



Designated Safeguarding Lead (DSL) and Attendance Officer – Job Description

Responsible for:

The DSL will be a key member of the Senior Leadership Team and take lead responsibility for safeguarding and child protection across the school (including online safety and understanding the filtering and monitoring systems in place). They will take part in strategy discussions and inter-agency meetings and contribute to the assessment of children.

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.

Some safeguarding activities may be delegated to deputies, but the DSL will retain ultimate lead responsibility for safeguarding and child protection.

Administering and co-ordinating the attendance procedure according to school policy

Developing positive pupil and parental engagement with the school and its procedures.

Duties and responsibilities DSL:

Managing referrals

- Refer cases of suspected abuse and neglect to the local authority children's social care
- Refer cases to the Channel programme where there is a radicalisation concern
- Liaise with the Trust HR Director to refer cases to the Disclosure and Barring Service where a person is dismissed or leaves due to risk or harm to a child
- Refer cases to the police where a crime may have been committed

Working with staff and other agencies

- Act as a source of support, advice and expertise for all staff
- Inform the Headteacher 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
- Liaise with the case manager and the Local Authority Designated Officer(s) (LADO) for child protection concerns in cases which concern a staff member
- 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
- Liaise with the mental health lead and, where available, the mental health support team, where safeguarding concerns are linked to mental health
- Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances
- Work with the 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
- Ensuring there is DSL (or DDSL, DSO) on site during school hours where children are on site.

Managing the child protection file

- Ensure child protection files are kept up to date
- Keep information confidential and store it securely

Raising awareness

- Ensure each member of staff has access to, and understands, the school's child protection policy and procedures, especially new and part-time staff
- Work with the governing board to ensure the child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly
- 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
- Link with the safeguarding partner arrangements to make sure staff are aware of any training opportunities and the latest local policies on local safeguarding arrangements
- 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

- Undergo training to gain the knowledge and skills required to carry out the role and meet the expectations set out in KCSIE,
- Undertake Prevent awareness training
- Refresh knowledge and skills at regular intervals and at least annually
- Ensure all staff are up to date with training requirements and compliancy expectations
- Lead regular Safeguarding briefings and training for staff
- Review and prepare safeguarding training for LGB meetings in line with Trust expectations

Providing support to staff

- Support and advise staff and help them feel confident on welfare, safeguarding and child protection matters
- Support staff during the referrals process
- Support staff to consider how safeguarding, welfare and educational outcomes are linked, including to inform the provision of academic and pastoral support
- Lead the formal supervision process across the school.
- Train staff delivering supervision on effective supervision processes and procedures.

Understanding the views of children

- 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
- Understand the difficulties that children may have in approaching staff about their circumstances and consider how to build trusted relationships which facilitate communication
- Lead the Safeguarding Ambassadors Pupil Voice Group

Holding and sharing information

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

Duties and responsibilities Attendance:

Principle responsibilities:

- Record attendance data using school management system.
- Complete daily attendance procedures including following up unexplained absences and monitoring registers throughout the day
- Produce reports and correspondence as directed by the Headteacher responsible for attendance.
- Analyse data as requested.
- Facilitate and attend meetings with pupils, parents and other agencies as required.
- Provide reports for governors and senior team.
- Process pupil holiday requests
- Maintain confidentiality at all times.
- Assist with whole school events.
- Attend meetings as required.
- Undertake any tasks as reasonably directed by the Headteacher or designated person.

Attendance Monitoring and Support

- Promoting the direct link between safeguarding and attendance in school and within the community Monitoring the attendance levels fortnightly and identifying where support may be required in line with the attendance policy
- Communicating with families to support them in achieving strong attendance
- Hosting connections meetings to support and inform families when a leave of absence is requested
- Issuing FPN in line with policy.
- Working alongside external agencies where appropriate to support families with attendance levels
- Attending home visits where required

Compliance

- To be responsible for the filtering and monitoring system in place including regular reporting to the Head Teacher
- To enable all pupils to engage in education by providing leadership and support around student welfare, behavioural and attendance issues. This will involve working with staff, parents/carers and pupils to address barriers to learning and make sure effective policies and procedures are in place.
- To work closely with parents and carers to help overcome pupils' barriers to learning, whether inside or outside school. This will involve maintaining regular communication, putting interventions in place
- Liaising with relevant staff and professionals to ensure parents and carers are consistently engaged in pupils' development and progress

All employees are also expected to:

- Work effectively as part of the whole school team, support other colleagues in their roles and participate in relevant training and professional development.
- Ensure health and safety and positive behaviour of pupils at all times.
- Ensure that safety guidelines are followed and report any defects or damaged equipment and environment.
- Demonstrate and assist others in safe and effective use of specialist equipment/materials.
- Contribute to the overall ethos and aims of the school.
- To adopt a professional attitude at all times.
- Establish productive relationships with pupils, acting as a role model and setting high expectations in encouraging pupils to be polite and respectful.
- Be aware and comply with all policies, particularly those relating to Safeguarding, Health and Safety, Confidentiality and Data protection

Other areas of responsibility

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