

Slough Centre Nursery School
Job Description

Job Title: Safeguarding Officer

Reports to: Headteacher

Location: Slough Centre Nursery School

Salary: Level 6, SCP 24

Contract: Term Time only, Fixed Term until 31.08.2026.

Hours of work: Monday 8-5pm, Tuesday 12.30-4pm, Wednesday 12.30-4pm Friday 8-5pm. Monday and Tuesday 45minutes for lunch unpaid.

To take the lead responsibility for safeguarding and child protection at the nursery school, ensuring that children are safe, supported, and protected from harm. The DSL will work closely with the Headteacher, Deputy DSL, parents, external agencies, and relevant professionals to promote a culture of safeguarding and act as the first point of contact for any safeguarding concerns.

Main Duties and Responsibilities

Safeguarding and Child Protection

- Act as the main point of contact for staff, children, and parents on all safeguarding and child protection matters.
- Ensure that child protection policies and procedures are effectively implemented and reviewed regularly.
- Maintain accurate, confidential, and up-to-date records of concerns and referrals.
- Refer cases of suspected abuse to the local authority children's social care and/or police as appropriate.
- Support staff in making referrals and managing safeguarding concerns.

Leadership and Training

- Provide support, advice, and guidance to staff on safeguarding and child protection issues.
- Deliver or coordinate safeguarding training for all nursery staff and ensure it is up to date.
- Lead safeguarding discussions in staff meetings and help promote a safeguarding culture across the nursery.
- Ensure staff understand their duty to report concerns and know how to do so effectively.

Multi-Agency Working

- Liaise with external agencies including social workers, health visitors, early help services, and the local safeguarding board.
- Attend and contribute to case conferences, child protection reviews, and other multi-agency meetings as required.

Compliance and Record Keeping

- Ensure the nursery meets all statutory safeguarding requirements as outlined by Ofsted and local authority guidelines.
- Maintain confidentiality while ensuring that relevant information is shared appropriately for the protection of children.
- Complete and submit safeguarding reports and documentation as required.

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- Complete statutory safeguarding audits to the Local Authority.
- Ensure Cura is up to date.

Essential Qualifications and Experience:

- Level 3 DSL training (or willingness to undertake upon appointment).
- At least 2 years' experience working in an early years or safeguarding role.
- Sound understanding of the Early Years Foundation Stage (EYFS) and safeguarding legislation, including KCSIE and Working Together to Safeguard Children.

Key Skills and Attributes:

- Strong communication and interpersonal skills.
- Ability to handle sensitive situations with empathy and discretion.
- Excellent record-keeping and organizational skills.
- Confidence in decision-making and working independently.
- Commitment to continuous professional development.

Desirable:

- First Aid training.
- Experience of working with multi-agency safeguarding teams.
- Knowledge of SEND and inclusion practices.