



DANES HILL SCHOOL

**DESIGNATED SAFEGUARDING
LEAD**

**SEPTEMBER
2026**



Danes Hill School is widely recognised as one of the leading co-educational day preparatory schools in the country. Situated in 55 acres of landscaped ground in the village of Oxshott, Surrey, Danes Hill provides boys and girls aged 3 to 13 with a dynamic and exciting education.



A contemporary prep school for modern families

Thank you for showing an interest in Danes Hill School. At our school, we believe education should open doors, broaden horizons, and inspire young people to discover who they can become. Every member of staff plays a vital role in shaping that journey, and I am delighted that you are exploring the possibility of joining us.

Our vision: **Belonging at heart, brilliance in every child**, guides everything we do. We believe childhood should be joyful, inspiring, and full of possibility. Our contemporary Prep School is designed for modern families, offering a vibrant, inclusive community where every child is celebrated, confident to grow, and encouraged to blend curiosity, kindness, and creativity with academic excellence.

Together with families, we nurture not just bright minds but big hearts. We build strong foundations and happy memories, preparing children not only for the next school but for life. Our aim is to shape kind, confident individuals ready to thrive and make their mark on the world.

This is a school where your ideas will be heard, your expertise valued, and your impact felt. If you are passionate about nurturing potential and committed to continuous improvement, you will find a purposeful and rewarding home here.

Debs and Colin Baty



Our School Values

At Danes Hill, we work to create a school culture that fosters personal growth, inspires passion, empowers courage and nurtures respect. We believe that these core values truly embody the spirit of our community and guide us on our journey towards excellence. Our school values were articulated through a comprehensive consultation process, involving our dedicated staff team, the valuable input of our parents through consultations and surveys, and the voices of our pupils. Through this collaborative effort, we gained a clear insight into what makes Danes Hill special.

Following careful analysis of feedback, we are proud to share our four school values: **Growth, Passion, Courage, and Respect.** These values reflect the qualities we aim to instil in our pupils, forming a strong foundation for their academic and personal success. Our current focus is on embedding these values into every aspect of our school culture.

We aim to promote our values at every turn, ensuring that they become an integral part of our pupils' lives. Our assemblies are dedicated to living out these values, exploring real-life examples and discussing the importance of embracing growth, pursuing passions, showing respect, and demonstrating courage. To encourage and celebrate our pupils' embodiment of these values, we are targeting house points dedicated to recognising acts aligned with our values. We are also establishing pupil awards that commend individuals who consistently exhibit our values in their daily lives.

For our pupils to be able to embrace them, our shared understanding of our values is based on the following statements:

- I can demonstrate Growth by – working hard, giving my best effort, investing in my own development, being active in the development of those around me, expanding my horizons, nurturing my community
- I can demonstrate Passion by – being inspired, showing curiosity, showing ambition in all I do, striving to succeed, showing dedication in all things, not giving up
- I can demonstrate Courage by – developing the confidence to take risks, trying new things, not being afraid to fail, speaking up for myself and for others, telling the truth
- I can demonstrate Respect by – having an awareness of others as well as myself, treating everyone with dignity, showing others kindness and consideration, showing others empathy

We are excited about the positive impact our values are already having on our community. Together, we can nurture a culture where growth, passion, respect, and courage thrive. By embracing these values and ensuring that we model and demonstrate them in our professional lives, we are confident that our pupils will develop into confident, compassionate, and resilient individuals, well-prepared to face any challenge that comes their way.



ABOUT THE ROLE

Job title:	Designated Safeguarding Lead
Job purpose:	We are seeking an experienced, professional and child-centred Designated Safeguarding Lead to take operational responsibility for safeguarding and child protection across the school. This is a non-teaching role and we require candidates to have a social work background,
Reporting to:	Head
Hours:	Full time (40 hours per week), all year round. Some flexibility will be required to attend meetings, case conferences, training or other safeguarding-related activity outside normal working hours where necessary.
Required:	As soon as possible
Salary:	£45,900 - £54,060 per annum
Benefits:	Generous pension scheme. Free lunch on site during term time. Annual flu jabs, online EAP service and counselling. Training and development support. Parking on site.
Closing Date:	Monday 5 th October at 9am. Please note that applications will be reviewed as they are received, and the recruitment may close ahead of this date, if the right candidate has been found.

