

Template Role Description & Person Specification for Sexual Misconduct Liaison Officer (SMLO) for Schools and Colleges



Sexual Misconduct Liaison Officer (SMLO) Role Description

The Sexual Misconduct Liaison Officer (SMLO) role for schools and colleges was developed by LimeCulture in 2021/22 to provide proactive support and advice to any pupil/student who has experienced sexual misconduct, including recent and non-recent cases of sexual violence or sexual harassment.

The SMLO will work closely with the Designated Safeguarding Lead (DSL) within the parameters of the safeguarding policies and procedures of the school/college.

The role of the SMLO will vary from case to case, depending on the individual needs of the pupil/student and will include:

- Supporting the reporting or reported pupil/student to make informed choices about the options available to them relating to their education, support and other aspects of their lives,
- Identifying, monitoring and managing the individual risk and needs of the pupil/student (with the Designated Safeguarding Lead),
- Ensuring that pupils/students are aware of the support available to them from within the school/college, including any available adjustments,
- Developing tailored support plans to address the individual's risks and/or needs,
- Coordinating the support available from within the school/college,
- Ensuring that pupils/students are aware of the support available to them in the community, (including specialist sexual violence support and other mainstream services),
- Explaining the school/colleges relevant behavioural policies and procedures relating to tackling sexual violence/misconduct,
- Working in partnership with Local Authority Children's Services and Police when needed,
- Managing a caseload,
- Maintaining and updating records of all cases including initial referral, risk and needs assessments, support plan including any action taken, any ongoing support and contacts,
- Ensure effective and accurate record keeping is taking place to help highlight any trends or issues within the school/college,
- Ensuring due care is taken to limit the possibility of contamination of evidence and adhere to the Achieving Best Evidence (ABE) guidance if the pupil/student decides to report to the police,
- Raising awareness across the school/college about the impact of sexual misconduct to support a whole school approach to the prevention and response to sexual misconduct,
- Taking a role in the promotion of the SMLO service to ensure that stakeholders understand the support available following a disclosure of sexual misconduct,

This template Role Description & Person Specification was developed by LimeCulture to assist schools and colleges to implement an SMLO Model to provide a whole schools approach to the response to sexual misconduct. For further information about the SMLO Model please contact schoolsandcolleges@limeculture.co.uk

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Person specification

The SMLO will be expected to have good knowledge and experience in the following areas:

- Knowledge and awareness of key safeguarding guidance, including KCSIE 2022, Working Together to Safeguard Children 2018,
- Understanding and awareness of the impact of sexual misconduct on pupils/students and the potential barriers to seeking support,
- Understanding of the principles of risk/needs assessment and support planning,
- Knowledge of the support available across the school/college, including adjustments available to individual pupils/students,
- Knowledge of the support available in the community from statutory and voluntary and community sector providers,
- Knowledge of the school/college's discipline procedure and associated sanctions,
- Understanding the importance of containing conversations, keeping accurate records and information sharing in line with statutory guidance, and the school/college's policies and procedures,
- Ability to work safely and maintain professional boundaries,
- Ability and willingness to work in partnership and as part of a team, contributing to peer support and learning,
- Ability to work alone without close supervision,
- Ability to manage a caseload and prioritise accordingly,
- Ability to collect and share sensitive information, adhering to policies and procedures and confidentiality,
- Willingness to undertake training (external and internal as required),
- Willingness to be attend regular supervision,
- Willingness and ability to work with both male and female reporting/reported pupils/students,
- Commitment to continued professional development,
- Knowledge of and commitment to diversity and equality

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