



**NOTRE DAME HIGH SCHOOL
JOB DESCRIPTION**

Notre Dame High School is committed to safeguarding and promoting the welfare of students and young people and expects all staff and volunteers to share this commitment

Job Title	Designated Safeguarding Lead	
Working Pattern	37 hours per week / 52 weeks per year	
Salary	SCP 32 – 35 £42,839 - £46,142 p.a.	
Purpose of the Job	<p>The DSL will:</p> <ul style="list-style-type: none"> • Lead the strategic oversight and daily management of all safeguarding and child protection matters (including online safety and understanding the filtering and monitoring systems in place). • Develop, implement, and review safeguarding policies, procedures, and training across the school, ensuring they are up-to-date and effective in keeping all students safe • Build strong, collaborative relationships with external agencies including Student Services, Police, and Health Services and contribute to the assessment of students. • Champion a culture of vigilance, resilience, and care that permeates every corner of our school including advising and supporting other members of staff on child welfare, safeguarding and child protection matters, <p>Some safeguarding activities may be delegated to deputies, but the DSL will retain ultimate lead responsibility for safeguarding and child protection.</p>	
Responsible To	Headteacher	
Level of Contact with Students & Degree of Responsibility	Level of Contact with Students	High
	Degree of Responsibility for Students	High

<p>Conditions of Employment</p>	<p>The conditions of employment for members of non-teaching staff are defined in the current National Joint Council for Local Government Services Document and the Catholic Education Service.</p> <p>To endeavour to implement the Notre Dame High School Mission Statement, promoting and supporting the ethos of the school as a learning and caring community committed to following Christ's teaching.</p>
<p>Primary duties and responsibilities</p> <p>Whole-school organisation, strategy and development</p> <ul style="list-style-type: none"> ➤ Lead on the implementation of Trust Safeguarding Policies in school and contribute to their evaluation and review ➤ Contribute to the development of schools' specific policies, practices and procedures, to support the school's values and vision, and lead on their implementation and evaluation ➤ Work with other leaders as appropriate on curriculum resourcing to secure co-ordinated outcomes for learners, ensuring that we are achieving ➤ Manage CPOMS on a daily basis, ensuring concerns are recorded appropriately and actioned effectively ➤ Analyse data generated by CPOMS to produce reports for meetings/school documents and to lead an appropriate respond where needed <p>Managing referrals</p> <ul style="list-style-type: none"> ➤ Refer cases of suspected abuse and neglect to the local authority children's social care ➤ Support staff who make referrals to the local authority children's social care ➤ Refer cases to the Channel programme where there is a radicalisation concern ➤ Support staff who make referrals to the Channel programme ➤ Refer cases to the Disclosure and Barring Service where a person is dismissed or leaves due to risk or harm to a child ➤ Refer cases to the police where a crime may have been committed ➤ Make any other referrals as necessary to the relevant agency <p>Working with staff and other agencies</p> <ul style="list-style-type: none"> ➤ Act as a source of support, advice and expertise for all staff ➤ Act as a point of contact with the safeguarding partners ➤ Inform the headteacher of safeguarding issues, especially ongoing enquiries under section 47 of the Students Act 1989 and police investigations, and the requirement for pupils to have an appropriate adult ➤ Liaise with the case manager and the local authority designated officer(s) (LADO) for child protection concerns in cases which concern a staff member ➤ Liaise with staff on matters of safety, safeguarding and welfare (including online and digital safety), and when deciding whether to make a referral by liaising with relevant agencies so that students' needs are considered holistically ➤ Liaise with the senior mental health lead and, where available, the mental health support team, where safeguarding concerns are linked to mental health ➤ Liaise with the police on any CP issues as appropriate including Domestic Violence Notification system, Prevent notifications, CSE, CCE etc ➤ Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of students, including where families may be facing challenging circumstances 	