DESIGNATED
SAFEGUARDING LEAD



Job Purpose

We are seeking an experienced, professional and child-centred Designated Safeguarding Lead to take operational responsibility for safeguarding and child protection across the school. This is a non-teaching role and we require candidates to have a social work background, together with the judgement, resilience and interpersonal skills required to work effectively with stakeholders from young children to adults in a busy independent school environment.

The successful candidate will lead on day-to-day safeguarding practice, ensuring that concerns are identified, recorded, assessed and managed appropriately, and that the school's safeguarding arrangements remain robust, responsive and fully compliant. The role will require close and highly collaborative working with the school's pastoral team, particularly the Deputy Head Pastoral, to provide the teacher-led and educational input in relation to pupils' wider pastoral care, behaviour, attendance and school-based support. The Designated Safeguarding Lead will bring specialist safeguarding expertise, including risk assessment, statutory liaison, case management and multi-agency working, complementing and strengthening the school's provision.

The postholder will provide expert advice and support to staff and families, maintain effective safeguarding records, liaise with children's social care and other external agencies as required, support staff training and awareness, and promote a strong safeguarding culture across the school. The role will be based on a full-time, all year-round contract, although some flexibility may be possible for the right candidate around a term time or term time plus pattern.

This role offers a particularly attractive opportunity for the right candidate seeking to apply their safeguarding expertise within a supportive school environment. The position provides the chance to focus on high-quality, child-centred safeguarding practice, collaborative decision-making and preventative work. Benefits include a strong emphasis on work-life balance, access to high-quality professional development, and the opportunity to work as part of a committed and experienced pastoral team. In addition, the successful postholder will be eligible for the school's 50% fee discount, lunch in term time and a generous pension scheme.

Job Specification

Safeguarding leadership and case management

- Lead on the day-to-day operation of safeguarding and child protection procedures across the school.
- Act as the first point of contact for safeguarding concerns and child protection matters.
- Receive, assess, review and respond appropriately to safeguarding concerns, ensuring that actions are timely, proportionate and in the best interests of the child.
- Maintain oversight of safeguarding cases, including early help, child in need, child protection, low-level concerns where relevant, and pupils with complex vulnerabilities.
- Make referrals to children's social care, the LADO, the police and other agencies, as appropriate.
- Work in accordance with Surrey Safeguarding Children Partnership (SSCP) procedures, thresholds and local safeguarding arrangements.
- Attend and contribute to safeguarding meetings, strategy discussions, child protection conferences, core groups, team around the child meetings and other multi-agency forums as required.
- Ensure safeguarding concerns are recorded clearly, accurately and confidentially, and that case records are maintained to a high standard.
- Monitor patterns, themes and emerging risks, taking appropriate action and escalating concerns where necessary.
- Lead, Oversee and Co-ordinate the school's response to contextual safeguarding concerns, abuse and neglect, child on child abuse, online safety concerns, exploitation, domestic abuse, mental health and early help, attendance/missing education and multi agency working.

Collaborative working with the pastoral team

- Work in close partnership with the Deputy Head Pastoral and wider pastoral team to ensure a joined-up approach to pupil welfare, wellbeing and protection.
- Provide the specialist safeguarding, child protection and multi-agency perspective within pastoral decision-making.
- Complement the teacher-led pastoral oversight provided by pastoral leaders, ensuring that educational, behavioural and pastoral support is informed by robust safeguarding expertise.
- Contribute to pastoral meetings, case review meetings and strategy discussions concerning vulnerable pupils.
- Support colleagues in understanding safeguarding thresholds, professional curiosity, information-sharing and appropriate next steps when concerns arise.
- Help ensure that safeguarding risk management sits coherently alongside wider pastoral planning and support for pupils and families.
- Act as the School's Attendance Lead and work with the Attendance Officers and pastoral team to meet statutory expectations, working alongside the Mental Health Lead to manage lead of EBSNA situations that link to Safeguarding and spot any emerging trends.

