

Job Description

Job Title	Designated Safeguarding Lead
Grade	J
Responsible To	Principal / Director of Safeguarding
Staff Managed	Education and Welfare Support Officer / Pastoral Support Officer
Job Family	Pastoral Support
Job Purpose	The post holder will take the lead in responsibility for child protection issues in school whilst ensuring that appropriate arrangements for keeping children and young people safe are in place at the School / Academy in line with Trust and Statutory Guidance.
Job Context	There is a need for flexibility with post holders working on a number of cases and projects at any one time. There is potential that the post holder will need to attend meetings outside of the school day.
Accountabilities / Main Responsibilities	
Operational Issues	<ul style="list-style-type: none"> ● Take lead responsibility for pupil safeguarding and child protection cases at the school ● To ensure the Trust Safeguarding Practice Model 'Think Family Think Community' is implemented effectively at the school. ● Ensure that child protection policies and procedures are understood by all staff members and are implemented correctly ● Refer cases of suspected child protection issues to the appropriate safeguarding agency / service. ● Contribute to creating a safe and welcoming learning environment ● Recognise, Respond, Refer, Record and Review disclosures or concerns relating to the wellbeing of a pupil. ● Be alert to, and understand, the specific needs of vulnerable pupils (ie children in need, those with special educational needs and young carers) ● Promote a culture of listening to pupil and parent voice and taking into account their wishes and feelings ● Coordinate the process for formulation and approval of Pupil Safeguarding Risk Assessment ● Refer cases to the Channel programme where there is a radicalisation concern as required ● Report cases of prejudice hate based incidents or hate crimes to the Local Authority, the Police and through the online reporting system. ● Refer cases where a crime may have been committed to the Police as required. ● Understand the assessment process for providing early help and intervention, and take the lead when early help is appropriate ● Monitor pupils at risk of harm or those that have been subject to harm, providing support and ensuring their welfare.
Communications	<ul style="list-style-type: none"> ● Act as the first point of contact for staff members raising safeguarding and child protection concerns. ● Be the main point of contact with the safeguarding partners. ● Lead in making referrals to external agencies. ● Where necessary, securely transfer child protection files, and any additional safeguarding information considered appropriate, to other educational establishments, ensuring that confirmation of receipt is obtained. ● Provide learning and development programmes to staff on safeguarding and child protection matters, ensure that staff members understand when it is necessary to make a referral.
Partnership or Corporate Working	<ul style="list-style-type: none"> ● Liaise with the Principal to inform them of issues, especially ongoing enquiries under section 47 or S17 of the Children Act 1989 and police investigations.

	<ul style="list-style-type: none"> ● Collaborate and effectively implement child protection plans, Child in Need Plans, Care Plans, Early Help Plans and Personal Education Plans. ● Have a working knowledge of how agencies conduct a child protection case conference and be able to attend these, as well as effectively contribute to these when required. ● Liaise with the relevant agencies / key contacts and follow up any referrals made, ensuring the school aids work where necessary. ● Attend and contribute effectively to safeguarding meetings with any statutory safeguarding partner, including those taking place out of normal working hours. ● Implement effective arrangements to ensure all care experienced students are recognised and supported in line with their entitlements.
Resource / People Management	<ul style="list-style-type: none"> ● Provide appropriate safeguarding supervision and support to staff members ● Line management of specified colleagues including recruitment, training and appraisal/performance management ● Provide on-the-job training and other relevant training, mentoring, coaching and induction of new staff. ● Support the recruitment, induction and training of the extended school team.
Skills Development	<ul style="list-style-type: none"> ● Undertake training to provide the knowledge and skills required to carry out the role ● Refresh knowledge and skills (this might be via e-bulletins, meeting other DSLs, or simply taking time to read and digest safeguarding developments) at regular intervals, as required, but at least annually, to allow colleagues to understand and keep up with any developments relevant to their role. ● Provide comprehensive induction training to new staff, governors and volunteers with the aim to strengthen their safeguarding skills and experience. ● Receive regular safeguarding and child protection updates, ensuring the school complies with all relevant legislation. ● Help colleagues to understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments
Safeguarding	<ul style="list-style-type: none"> ● Be committed to safeguarding and to promote the welfare of children, young people and adults, raising concerns as appropriate. ● Maintain confidentiality as appropriate. ● Have an awareness and knowledge where appropriate of the most recent safeguarding legislation.
Systems and Information	<ul style="list-style-type: none"> ● Keep detailed, accurate and secure written records of concerns and referrals ● Ensure colleagues and pupils have an understanding the unique risks associated with online safety
Planning and Organising	<ul style="list-style-type: none"> ● Review and monitor any cause of concern relating to the welfare of pupils.
Data Protection	<ul style="list-style-type: none"> ● To comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality. ● Know about data protection issues in the context of your role
Health and Safety	<ul style="list-style-type: none"> ● Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. ● To work with colleagues and others to maintain health, safety and welfare within the working environment.
Equalities	<ul style="list-style-type: none"> ● We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. ● Ensure services are delivered in accordance with the aims of the Equal Opportunities Policy Statement. ● Develop your own understanding of equality issues.

<p>Flexibility</p>	<ul style="list-style-type: none"> ● Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. ● Reasonable additional duties commensurate with the grading of the job role may be requested from your line manager. ● Permanent & significant changes would be subject to consultation. All staff are required to comply with Policies and Procedures
<p>Customer Service</p>	<ul style="list-style-type: none"> ● The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. ● The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. ● Understand your own role and its limits, and the importance of providing care or support.

Person Specification

Job Title	Designated Safeguarding Lead	
Grade	J	
Responsible To	Principal / Director of Safeguarding	
Staff Managed	Pastoral Support Officers / Behaviour Support Officers	
Job Family	Pastoral Support	
Essential		Desirable (if not attained, development may be provided for successful candidate)
Knowledge		
<ul style="list-style-type: none"> ● Knowledge of child protection procedures ● Knowledge of Safeguarding statutory frameworks ● A basic knowledge of signs of child abuse 		
Experience		
<ul style="list-style-type: none"> ● Experience of participating and contributing to multi-agency work ● Experience of working effectively with parents/carers, children, external professionals and other agencies ● Experience of working in a safeguarding role 		<ul style="list-style-type: none"> ● Experience of working with children who have additional needs in an educational setting ● Experience of working with children who display challenging behaviour ● Experience of being a Designated Safeguarding Lead/Deputy Designated Safeguarding Lead
Occupational Skills		
<ul style="list-style-type: none"> ● Be motivational and have high aspirations for oneself and for our pupils ● Computer literate with ability to use Microsoft / Google software with good keyboard skills. ● Ability to prepare reports/records/data as required ● Have good organisational skills and the ability to manage time effectively ● Ability to act in a professional manner when dealing with the school's stakeholders ● Excellent behaviour management techniques and skills ● Ability to demonstrate effective decision making ability 		
Qualifications		
<ul style="list-style-type: none"> ● GCSE (or equivalent) in Maths and English or the equivalent level of competency. ● Evidence of relevant professional qualifications / training 		<ul style="list-style-type: none"> ● Degree or equivalent level of qualification ● Recognised DSL Training or Qualification ● Appropriate first aid training (<i>dependant on the school's needs</i>)
Other Requirements		
<ul style="list-style-type: none"> ● Enhanced DBS clearance ● Able to attend meetings outside of normal business hours ● Be resilient and demonstrate ability to work calmly under pressure ● Able to maintain strict confidentiality at all times 		