

## JOB DESCRIPTION

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| <b>Job title:</b>             | Deputy Designated Safeguarding Lead                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Post number:</b>           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Grade:</b>                 | NJC Scale SC6                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Contract</b>               | Permanent, Full Time - TTO plus 4 weeks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Hours:</b>                 | 36 hours per week                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Responsible to:</b>        | Deputy Headteacher                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Job purpose:</b>           | <p>The Deputy Designated Safeguarding Lead will take responsibility for safeguarding and child protection across the school (including online safety). They will take part in strategy discussions and inter-agency meetings and contribute to the assessment of children.</p> <p>They will advise and support other members of staff on child welfare, safeguarding and child protection matters and, liaise with relevant agencies such as the local authority and police.</p> <p>Some strategic safeguarding activities may be delegated to Deputy Designated Safeguarding Lead but the DSL will retain ultimate lead responsibility for safeguarding and child protection.</p> |
| <b>Key internal contacts:</b> | SLT<br>Support Team<br>Admin Team<br>Students                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Key external contacts:</b> | Parents/Carers<br>Outside Providers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

## **Duties and responsibilities:**

### **Managing Referrals:**

1. Refer cases of suspected abuse and neglect to the local authority children's social care
2. Support staff who make referrals to the local authority children's social care
3. Refer cases to the Channel programme where there is a radicalisation concern
4. Support staff who make referrals to the Channel Programme
5. Refer cases to the Police where a crime may have been committed

### **Working with Staff and other agencies:**

1. Act as a source of support, advice and expertise for all staff
2. Act as a point of contact with the safeguarding partners
3. Inform the Headteacher and DSL of safeguarding issues, especially ongoing enquiries under Section 47 of the Children Act 1989 and police investigations, and the requirement for pupils to have an appropriate adult
4. 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 children's needs are considered holistically
5. Liaise with the senior mental health lead, and where available, the mental health support team, where safeguarding concerns are linked to mental health
6. Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances
7. Work with the DSL, Headteacher and relevant strategic leads, taking lead responsibility for promoting educational outcomes by:
  - Knowing the welfare, safeguarding and child protection issues that children in need are experiencing, or have experienced
  - Identifying the impact that these issues might be having on children's attendance, engagement and achievement at school

>The above includes:

- Ensuring the school knows which children 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 or reasonable adjustments to help these children reach their potential

### **Managing the child protection file:**

1. Ensure child protection files are kept up to date
2. Keep information confidential and store it securely
3. Make sure records include:
  - A clear 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
4. 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)
5. Where children 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 them put appropriate support in place

### **Raising Awareness:**

1. Ensure each member of staff has access to, and understand, the school's child protection policy and procedures, especially new and part-time staff
2. Work with the DSL to ensure the child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly
3. Ensure the child protection policy is available publicly and parents are aware that referrals about suspected abuse or neglect may be made and the role of the school in this

4. Help promote educational outcomes by sharing information with teachers and school leadership staff about the welfare, safeguarding and child protection issues that children who have or have had a social worker are experiencing

#### **Training:**

1. 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
2. Undertake Prevent awareness training
3. Refresh knowledge and skills at regular intervals and at least annually

#### **Providing support to staff:**

1. Support and advise staff and help them feel confident on welfare, safeguarding and child protection matters
2. Support staff during the referrals process
3. 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 children:**

1. Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, and in any measures the school may put in place to protect them
2. Understand the difficulties that children may have in approaching staff about their circumstances and consider how to build trusted relationships which facilitate communication

#### **Holding and sharing information:**

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

**Other areas of responsibility:**

The Deputy Designated Safeguarding Lead will be required to safeguard and promote the welfare of children and young people, and follow school policies and staff code of conduct.

During term time, the Deputy Designated Safeguarding Lead 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.

Please note that this list for 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 Deputy Designated Safeguarding Lead will carry out. The postholder may be required to do other duties appropriate to the level of the Deputy Designated Safeguarding Lead role.

**Review:**

This job description will be reviewed regularly and may be subject to amendment and modification, following consultation with the post-holder. It is not a comprehensive statement of procedures and tasks; however, it sets out the main expectations of the College in relation to the post-holder's professional responsibilities and duties.

I confirm that I understand and agree the duties of this job description.

Signature:

Print name:

Date:

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Manager's signature:

Print name:

Date:

## PERSON SPECIFICATION

### Deputy Designated Safeguarding Lead

The following outlines the Minimum criteria for this post. Applicants who have a disability and who meet the minimum criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

| MINIMUM                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| QUALIFICATIONS<br>(if essential) | <ul style="list-style-type: none"> <li>• GCSE (or equivalent) in English and Maths</li> <li>• Relevant Safeguarding training</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| EXPERIENCE                       | <ul style="list-style-type: none"> <li>• Experience of managing safeguarding in a school or other relevant organisation, including:               <ul style="list-style-type: none"> <li>- Building relationships with children and their parents, particularly the most vulnerable</li> <li>- Working and communicating effectively with relevant agencies</li> <li>- Implementing and encouraging good safeguarding practice throughout a large team of people</li> </ul> </li> <li>• Demonstrable evidence of developing and implementing strategies to help children and their families</li> <li>• Experience of handling large amounts of sensitive data and upholding the principles of confidentiality</li> </ul>                                                                                                                                                                                                                 |
| SKILLS & KNOWLEDGE               | <ul style="list-style-type: none"> <li>• Expert knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities of schools and other agencies</li> <li>• Ability to work with a range of people with the aim of ensuring the safety and welfare of children</li> <li>• Awareness of local and national agencies that provide support for children and their families</li> <li>• Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding concerns</li> <li>• Good IT skills, including previous use of management systems similar to SIMS and CPOMS</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to communicate a vision and inspire others</li> <li>• Ability to build effective working relationships with staff and other stakeholders</li> </ul> |

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| PERSONAL QUALITIES | <ul style="list-style-type: none"> <li>• Commitment to ensuring the safety and welfare of children</li> <li>• Commitment to upholding and promoting the ethos of values of the school</li> <li>• Integrity, honesty and fairness</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to equality</li> </ul> |
| BEHAVIOURS         | <ul style="list-style-type: none"> <li>• To demonstrate empathy</li> <li>• To maintain confidentiality within working environment</li> </ul>                                                                                                                                                                                                                                                                         |