Job Specification

Advice, guidance and staff support

- Provide advice and guidance to staff on safeguarding concerns, child protection procedures and appropriate professional responses.
- Support staff in identifying signs of abuse, neglect, exploitation and other forms of harm.
- Promote a strong safeguarding culture in which concerns are recognised early, recorded appropriately and acted upon.
- Offer support and challenge where needed to ensure that safeguarding responsibilities are understood and carried out effectively across the school.
- Lead on safeguarding induction for new staff, volunteers and contractors as appropriate.
- Assist in planning and delivering safeguarding training and updates for staff, so that safeguarding knowledge remains current and embedded in practice.

Liaison with parents, carers and external agencies

- Build constructive professional relationships with parents and carers, where appropriate, while ensuring that the needs and safety of the child remain paramount.
- Liaise effectively with children's social care, health professionals, CAMHS, early help services, the police, local safeguarding partners and other relevant external agencies.
- Support communication and coordination between the school and external professionals involved in safeguarding or family support work.
- Ensure that referrals, reports and professional communications are timely, accurate and of a high standard.
- Advocate appropriately for pupils and families in accessing support and intervention.

Policy, compliance and safeguarding systems

- Lead the ongoing review and implementation of safeguarding policies, procedures and practice across the school.
- Help ensure that safeguarding arrangements reflect statutory guidance, best practice and the expectations of the independent school sector.
- Maintain effective safeguarding systems, including secure record-keeping, chronology management, monitoring arrangements and transfer of files where required.
- Contribute to safeguarding audits, inspections, reviews and compliance activity.
- Support the maintenance of appropriate safeguarding documentation and evidence.
- Work closely with senior leaders to identify areas for development and strengthen safeguarding practice across the school.

Pupil support and safeguarding culture

- Build trusted professional relationships with pupils, enabling them to feel heard, supported and safe.
- Support vulnerable pupils and those who may need additional protection, monitoring or coordinated intervention.
- Promote a safeguarding culture in which pupils know how to seek help and understand that concerns will be taken seriously.
- Contribute to safeguarding education and awareness, as appropriate, in collaboration with pastoral and teaching colleagues.
- Ensure their own safeguarding knowledge and skills are updated at least annually, in line with statutory guidance, including through appropriate refresher training and professional briefings.

Job Specification

Administration

- Maintain and enhance safeguarding files, logs, records and reporting systems on the school systems including CPOMS, in an organised, accurate and confidential manner.
- Prepare reports, summaries and safeguarding information for senior leaders, governors or external professionals as required.
- Assist with the administration and coordination of safeguarding meetings, referrals, reviews and follow-up actions.
- Carry out other duties that support the smooth and effective operation of safeguarding within the school.

Duties of all staff

- Play a full part in the life of the school community, supporting its mission, ethos and policies.
- Set high personal standards of dress and appearance, attendance/punctuality and class discipline/behaviour, upholding the staff code of conduct at all times.
- Actively engage in safeguarding practice and health and safety awareness around the school sites.
- Commit to personal professional development, including active engagement in staff training and the performance review process.
- Comply with relevant school policies and procedures at all times.

This job description should be seen as enabling rather than prescriptive and will be subject to regular review as the needs of the School evolve. You will be required to undertake other comparable duties as the Head or senior colleague may require from time to time.



Person Specification

Qualifications

- Professional qualification in social work, with current or previous registration as a social worker.
- Evidence of relevant safeguarding training and continuing professional development.
- A good standard of general education.

Experience

Essential:

- Significant experience of safeguarding and child protection work with children and families.
- Experience of working within, or very closely alongside, statutory safeguarding systems, including children's social care and multi-agency safeguarding processes.
- Strong understanding of safeguarding thresholds, risk assessment, referrals and case management.
- Experience of writing clear, accurate and professional records, reports and referrals.
- Experience of liaising effectively with a wide range of professionals and agencies.
- Experience of handling highly sensitive and confidential matters with discretion and sound judgement.
- Strong organisational skills and the ability to manage competing priorities effectively.
- Ability to build credibility and work collaboratively with school staff, including senior leaders and pastoral colleagues.
- Confident IT user with experience of digital record-keeping systems, email and standard office software.

Desirable:

- Experience of working in a school or educational setting.
- Experience of acting as a Designated Safeguarding Lead or deputy safeguarding lead.
- Knowledge of safeguarding practice in the independent school sector.
- Experience of delivering training or guidance to staff.
- Understanding of pastoral systems and the ways in which safeguarding intersects with behaviour, attendance, SEND, mental health and family support.

