



## **DEPUTY DESIGNATED SAFEGUARDING LEAD**

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### **JOB PURPOSE**

The Deputy Designated Safeguarding Lead (DDSL) will assist the Designated Safeguarding Lead (DSL) in all matters of safeguarding and child protection across the school. To take part in strategy discussions and inter-agency meetings, and contribute to the assessment of children.

To support and deputise for the DSL when and where appropriate in all matters related to child protection.

To take a leading role in co-ordinating the work of the school with external agencies and voluntary organisations in support of students throughout the school.

### **MAIN DUTIES AND RESPONSIBILITIES**

- Take deputy lead responsibility for safeguarding and child protection at the school.
- Contribute to creating a safe and welcoming learning environment.
- Ensure that child protection policies and procedures are understood by all staff members and are implemented correctly.
- Provide comprehensive induction training to new staff and NQTs with the aim to strengthen their safeguarding skills and experience.
- Identify students who may be at risk and use the correct protocol to reduce these risks.
- Respond appropriately to disclosures or concerns relating to the wellbeing of a student.
- Refer cases of suspected child protection issues to the appropriate investigating agency
- Work closely with staff on safeguarding and child protection matters, ensuring that staff members understand when it is necessary to make a referral.
- Understand the assessment process for providing family help and intervention, and take the lead when family help is appropriate.
- Keep detailed, accurate and secure written records of concerns and referrals.
- Be alert to, and understand, the specific needs of vulnerable students.
- Encourage a culture of listening to students and taking into account their wishes and feelings.
- Organise adequate and appropriate cover arrangements for any out-of-hours/out-of-term activities.
- Collaborate and effectively implement child protection plans.
- Monitor attendance of vulnerable students, completing safe and well checks where required and make referrals to appropriate agencies.
- Monitor students at risk of harm or those who have been subject to harm, providing support and ensuring their welfare.
- Lead a team which will review and monitor any cause of concern relating to the welfare of students.
- Act as the first point of contact for staff members raising safeguarding and child protection concerns.

- Receive regular safeguarding and child protection updates, ensuring the school complies with all relevant legislation.
- To work closely with virtual schools and to complete any peeps that are required. To attend and facilitate pep meetings every term and to ensure that all information is completed in preparation for the pep meetings.
- To attend and complete pupil education plans for children and young people in care for any authority where the young person is registered.
- To work alongside services and outside agencies to support students ie: school nurse service, counsellors, mentoring workshops, social care, police, family hubs.
- Work closely to support families, carers and have regular communications through team around the child or team around the family.
- Open family help assessments at universal level to aid and support families.
- Undertake relevant training opportunities that will support relevant information sharing that will enhance professional development.
- To complete two yearly safeguarding training through the local authority.

### **Safeguarding Statement**

In accordance with CLPT's Safeguarding Policy and the document 'Keeping Children Safe in Education', all staff have a duty of care to safeguard the health and safety and well being of all students on school premises and when engaged in authorised school activities elsewhere. Staff are inducted to follow policy and procedures to report any safeguarding concerns

### **Health and Safety**

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Trust's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the staff VLE and must be observed by the jobholder.

### **Confidentiality and Data Protection**

The job holder is expected to comply with the provisions of the Data Protection Act 2018. Any information that they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy. Nothing shall prevent you from disclosing information which you are entitled to disclose under the Public Interest Disclosure Act 1998 (as amended), provided the disclosure is made in accordance with the provisions of the Act. The Trust's Whistleblowing Policy is available via the Staff VLE.

### **Equality and Diversity**

CLPT is committed to equality and values diversity. As such the Trust is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. The duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

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| <b>Training and Development</b>  |  |
| CLPT has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting safeguarding and general obligations.  |  |
| <b>Mobility</b>  |  |
| The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions  |  |
| <b>The Postholder is required to:</b>  |  |
| <ul style="list-style-type: none"> <li>• Undertake a systematic study of practice with a consequent programme of self and professional development to ensure that the necessary skill, knowledge and understanding are kept up to date.</li> <li>• Be aware of and comply with all school policies (available via the Staff VLE. It is important that all staff keep up to date with current policies and any concerns are reported to the relevant named persons without delay.</li> <li>• To promote equality, diversity and inclusion and demonstrate this within the role.</li> <li>• To play a full part in the life of the school community, to support its distinctive mission, aims and the ethos.</li> <li>• To set an example of positive personal integrity and professionalism with appropriate communications and relationships at all levels.</li> <li>• To act as exam invigilator when required.</li> <li>• To undertake such other duties which may be regarded as within the nature of the duties and responsibilities for the grade of the post as defined and subject to any reasonable adjustments under the Equality Act 2010. Any changes of a permanent nature will be incorporated into the job description.</li> </ul> |  |
| <b>Endorsement:</b>  |  |
| <p>This job description reflects the major tasks to be carried out by the job holder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.</p> <p>This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the salary grade for the job. The jobholder is expected to comply with any reasonable management requests.</p>  |  |
| <b>Declaration</b>   |  |
| I accept this job description.   |  |
| <b>Print Name:</b>   |  |
| <b>Signature:</b>  |  |
| <b>Date:</b>   |  |