



JOB DESCRIPTION

Deputy Designated Safeguarding Lead

Grade

Grade 7, SCP25

Purpose

The Deputy Designated Safeguarding Lead will deputise in the absence of the Designated Safeguarding Lead for all responsibilities as detailed in Keeping Children Safe in Education; maintain safeguarding knowledge through regular training; liaise with the Designated Safeguarding Lead in respect of police investigations, section 17 and section 47 Children Act 1989 investigations and Early Help support involving the school; act as a source of support, advice and expertise to colleagues on safety and safeguarding matters; support referral decision-making through liaison with relevant agencies; support safeguarding training for colleagues new to the school; and undertake other comparable duties as required by the Headteacher or Designated Safeguarding Lead.

Staff Responsibilities

Line management responsibility: none. Staff group: not applicable.

Deployment

Fixed-site deployment at Maiden Erleigh School in Reading, with attendance at external meetings as required.

Financial Accountability

No budgetary responsibility.

Key accountabilities

Teaching and learning through safeguarding practice that enables students to access school safely and maintain high aspirations; assessment and referral of safeguarding, welfare, child protection, attendance, Early Help, Channel/PREVENT and related concerns in line with statutory



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and local procedures; behaviour management and student wellbeing through effective support for students experiencing welfare, safeguarding, child protection, attendance or emotionally based school avoidance issues; pastoral and inclusion through coordinated support for children on Child Protection, Child in Need and Early Help plans and children looked after; Trust culture through professional relationships, accurate records, secure information-sharing, safeguarding training and the promotion of high expectations; other safeguarding, statutory, compliance and comparable duties as required by the Headteacher or Designated Safeguarding Lead.

Relationships

The postholder will build positive, professional relationships with a wide range of stakeholders, including Trust and school leaders, colleagues across Maiden Erlegh Trust, students, parents and carers, plus external partners. These relationships are central to creating a collaborative, supportive environment that enables shared success and strong outcomes for all. The postholder will also liaise with the Local Authority, children's social care, the Local Authority Designated Officer team, police, external agencies, charities, the Designated Teacher for Looked After Children, the attendance lead, educational welfare, relevant professionals and families.

Supporting Maiden Erlegh Trust

The postholder may occasionally support other Maiden Erlegh Trust schools, promoting collaboration, professional growth, and the sharing of effective practice. This cross-Trust work provides opportunities to learn from colleagues, contribute to improvement initiatives, and strengthen our community.

Main duties and accountabilities

Teaching and Learning

- Maintain a culture of high aspirations for all students who are currently experiencing, or have previously experienced, welfare, safeguarding and child protection issues.
- Support students to access school safely by contributing to safeguarding practice that enables effective learning, attendance and participation to protect access to education and strong student outcomes.



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- Act as a source of support, advice and expertise to colleagues on matters of safety and safeguarding, including when deciding whether to make a referral through liaison with relevant agencies.
- Support the Designated Safeguarding Lead to ensure all colleagues receive safeguarding induction and frequent updates so that concerns can be recognised and reported immediately.
- Support safeguarding training for colleagues new to the school.
- Undertake regular safeguarding training to ensure knowledge is kept to the highest level, including completing Designated Safeguarding Lead training every two years.
- Support colleagues by providing advice and guidance where needed and attending meetings where required.

Assessment

- Refer all cases of suspected abuse of any pupil at the school to children's social care.
- Support families with referrals for Early Help support where required.
- Make referrals to relevant external agencies, including charities, in order to support children and families as required.
- Refer cases to the Channel/PREVENT programme, and support colleagues who make referrals, where there is a radicalisation concern.
- Make referrals to the police where a crime may have been committed which involves a child.
- Liaise with the Designated Safeguarding Lead to refer to the Local Authority Designated Officer team all child protection concerns which involve a member of staff.
- As required, liaise with the case manager and the designated officer at the local authority for child protection concerns involving a member of staff.
- Take part in strategy discussions and inter-agency meetings, support other colleagues to do so where required, and contribute to the assessment of children.
- Liaise with the Designated Safeguarding Lead in respect of police investigations, investigations under section 17 or section 47 Children Act 1989, and Early Help support involving the school.
- Ensure relevant, detailed and accurate written records of referrals and concerns are kept and stored securely.
- When students move school, ensure their safeguarding file is sent to the new establishment immediately and securely.



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Behaviour Management and Student Wellbeing

- Coordinate and oversee school support for children who are on Child Protection, Child in Need or Early Help plans.
- Liaise with the Safeguarding and Outreach Worker as required to ensure caseload is managed effectively and students and families are appropriately supported.
- Inform the Designated Safeguarding Lead, and the Headteacher in their absence, of safeguarding issues, especially ongoing enquiries into whether a child is at risk of harm and police investigations.
- Escalate concerns within organisations if required to ensure the safeguarding of children is paramount.
- Support students experiencing emotionally based school avoidance and liaise with relevant professionals.
- Liaise with the attendance officer around sighting visits for students absent from education.
- Where required, attend persistent absence panels and support effective liaison with the school's attendance lead and educational welfare to support good attendance at school.

Pastoral and Inclusion

- Attend Children Looked After reviews and liaise with the Designated Teacher for Looked After Children.
- Support children and families through effective liaison with local authority services, external agencies, charities and relevant professionals.
- Support students and families experiencing welfare, safeguarding, child protection and attendance issues with empathy, professionalism and appropriate challenge.
- Promote effective safeguarding and pastoral support for vulnerable students and families to strengthen inclusion, wellbeing and participation.

Trust Culture

- Work with confidentiality at all times and handle safeguarding information securely and professionally.
- Build supportive, positive relationships with students and their families.
- Work constructively within a team environment and independently, using initiative and managing time and caseload effectively.
- Demonstrate a caring and positive attitude that is sensitive to student needs.



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- Communicate effectively and professionally with students, colleagues, families, local authority representatives and external agencies.
- Remain calm under pressure, adaptable, energetic and committed to ongoing service and personal development through self-evaluation, training and learning from others.

Other

- Support the Designated Safeguarding Lead as required with reports for the Senior Leadership Team, Governors and Trust.
- Attend meetings as required, including external meetings, and travel for meetings where necessary.
- Undertake such other comparable duties as the Headteacher or Designated Safeguarding Lead may require from time to time

Other requirements and responsibilities

- Maiden Erleigh Trust is committed to safeguarding, equality and promoting the welfare of children and young people. The Trust is also committed to having the highest expectations of pupils, students and colleagues, and supporting everyone to reach their full potential. All employees of the school and Trust are expected to share these commitments.
- All posts require satisfactory employment checks and references and a satisfactory enhanced Disclosure and Barring Service check.
- All leadership roles will require a Section 128 check.