

JOB DESCRIPTION

Post Title: Deputy Designated Safeguarding Lead

Salary: Grade 7 Scale Point 21-25

37 hours per week between 8.00 a.m. – 4.00 p.m. Monday to Friday, term time plus inset days (0.8544 FTE)

Contract Type: Permanent

Purpose

The Deputy DSL will share responsibility for safeguarding and child protection across the school. 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 and child protection matters and liaise with relevant agencies such as the local authority and police.

The DSL will retain lead responsibility for the work of deputies and will ensure it is completed to the highest standard.

Main Areas of Responsibility Training

- Work with the SLT-DSL to produce and deliver safeguarding training to all groups of staff and lead in the safeguarding induction training for new staff
- Manage referrals and maintain accurate records of all students who are on the safeguarding register
- Refer cases of suspected abuse to the local authority children's social care as required
- Support staff who make referrals to local authority children's social care
- Refer cases to the Channel programme where there is a radicalisation concern as required
- Support staff who make referrals to the Channel programme
- Refer cases where a crime may have been committed to the Police as required
- Liaise with the designated person or Head Teacher on any allegations against staff
- Oversee any allegations of Sexual Abuse or Harassment through implementing the safeguarding policy
- Maintain and check CPOMs on a daily basis to ensure all required actions have been completed
- Reinforce the application of the safeguarding policy to all staff
- Undertake any required tasks requested by the Headteacher, DSL or Assistant Head of Pastoral as required
- Ensure compliance with the storage of all safeguarding matters
- Chase up referrals with external agencies to monitor progress and impact of referral
- Ensure baselines are completed at point of referral to monitor impact on child of the referral
- Attend all CORE group meetings and feedback on any relevant information from referrals
- Attend any CIN or safeguarding meeting relating to welfare or safeguarding
- Undertake a termly profile of safeguarding need and to feed this back to the senior team
- Understand the local safeguarding context for feeder boroughs
- Participate in an annual evaluation of the safeguarding policy with the DSL.
- Ensure robust and GDPR complaint records are retained Work with others
- Liaise with the Principal/DSL to inform him or her of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations
- As required, liaise with the "case manager" (as per Part four of KCSiE – September 2021) and the designated officer(s) at the local authority for child protection concerns in cases which concern a staff member
- Liaise with staff (especially pastoral support staff, school nurses, IT Technicians, and SENCOs or the named person with oversight for SEN in a college) on matters of safety and safeguarding (including online and digital safety) and when deciding whether to make a referral by liaising with relevant agencies.
- Act as a source of support, advice and expertise for all staff

- Attend LAC reviews as and when required
- Assist and attend Designated Teachers Forums
- Lead contact for School Nurse – Counselling services – School police – Gangs violence unit – Missing Children Unit.
- Carry out home visits as and if required.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Please note that the above is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out.

This job description may be amended at any time in consultation with the post holder.

Qualifications & Experience Essential

- Minimum of 3 years' experience in a safeguarding role within a school or other organisation that deals with children and young adults
- Safeguarding qualification at Level 3
- Detailed knowledge and experience of current relevant legislation, policy, practice, guidance and good safeguarding practice.
- Willingness to attend further training, as required.
- Ability to keep up to date with legislative, policy and guidance developments in safeguarding
- Ability to identify examples of poor practice and raise concerns promptly and coherently through the senior team DSL and/or Head Teacher.
- Experience of creating and maintaining robust and GDPR compliant safeguarding records, manual and computerised.
- Good ICT skills and the ability to write concise summary reports regarding safeguarding issues and associated interventions.
- Experience of developing and maintaining effective relationships and liaison with outside agencies and families, focusing at all time on the welfare of the child.
- Experience of using problem solving skills to ensure the best outcomes for the child are achieved.

Desirable

- Evidence of professional development in relation to safeguarding, that demonstrate an awareness of the complex and diverse range of safeguarding related issues.
- Evidence of participation in formal Safeguarding forums, preferably Local Authorities.
- Experience in contributing to the delivery of safeguarding training for staff.