- Work with the headteacher and relevant strategic leads, taking lead responsibility for promoting educational outcomes by:
 - Knowing the welfare, safeguarding and child protection issues that students in need are experiencing, or have experienced
 - Identifying the impact that these issues might be having on students' attendance, engagement and achievement at school
- The above includes:
 - Ensuring the school knows which students have or have had a social worker, understanding their academic progress and attainment, and maintaining a culture of high aspirations for this cohort
 - Supporting teaching staff to provide additional academic support and/or reasonable adjustments to help these students reach their potential

Managing the child protection file

- Ensure child protection files are kept up to date
- Keep information confidential and store it securely
- Make sure records include:
 - A clear and comprehensive summary of the concern
 - Details of how the concern was followed up and resolved
 - A note of any action taken, decisions reached and the outcome
- Ensure files are only accessed by those who need to see them, and that where a file or content within it is shared, this happens in line with information sharing advice as set out in Keeping Children Safe in Education (KCSIE)
- Where students leave the school (including in-year transfers):
 - Ensure their child protection file is securely transferred to the new school as soon as possible, separately from the main pupil file, with a receipt of confirmation, and within the specified time set out in KCSIE
 - Consider whether it would be appropriate to share any additional information with the new school before the child leaves, to help it put appropriate support in place

Training

- Undergo training (at least every 2 years) to gain the knowledge and skills required to carry out the role and meet the expectations set out in KCSIE, including those outlined in the 'Training, knowledge and skills' section of annex C
- Undertake Prevent awareness training
- Refresh knowledge and skills at regular intervals and at least annually
- Proactively seek appropriate training in response to the needs of the school
- Keep accurate records of staff safeguarding training

Providing support to staff

- Support and advise staff and help them feel confident on welfare, safeguarding and child protection matters, particularly the Deputy Designated Safeguarding Leads
- Deliver (or facilitate) appropriate safeguarding and child protection training, including online safety, and contribute to the development of Trust training resources.
- Support staff during the referrals process
- Support staff to consider how safeguarding, welfare and educational outcomes are linked, including to inform the provision of academic and pastoral support

Understanding the views of students

- Encourage a culture of listening to students and taking account of their wishes and feelings, among all staff, and in any measures the school may put in place to protect them
- Understand the difficulties that students may have in approaching staff about their circumstances and consider how to build trusted relationships which facilitate communication
- Understand the difficulties students may face contextually, for example, in our school, their neighbourhood and Sheffield. Use this information to shape strategic plans including support, education and training

Holding and sharing information

- Understand the importance of information sharing, both within the school, with other schools and colleges on transfer, and with the safeguarding partners, other agencies, organisations and practitioners
- Understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR)
- Keep detailed, accurate, secure written records of concerns and referrals

Filtering and monitoring

- Understand the filtering and monitoring systems and processes in place in the school, including how to manage them effectively and escalate concerns when identified
- Make sure that the filtering and monitoring systems and processes block harmful and inappropriate content without unreasonably impacting teaching and learning
- Review filtering and monitoring provision at least annually

Other areas of responsibility

- Prepare reports and attend strategy and professionals' meetings internally and externally (to include TAF, CIN, CP,)
- Provide training and reports for Local Academy Committee members
- Be available for case meetings in the school holidays

The DSL will be required to safeguard and promote the welfare of students and young people, and follow school policies and the staff code of conduct.

During term time, the DSL should always be available during school hours for staff in the school to discuss any safeguarding concerns. Ideally this will be in person, but can also be via phone or video call in exceptional circumstances.

Outside of term time, the DSL should be available for case meetings and for staff to be able to raise safeguarding concerns to.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the DSL will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Additional Specific Responsibilities:

- In consultation with the post holder, the Headteacher/Line Manager may request a person to take on any additional responsibility as the school develops and/or the need arises.

General Duties:

- To support and contribute to the Catholic nature of the school as directed by the Headteacher and Governors
- To share responsibility for the school's commitment to safeguarding and promoting the welfare of students and young people.