

The Westgate School Job Description:

Deputy Designated Safeguarding Lead (DDSL)

Reports to/Responsible to

Designated Safeguarding Lead (DSL) / Headteacher

Purpose

The Deputy Designated Safeguarding Lead (DDSL) will support the Designated Safeguarding Lead (DSL) in ensuring that safeguarding and child protection arrangements across the school are effective, robust and compliant with statutory requirements.

The DDSL will play a key role in identifying, responding to and managing safeguarding concerns, supporting the DSL with the oversight of safeguarding cases and working collaboratively with pupils, families, staff and external agencies.

The post holder will act as a deputy to the DSL and, when required, provide appropriate safeguarding leadership and support in the DSL's absence.

Key Responsibilities

Safeguarding and Child Protection

- Support the DSL in maintaining a strong culture of safeguarding and child protection throughout the school.
- Respond promptly and appropriately to safeguarding concerns raised by pupils, staff, parents / carers or other professionals.
- Collect and record pupil statements when necessary, ensuring that information is documented accurately, objectively and sensitively.
- Refer safeguarding concerns promptly to the DSL and, where appropriate and in consultation with the DSL, to relevant external agencies.
- Support the DSL in determining appropriate next steps in relation to safeguarding concerns and disclosures.
- Ensure that safeguarding information is handled sensitively and confidentially, in accordance with school policies, statutory guidance and information-sharing requirements.
- Recognise indicators of abuse, neglect, exploitation and other safeguarding risks, including those relating to online safety, child-on-child abuse, domestic abuse, mental health, county lines, criminal exploitation, sexual exploitation, radicalisation and extremism.
- Promote the welfare of children and maintain a child-centred approach in all safeguarding activity.

Case Management

- Support the DSL in the effective management and oversight of safeguarding caseloads.
- Assist with monitoring open cases, actions, referrals, chronologies and agreed follow-up activity.
- Support the DSL in ensuring that safeguarding records are accurate, comprehensive, appropriately maintained and securely stored.
- Contribute to safeguarding meetings, case discussions and reviews as required.
- Assist in monitoring the progress and outcomes of referrals and interventions.
- Ensure that concerns and actions are followed up appropriately and within agreed timescales.
- Escalate any concerns regarding delays, lack of progress or increased risk to the DSL or Headteacher.

Referrals and External Agencies

- Support the DSL in making referrals to relevant external agencies and services when appropriate.
- Where authorised, make or contribute to referrals to agencies such as Children's Social Care, the Local Authority Designated Officer (LADO), Prevent, the police, health services, early help and other specialist support services.
- Support the completion of external safeguarding documentation and referral templates, including Multi-Agency Referral Forms (MARF).
- Provide accurate and relevant information to external agencies to support assessment, decision-making and intervention.
- Liaise professionally with external agencies and their representatives as and when necessary.

• Attend or contribute to multi-agency meetings, strategy discussions, child protection meetings, professional meetings and other relevant forums where appropriate. • Ensure that information received from external agencies is appropriately recorded, shared with relevant staff and acted upon where necessary.
Staff Support and Safeguarding Culture
• Support staff in understanding and following the school's safeguarding and child protection procedures. • Provide advice and guidance to staff, within the scope of the DDSL role, regarding safeguarding concerns and appropriate reporting procedures. • Assist the DSL with safeguarding briefings, training, updates and communications to staff. • Promote a culture in which safeguarding concerns are reported promptly and taken seriously. • Support the induction of new staff in relation to safeguarding procedures, where required. • Contribute to the review and development of safeguarding policies and procedures.
Pupil Welfare
• Develop positive, professional relationships with pupils to support their safety and wellbeing. • Ensure that the voice and wishes of the child are appropriately considered when responding to safeguarding concerns. • Support pupils who may be vulnerable or at increased risk of harm. • Work with relevant staff to ensure appropriate pastoral and safeguarding support is put in place. • Maintain appropriate professional boundaries at all times. • Be a proactive member of downtime duty team.
Prevent and Other Safeguarding Duties
• Support the DSL in meeting the school's responsibilities under the Prevent Duty. • Understand and appropriately respond to concerns relating to radicalisation and extremism, escalating concerns through the appropriate channels. • Maintain an up-to-date understanding of local and national safeguarding priorities and emerging risks. • Support the school in responding to safeguarding issues relating to online safety, exploitation, child-on-child abuse, harmful sexual behaviour and other contextual safeguarding concerns. • Recording, Monitoring and Information Management
Confidentiality
During your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Westgate School or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.
Data Protection
During your employment, you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984.
Safeguarding Children
In accordance with the School's commitment to follow and adhere to the Department for Education's guidance entitled "Keeping Children Safe in Education" (2018) and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the School community and outside agencies, and exercise sound professional judgment, which always focuses upon the best interests of the students and the school. You are also required to know and comply with the DfE document 'Guidance for Safer Working Practice for working with Children and Young People'. You are required to have satisfactory Enhanced DBS clearance. Your role requires you to always observe and maintain appropriate professional boundaries and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and always despatch your duty of care appropriately. You will be expected to present a consistently positive image of the School and uphold public trust and confidence at all times.

Freedom of Information

The post holder must be aware that any information held by the School, in theory, could be requested by the public, including emails and minutes of meetings. It is, therefore, essential that records are accurately recorded and maintained in accordance with the School's policies and procedures.

No Smoking / Intoxicants Policy

No smoking or intoxicants are permitted in any part of the premises or grounds managed, leased or owned by The Westgate School. No smoking or intoxicants are permitted in School vehicles or in any vehicle parked on School premises. Smoking of any product and the consumption of alcohol are strictly forbidden.