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Global Summer School Safeguarding Officer

Department/Division/Faculty:	Global Summer School team, Institute for Extended Learning
Campus/Location:	Hybrid / South Kensington Campus. During four delivery weeks over summer, this role would be required to be residential, staying at South Kensington Halls of Residence
Job Family/Level:	Professional Services Level 3b
Responsible to:	Global Summer School Development Manager
Line management for:	N/A
Key working Relationships (Internal):	Faculty department representatives; Accommodation teams; Division of Marketing, Outreach, Student Recruitment and Admissions; Security teams; Central Finance Team; Campus Operations; College Secretary and Registrar; Director of Safeguarding and Safeguarding Committee; Events & Venue teams; Imperial undergraduates (mentors).
Key Working Relationships (External):	Local Authorities, School contacts, participating students, parents / guardians; event suppliers
Contract type:	Temporary contract immediate start, minimum length of contract to late August 2025, maximum length of contract to end November 2025 subject to successful candidate's availability.

Purpose of the Post

Summer Schools are a transformative experience for the students who stay and learn with us and it is rewarding to be a part of students' educational journey. This central role sits within the Global Summer School team and will primarily support the programme's 16–17-year-old international students staying with Imperial and studying on two-week challenging academic programmes.

IMPERIAL

Reporting to the Designated Safeguarding Lead (GSS Development Manager), you will promote good safeguarding practices, deliver training sessions, maintain accurate records, help manage incidents and support student wellbeing.

From May to June (hybrid working), your primarily desk-based tasks will include reviewing safeguarding policies, preparing for summer, and supporting DBS and social media checks for mentors. During the summer school delivery weeks, you will be working across campus in several locations to attend briefings, log incidents, support investigations, and provide additional support to mentors and students.

You will stay at South Kensington Halls of Residence with the wider GSS team whilst students are on campus. During these periods shifts may start earlier than usual or finish later in the evening, and occasional night calls may be required.

This role is crucial in ensuring the safety and welfare of 560 international participants and over 100 undergraduate mentors. Full training and support will be provided.

Other duties might be required from the post holder, such as giving safeguarding advice to colleagues to support development of under 18s programmes and initiatives planned at Imperial or supporting Outreach initiatives.

Following the summer school delivery, there would be a period of review and evaluation and adopting improvements for the following year, as well as data management.

Key Responsibilities

Training and Raising Awareness

- Ensure all staff have access to and understand the organisation's safeguarding and child safeguarding policy. Promote a deeper understanding of safeguarding and student welfare to staff, mentors and suppliers.
- Support training to Imperial staff, Pastoral Managers and mentors at induction and regular intervals to ensure they are aware of their responsibilities.
- Act as a source of support and advice to staff and mentors on matters of safety and safeguarding.
- Maintain accurate records on safeguarding training and DBS checks for personnel involved with GSS planning and delivery.

Managing Safeguarding Practices

- Support safer recruitment of mentors by ensuring all safeguarding recruitment procedures are followed by the wider team, such as DBS checks, references, social media checks, and the recruitment information is recorded accurately.
- Under the guidance of Global summer School Development Manager, undertake at least annual updates of safeguarding written materials, including safeguarding policy, (including escalation, lost child and investigations policies), risk assessment, behavioural contracts.
- Annually review data handling and storage, checking published data policy remains accurate
- Maintain accurate and secure records of all child safeguarding, behavioural and welfare concerns.
- Support Global Summer School's Development Manager (programme Designated Safeguarding Lead) in ensuring that the organisation's safeguarding policies are followed and that all staff are aware of their responsibilities.

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- Liaise with the Designated Safeguarding Lead (DSL), and external agencies on matters of safeguarding and child protection. During the delivery of summer school sessions DSL and SO roles will be working together and briefing regularly throughout the day.
- Participate in Imperial's quarterly Safeguarding Committee meetings and ensure that good practice discussed, as well as organisation and legislative policy changes translate to Global Summer School practices and are adopted in all GSS planning and policies.
- Oversee participant and mentor dietary and medical information collection and recording by the team and take a lead in corresponding with families or GSS mentors where further information required.
- Support the evaluation of the programme after summer delivery, in particular analysing risks, incidents, procedures and lines of communication, and recommending future improvements or changes required.

