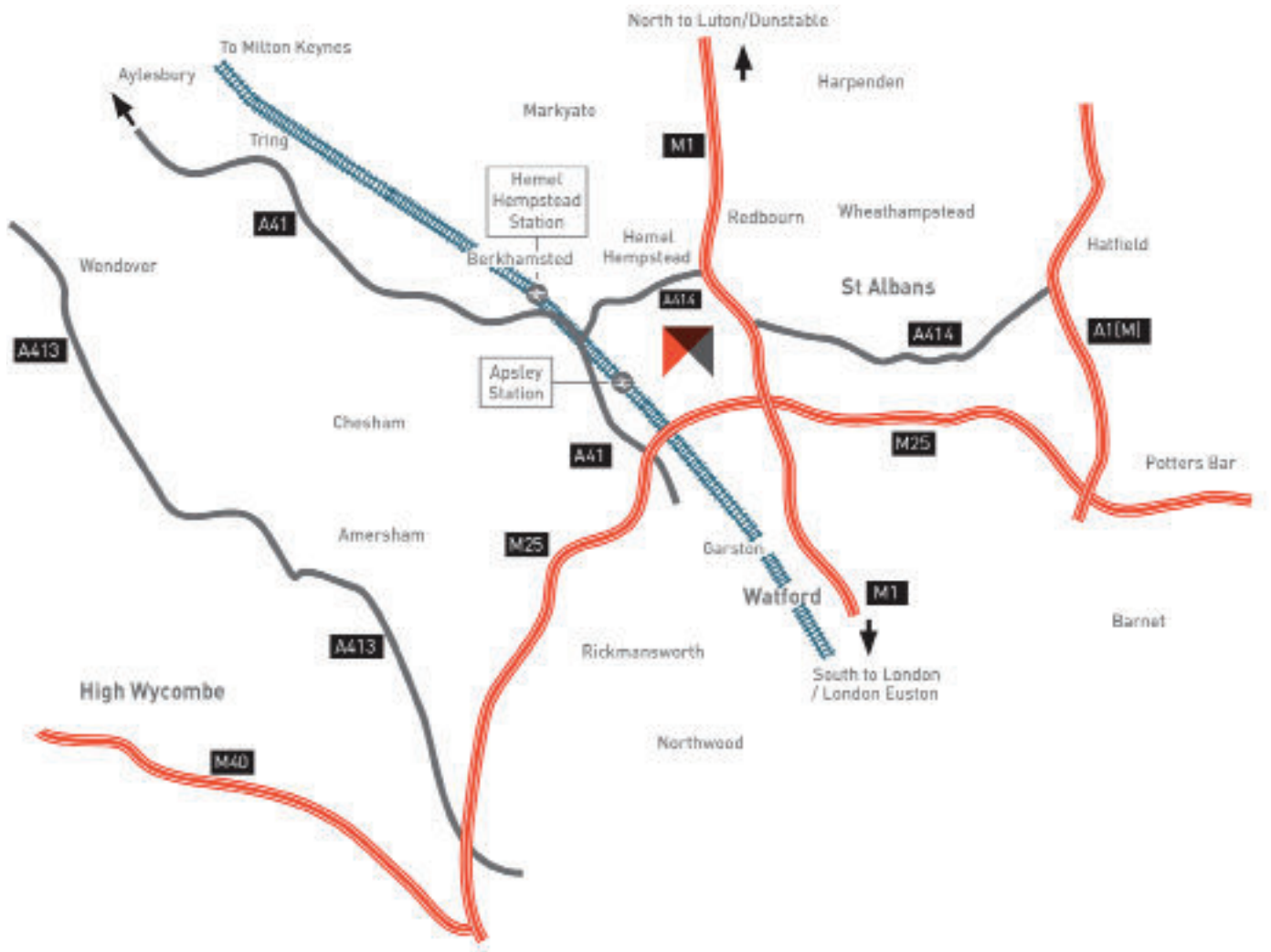
The school will compare any information provided by the referee with that provided by the candidate on the application form. Any inconsistencies will be discussed with the candidate.

The school will refer to the Department for Education document, 'Keeping Children Safe in Education' and any amended version in carrying out the necessary required DBS checks. The school complies with the provisions of the DBS Code of Practice, a copy of which may be obtained on request.

Criminal Records Policy

The school will comply with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under its Data Protection Policy.





*Abbot's Hill School is committed to safeguarding and promoting the welfare of children and young people.
The post is subject to pre-employment checks including an enhanced DBS and satisfactory references.
Registered Charity 311053.*

*The school's Privacy Notice can be viewed online at:
<http://bit.ly/AHSPrivacyNotice>
or via our website.*

**Bunkers Lane, Hemel Hempstead
Hertfordshire HP3 8RP**

**Tel: 01442 240333
recruitment@abbotshill.herts.sch.uk**

www.abbotshill.herts.sch.uk