Person Specification

Competencies

- Ability to communicate professionally, calmly and effectively with pupils, parents, colleagues and external professionals.
- Ability to exercise sound judgement, especially in complex or sensitive safeguarding situations.
- Strong IT skills, with the ability to use CPOMS (or similar systems) to manage and report on confidential information with confidence and accuracy.
- High levels of emotional resilience, professional curiosity and attention to detail.
- Ability to work collaboratively as part of a team while maintaining ownership of specialist responsibilities.
- Ability to challenge constructively, escalate concerns appropriately and maintain a child-centred focus at all times.
- Commitment to equal opportunities, safeguarding and high professional standards.
- Ability to build trust and credibility with pupils, families and colleagues.
- Flexibility, discretion and a strong sense of professional accountability.
- A reflective approach to practice and a commitment to continuous improvement.

Danes Hill School is committed to safeguarding and promoting the welfare of children. We expect all staff to share this commitment. All offers of employment are subject to the receipt of an enhanced DBS check, satisfactory references and medical clearance, and other statutory checks. Online checks of publicly available information will be carried out for shortlisted candidates, in line with the school's safer recruitment procedures.

THE SCHOOL

Danes Hill School is widely recognised as one of the leading co-educational day preparatory schools in the country. Situated in 55 acres of landscaped ground in the village of Oxshott, Surrey, Danes Hill provides boys and girls aged 3 to 13 with a broad and balanced curriculum.

We want all of our pupils to fulfil their academic potential, and each year a large number of scholarship and exhibition awards are achieved at a wide range of day and boarding senior schools. With our core values of passion, growth, respect and courage, we develop children who are confident and ambitious. In addition, to the emphasis on academic work, they have plenty of opportunity to develop sporting, musical, dramatic and other non-academic interests.



Why Work at Danes Hill School?

Location:

Danes Hill offers an exceptional working environment, and when you visit the site you get a proper sense of the grounds, facilities and resources. Set in 55 acres with views across the beautiful Surrey countryside, it can be hard to believe that it's still an easy distance from London. Staff travel to Danes Hill from a wide radius, with Oxshott station less than a 20-minute walk from the Prep School (15 minutes from Bevendean). Car parking is available for all staff, as well as our Cycle to Work scheme.

Community:

Working at Danes Hill, you become part of a large, dynamic community encompassing all the teaching and non-teaching staff. Dedicated support staff work in tandem with teaching staff, taking care of many administrative and support tasks in a friendly, cooperative environment. Teaching takes place across 34 weeks of the year (with additional training days). Appropriate technology is provided during induction, including laptops and accessories. Class sizes are small and the resources available to support teaching, pastoral care and our co-curricular programme are fantastic.

Development:

As a place of education, it's vital to us that we all invest in our learning. A weekly staff meeting and twilight training session takes place on a Monday after school, with updates and focused training on a range of subjects. Our Head of Staff Development works with teachers new to the profession, to make sure they get the support that they need. Our appraisal and probation systems ensure that everyone gets the chance to review their work with their line manager, and we invest in CPD and training across the School – including professional qualifications and apprenticeships.

Reward:

At Danes Hill, we are committed to ensuring that everyone who works here benefits from fair and transparent pay systems. Our pay scales offer a generous core salary along with opportunities to take on additional responsibilities through management allowances.

Benefits:

Generous pension schemes for both Teaching and Support staff. Non-contractual fee remission is given to all staff on a pro rata basis and currently represents up to 50% reduction on full fees, as well as free wraparound care and discounted holiday clubs.

We offer a salary sacrifice scheme for electric vehicles, giving staff the opportunity to lease a brand-new electric car at a reduced cost. This benefit supports our commitment to sustainability while helping employees save on tax and National Insurance contributions.

Healthcare:

The dedicated medical team at Danes Hill provide excellent support to staff as well as pupils and parents and organise flu jabs for staff annually. Education Support are in place as the School's Employee Assistance Programme – providing confidential help 24/7, 365 days a year.

Wellbeing:

Lunch is provided to all staff during term time (and is healthy, plentiful and delicious!), and several members of staff offer their expertise free of charge to run different activities, including circuit training, running, badminton, football and the staff choir. The Common Room team organises social events and charity fundraisers.



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