

UPPINGHAM

Role Description

Job Title: Designated Safeguarding Lead (Whole School and Strategic Safeguarding Lead)

Reports to: The Headmaster

Job context

Uppingham School, founded in 1584, is a leading co-educational independent boarding school which runs 24/7 in term-time. It has a strong academic profile and excellent pastoral care with an international reputation, and state-of-the-art science, sports and music facilities. Its c. 800 pupils, aged 11-18, are accommodated in 15 boarding houses, taught by over 20 academic departments, and participate in numerous extra-curricular activities such as sports, music, and drama. The academic programme is supported by business units responsible for marketing, estates, finance, People and Culture department, IT, operations (catering, cleaning, and procurement), health and safety, and the School's trading subsidiary. The School employs c. 550 staff.

Safeguarding and welfare are central to the School's ethos, with pastoral care delivered primarily through boarding house structures supported by a 24-hour health centre, counselling provision, chaplaincy and trained peer-support systems.

The Designated Safeguarding Lead (DSL) has lead responsibility for all aspects of safeguarding and child protection, including online safety, across the School. The post-holder provides both operational leadership as the statutory DSL and strategic oversight of safeguarding systems, culture, quality assurance and continuous improvement, working closely with senior leaders, pastoral teams, healthcare professionals and external agencies.

The role provides professional leadership to Deputy Designated Safeguarding Leads (DDSLs).

Uppingham is committed to Equality, Diversity and Inclusion and welcomes applications from anyone who feels they could fulfil the role.

Job purpose

- To act as the Designated Safeguarding Lead (DSL) and take lead responsibility for safeguarding and child protection, ensuring full compliance with statutory guidance and best practice.
- To provide strategic leadership, quality assurance and professional challenge to ensure safeguarding arrangements are effective, child-centred and continuously improving.
- To promote and sustain a strong safeguarding culture where safeguarding is understood as everyone's responsibility.

Responsibilities

1. Statutory Designated Safeguarding Lead Responsibilities

The post-holder will fulfil all DSL responsibilities as set out in Keeping Children Safe in Education, including but not limited to:

- Acting as the lead professional for safeguarding and child protection, including online safety.
- Taking overall responsibility for safeguarding policy, procedures and practice.
- Being the first point of contact for safeguarding concerns and disclosures.
- Ensuring child-centred, timely and appropriate responses to all safeguarding concerns.
- Ensuring pupils are supported and protected from harm and that their voice is heard.
- Ensuring safeguarding is integrated into wider school decision-making.
- Ensuring appropriate cover arrangements are in place when the DSL is unavailable.
- Undertaking regular, appropriate DSL training and keeping knowledge up to date.

2. Managing Safeguarding Concerns, Cases and Referrals

- Lead on day-to-day safeguarding case management.
- Manage the triage process and assess all new safeguarding concerns.

UPPINGHAM

- Oversee, monitor and direct all live safeguarding cases.
- Make and manage referrals to Children's Social Care, the police and other agencies.
- Act as the designated point of contact for safeguarding partners.
- Attend and contribute to strategy meetings, child protection conferences, core groups and multi-agency meetings.
- Ensure appropriate support, protection and care plans are in place and reviewed for pupils where there are known safeguarding concerns
- Escalate concerns relevant agencies where thresholds are met or professional disagreement exists.

3. Safeguarding Records and Information Management

- Ensure accurate, comprehensive and contemporaneous safeguarding records are maintained.
- Oversee the secure storage, management and transfer of safeguarding files in line with data protection requirements.
- Ensure safeguarding information is shared appropriately, proportionately and lawfully.
- Manage the receipt and scrutiny of safeguarding records for new pupils.
- Ensure safeguarding systems (e.g. MyConcern) are used effectively and consistently.
- Train staff in high-quality safeguarding recording and information sharing.

