

Job description: Deputy Designated Safeguarding Lead

Location	The Deepings School
Contract term	Permanent
Full time/term time	Term-time + 2 weeks
Pay range	Grade 6 Point 15-18
Reporting to	Designated Safeguarding Lead / Deputy Headteacher

Job purpose

The Deputy Designated Safeguarding Lead post is a lead role within the support, care and guidance system of the school, overseeing the safeguarding and welfare of the student body.

The Deputy Safeguarding Lead will work directly with the Designated Safeguarding Lead, Pastoral leaders, and the Learning mentors within the support, care and guidance team as well as with outside agencies, other senior staff, students and their parents.

Main duties and responsibilities

Managing referrals

- Provide support to our students and manage safeguarding concerns and disclosures
- Refer cases of suspected abuse to the local authority children's social care
- Support staff who make referrals to local authority children's social care
- In liaison with the DSL, refer cases to the Channel programme where there is a radicalisation concern
- Refer cases where a crime may have been committed to the police
- Make appropriate referrals to other agencies to support children and families
- Keep detailed, accurate and secure written records of concerns and referrals
- Be aware of the relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the General Data Protection Regulation.
- Understand the importance of information sharing, both within the school and college, and with the three safeguarding partners, other agencies, organisations and practitioners.

Working with staff and other agencies

- Ensure staff can access and understand the school's child protection and safeguarding policy and procedures (especially new and part time staff)

- Inform the DSL of safeguarding issues, especially ongoing enquiries into whether a child is at risk of harm, and police investigations
- Liaise with staff on matters of safety, safeguarding, and when deciding whether to make a referral
- Act as a source of support, advice and expertise for staff
- Understand the assessment process for providing early help and intervention and act as lead practitioner on allocated cases
- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference
- Attend and contribute to child protection case conferences effectively when required to do so

Training

- Undergo training to develop and maintain the knowledge and skills required to carry out the role Undergo Prevent training and support the school in meeting the requirements of the Prevent duty.
- Provide advice and support to staff on protecting children from the risk of radicalisation
- Undergo training on female genital mutilation (FGM) and be able to provide advice and support to staff on protecting and identifying children at risk of FGM
- Report known cases of FGM to the police, and help others to do so
- Refresh knowledge and skills at least annually so remain up to date with any developments relevant to the role
- Obtain access to relevant resources

Staff

- Support the training, induction and development of colleagues within the remit of safeguarding.

Raise awareness

- Ensure the school's child protection policies are known, understood and used appropriately
- Ensure the safeguarding policy is available and easily accessible to everyone in the school community
- Ensure staff are able to access and are confident in recording concerns on CPOMS
- Ensure that parents are aware of the safeguarding policy, and are aware that referrals about suspected abuse or neglect may be made, and the role of the school in this
- Link with the local safeguarding children board to make sure staff are aware of training opportunities and the latest local policies on safeguarding

- Be alert to the specific needs of children in need, those with special educational needs and young carers
- Help promote educational outcomes by sharing the information about the welfare, safeguarding and child protection issues that children, including children with a social worker, are experiencing, or have experienced, with teachers and school leadership staff. Support culture of high aspirations for this cohort; supporting teaching staff to identify the challenges that children in this group might face and the additional academic support and adjustments that they could make to best support these children.
- Encourage a culture of listening to children among all staff, ensuring that children's feelings are heard where the school puts measures in place to protect them
- Understand the unique risks associated with online safety and ensure they have the relevant knowledge and up to date capability required to keep children safe whilst they are online at school

Other areas of responsibility

- Where students leave the school, securely transfer their child protection files to their new school as soon as possible, and within 5 working days, separately from the main pupil file
- Where children join the school, request the child's safeguarding file and ensure the file is transferred in a timely manner
- Review safeguarding files when students join the school
- Contribute to the safeguarding reports for the governing board
- Model best practice and uphold the principles of confidentiality and data protection at all times
- Ensure a current knowledge of, and provide information to parents about, the relevant local services available to parents, children and families, including those provided by education, social care, youth justice, childcare providers, the voluntary sector and others.
- To support school policy as appropriate, in particular relating to child protection, behaviour, confidentiality and health and safety issues

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities across other subject areas within the school that are commensurate with the grading of the post .

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Person specification: Deputy Designated Safeguarding Lead

Experience/employment record <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
• Work in supporting young people and their families. • Awareness of secondary education processes. • Awareness of statutory and recommended guidance in relation to safeguarding. • Work in an office environment	✓	

Personal qualities <i>Evidenced through: Application/Interview/References</i>	Essential	Desirable
• Patience and diplomacy. • Able to communicate with and relate well to students and adults. • Committed to equality of opportunity. • Attention to detail. • Flexible and enthusiastic. • Highly organized. • Excellent planning abilities. • Self-starter with the ability to work as part of a team. • Empathy with students of all abilities and dispositions. • Suitability to work with children and their families. • Ability to be self-motivating. • Commitment to undertaking training where required.	✓	
• Quick to adapt and take on new initiatives. • Willing to undertake further training which may be required.		✓