

Job Description: Designated Safeguarding Lead (DSL)

To provide strategic and operational leadership of safeguarding and child protection within the academy, ensuring all pupils are safe and supported.

The DSL will maintain robust systems, ensure compliance with statutory guidance, and lead a strong safeguarding culture across the school, with particular attention to pupils with SEND and complex needs.

Grade: OAT Grade 9

Hours: 37

Working weeks: 41 weeks per year

Location: Queensmill Academy

Reports to: Head of School

Responsible for: Family Support Practitioner & Extended Clubs Manager & DDSL

Key responsibilities

- Take lead responsibility for safeguarding and child protection, including online safety.
- Maintain the authority and professional standing to direct staff, challenge practice and ensure safeguarding actions are completed promptly.
- Act as the main point of contact for safeguarding concerns and provide advice to staff.
- Maintain oversight of safeguarding cases, ensuring timely decision making, appropriate thresholds and no drift in actions.
- Maintain oversight of CPOMS, ensuring high-quality recording, clear actions and accountability.
- Ensure accurate, secure and up-to-date safeguarding records.
- Make referrals to social care and other agencies as appropriate.
- Understand and apply thresholds for intervention confidently and consistently.
- Lead and coordinate multi-agency working, ensuring clear actions, accountability and follow-through.
- Work with external agencies including social care, police, health and LADO.
- Manage allegations against staff in line with procedures.
- Ensure safeguarding policies are implemented and reviewed annually.
- Lead safeguarding training and updates for staff and governors.
- Ensure all staff and governors receive safeguarding induction.
- Attend and contribute to child protection conferences and reviews.
- Work with senior leaders to ensure safer recruitment practices.
- Provide safeguarding reports to governors and contribute to Section 175 returns.
- Line manage Deputy DSLs including the Family Support Practitioner (FSP), ensuring family support is targeted, prioritised and aligned to safeguarding thresholds.
- Ensure safeguarding practice reflects the needs of pupils with SEND, including recognising risk where communication is limited or behaviour may mask need.
- Maintain oversight of safeguarding patterns, themes and risks across the school.

Training, Induction and Review

- Liaise with senior leaders to ensure appropriate safeguarding induction for all staff and governors.
- Arrange and deliver regular safeguarding training and updates.
- Maintain up-to-date knowledge of safeguarding legislation and practice.
- Attend and contribute effectively to child protection conferences and reviews.
- Ensure understanding of SEND-specific safeguarding needs.

To be aware of the safeguarding and child protection policy and to follow protocols and guidelines set out in the policy.

To be aware of all school policies and procedures and always comply with these.

Person Specification

Knowledge and Qualifications	Essential/Desirable
Strong knowledge of KCSIE, Working Together and safeguarding thresholds.	E
Understanding of safeguarding in a SEND context.	E
Advanced safeguarding / DSL training or willing to work towards this.	E
Experience	
Experience leading safeguarding in a school or specialist setting.	E
Experience managing complex safeguarding cases and multi-agency work.	E
Experience in a special school or working with pupils with autism.	D
Experience overseeing early help or family support.	D
Experience contributing to inspections or safeguarding reviews.	D
Skills	
Ability to maintain oversight of safeguarding systems, not just individual cases.	E
Strong leadership skills with the ability to challenge, influence and hold others to account.	E
High-quality written and record-keeping skills.	E