Managing incidents during summer schools

- Oversee day-to-day mentor and participant safeguarding and welfare.
- Work on shift patterns with GSSDM to ensure safeguarding representation at all mentor and staff briefings (briefings run from 8am with the latest briefings at 11.30pm / 12am, split with DSL), overnight incidents, and daily safeguarding oversight.
- Stay overnight at Halls during delivery weeks with the GSS team, with at least one day off allocated during each two-week programme.
- Manage the concern and incident log as an accurate record of all incidents arising and chase/ record follow up actions taken during and after the programme.
- Ensure all incidents are dealt with swiftly, professionally and discreetly, in line with the organisation's safeguarding and escalation policies.
- Interviewing and statement-taking when incidents arise, following procedures provided.
- Monitor student sickness, record keeping, and oversee food deliveries to bedrooms.
- Communicate action plans for sick students or students being monitored.
- Escalate incidents at accommodation to Halls staff, follow up reported incidents, and ensure they have been dealt with appropriately by halls staff.
- Student and mentor checks throughout programme
- Deal with welfare checks on students or mentors as requested
- Help support participants or mentors in a mental health crisis.

Supporting Referrals

Flag matters arising to senior Safeguarding Officers and support staff who make external referrals, either to participants' schools, local authority children's social care or police based on information provided, incidents arising during summer schools or where there is a radicalisation concern.

Programme Management

As the SSO will be a key member of the summer school delivery team, the post holder will be required to support the team leading up to and during delivery of the summer school, in order to ensure a world-class student experience.

Person Specification

Requirements	Essential (E)/ Desirable (D)
Candidates/post holders will be expected to demonstrate the following:	
Education	
Educated to Degree level or relevant qualification in social work, education, teaching, safeguarding or a related field.	(E)
Experience	
Extensive experience in safeguarding within an educational or under 18 year olds' residential setting.	(E)
Experience in planning and risk assessing activities for under 18s participants	(E)
Worked in an international school or busy secondary education environment.	(D)
Worked on residential programmes (or managed residential school trips).	(D)
Adolescent mental health first aid trained.	(D)
Experience of providing a responsive, customer-focused service – on the telephone, via electronic medium or face-to-face;	(E)
Experience of giving difficult messages and having difficult conversations	(E)
Experience of prioritising tasks and of managing busy workloads successfully to ensure that deadlines are met;	(E)
Experience of using databases to store, manipulate and retrieve information	(E)
Knowledge	
In-depth knowledge of UK regulations and statutory guidance on safeguarding	(E)
In-depth knowledge of safeguarding practices such as handling disclosures, liaising with families and schools, investigating incidents, supporting students in crisis and supporting student access requirement.	(E)
Skills & Abilities	
Strong communication skills.	(E)
Ability to work effectively with young people and staff from diverse backgrounds	(E)
Empathetic and approachable.	(E)

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Highly organized and detail oriented.	(E)
Ability to remain calm under pressure.	(E)
Commitment to promoting a culture of safeguarding and child protection.	(E)
Professionally and personally committed to complete tasks successfully and produce excellent results.	(E)
Flexibility and a capacity to adapt to the changing demands of the job and the needs of the team.	(E)
Respect for confidentiality, including the integrity and sensitivity of records.	(E)
Awareness of and sensitivity to cultural diversity	(E)
Ability to work under pressure, with little direct supervision, to tight deadlines and to adapt to changing situations in a considered and calm manner	(E)
Tactfulness, discretion and confidentiality are essential; sensitivity to the office environment, its staff, students and visitors	(E)

Further Information

Please note that job descriptions cannot be exhaustive, and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

[Our values](#) are at the root of everything we do and everyone in our community is expected to demonstrate Imperial:

- Respect
- Collaboration
- Excellence
- Integrity
- Innovation

Employees are also required to comply with all Imperial policies and regulations.

We are committed to equality of opportunity, to eliminating discrimination and to creating an inclusive working environment for all. We encourage candidates to apply irrespective of age, disability, marriage or civil partnership status, pregnancy or maternity, race, religion and belief, gender reassignment, sex, or sexual orientation. You can read more about our commitment [on our webpages](#).

As this post is exempt from the Rehabilitation of Offenders Act 1974, a satisfactory [Disclosure and Barring Service \(DBS\) check](#), at the appropriate level, will be required for the successful candidate.

1/4/25