4. Low-Level Concerns and Allegations Against Staff

- Lead on the management of low-level concerns in line with statutory guidance.
- Work closely with the Headmaster, Senior Deputy Head and HR Director on:
 - Allegations against staff, volunteers and contractors.
 - Liaison with the LADO and other relevant agencies.
- Ensure concerns are recorded, monitored, reviewed and addressed appropriately.
- Promote a culture of professional curiosity, transparency and accountability.

5. Safeguarding Leadership and Culture

- Provide visible, confident and authoritative safeguarding leadership.
- Promote a culture of trust, vigilance and openness, where concerns are raised and addressed.
- Use safeguarding data to identify patterns, trends and emerging risks, including:
 - Child-on-child abuse
 - Sexual harassment and violence
 - Online safety risks
 - Bullying, discrimination and prejudice
- Lead the Safeguarding Committee and ensure effective oversight and follow-up of the cases discussed
- Champion equality, diversity and inclusion within safeguarding practice.
- To sit on the Educational Leadership team

6. Line Management and Professional Support

- Professionally support Deputy Designated Safeguarding Leads.
- Provide advice, guidance and supervision to staff managing safeguarding cases.
- Ensure safeguarding responsibilities are clearly understood across the School.
- Support Housemasters/Housemistresses and pastoral leaders in complex cases.

7. Training, Education and Professional Development

- Ensure all staff receive appropriate safeguarding training at induction and regularly thereafter.
- Deliver or commission specialist safeguarding training as required.
- Ensure pupils receive age-appropriate safeguarding education, including online safety.
- Support and train pupils with specific safeguarding roles (e.g. prefects, wellbeing advocates).
- Maintain personal expertise through continuous professional development.

8. Policy Development, Compliance and Quality Assurance

- Lead the development, review and implementation of:
 - Safeguarding (Child Protection) Policy
 - Related safeguarding and welfare policies

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- Ensure policies are reviewed at least annually and reflect current statutory guidance.
- Lead safeguarding audits, self-evaluation and quality assurance processes.
- Prepare safeguarding documentation and evidence for inspections.
- Commission and respond to external safeguarding scrutiny where appropriate.
- Report regularly to the Headmaster, the Senior Deputy Head, the Safeguarding Trustee and the wider Trustee body.

9. Stakeholder Engagement and Working with Others

- Work closely with:
 - Headmaster and Senior Leadership Team
 - Pastoral Leadership Team
 - Boarding houses, healthcare, counselling and chaplaincy teams
 - IT, mental health and learning support teams
- Communicate appropriately and sensitively with parents and carers.
- Maintain strong professional relationships with external safeguarding agencies.
- Contribute to safeguarding reports for Trustees

10. Strategic and Wider School Responsibilities

- Contribute actively to whole-school strategy and leadership.
- Embed safeguarding within wider educational, pastoral and wellbeing planning.
- Support pupil voice and leadership within safeguarding.
- Participate in regional and national safeguarding networks.
- Attend school events when required

Note

This Role Definition is not an exhaustive list of what may be expected of you in the role. It is non-contractual and may be amended by the School from time to time. Colleagues are required to comply with all of Uppingham School's Health, Safety and Environmental policies.

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Essential and Desirable Criteria

	Essential	Desirable
Qualifications, Skills and Experience		
Good honours degree	✓	
Significant safeguarding and child protection experience	✓	
Up-to-date knowledge of statutory safeguarding guidance	✓	
Experience of managing complex safeguarding cases	✓	
Ability to lead, support and challenge colleagues	✓	
Pastoral or safeguarding leadership qualification		✓
Experience in boarding education		✓
Personal Qualities		
Strong professional judgement and integrity	✓	
Child-centred, empathetic and resilient	✓	
Confident decision-maker able to work under pressure	✓	
Excellent communicator with adults and young people	✓	
Commitment to equality, diversity and inclusion	✓	
Ability to analyse, evaluate and improve systems	✓	

Safeguarding

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and always ensure compliance with the School's Safeguarding (Child Protection) Policy. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the School's Designated Safeguarding Lead or to the headmaster.

Name:

Signature:

Date: