



## **JOB DESCRIPTION & SPECIFICATION**

### **Designated Safeguarding Lead**

**Salary:** £22,500 per annum

**Hours:** 37 hours per week, 42 weeks per year, 4.5 weeks paid holiday

**Reporting to:** Vice Principal

**Responsible for:** Safeguarding and Child Protection

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. It is also expected that the role will develop, working to specific strengths of the successful candidate.*

*The College will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

#### **Main purpose**

The DSL will take 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 work alongside the DSL Team within the school ensuring that any work is completed to the highest standard.

#### **Duties and responsibilities**

##### **Managing referrals**

- Refer cases of suspected abuse to the local authority children's social care
- Refer cases to the Channel programme where there is a radicalisation concern
- Refer cases where a crime may have been committed to the police
- Complete section 17 & 47 Welfare Check reports that have been requested
- Complete all TAF/CAF or other agency reports
- Ensure that reports are completed in a timely fashion following any MASH or Strategy Meeting calls
- Keep detailed, accurate and secure written records of concerns and referrals and ensure these are uploaded onto the school's electronic safeguarding platform (CPOMS)

### **Working with staff and other agencies**

- Support in ensuring staff access and understand the school's child protection and safeguarding policy and procedures (especially new and part time staff)
- Inform the DSL Team of safeguarding issues, especially ongoing enquiries into whether a child is at risk of harm, and police investigations
- Liaise with the DSL Team on matters of safety, safeguarding, and when deciding whether to make a referral
- Act as a source of support, advice and expertise for staff
- Understand the assessment process for providing early help and intervention
- Develop a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference
- Attend and contribute to child protection case conferences effectively when required to do so
- Lead the DSL Team Meetings ensuring that accurate minutes are taken
- Produce termly safeguarding reports for the Governors

### **Training**

- Undergo training to develop and maintain the knowledge and skills required to carry out the role
- Undergo Prevent training and be able to:
  - Support the school in meeting the requirements of the Prevent duty
  - Provide advice and support to staff on protecting children from the risk of radicalisation
- Undergo training on female genital mutilation (FGM) and be able to:
  - Provide advice and support to staff on protecting and identifying children at risk of FGM
  - Report known cases of FGM to the police, and help others to do so
- Ensure that specific training is completed in accordance with the safeguarding legislation to remain up to date with any developments relevant to the role
- Obtain access to relevant resources

### **Raise awareness**

- Ensure the school's child protection policies are known, understood and used appropriately
- Work with the governing board to ensure the school child protection/safeguarding policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly
- Ensure the child protection/safeguarding policy is available and easily accessible to everyone in the school community
- Ensure that parents are aware of the child protection/safeguarding policy, and are aware that referrals about suspected abuse or neglect may be made, and the role of the school in this
- Link with the Bucks Safeguarding Children Board (BSCB) to ensure that staff are aware of training opportunities and the latest local policies on child protection/safeguarding
- Be aware of the specific needs of children within our school community; those with special educational needs, looked after and young carers

- Encourage a culture of listening to children among all staff, ensuring that children's feelings are heard where the school puts measures in place to protect them

#### **Other areas of responsibility**

- Where children leave the school, securely transfer their child protection file to their new school as soon as possible, separately from the main pupil file
- Undertake safer recruitment training and support the school to follow best practice
- Work alongside the Strategic Lead for the DSL Team to monitor the single central record and ensure it complies with all relevant legislation
- Model best practice and uphold the principles of confidentiality and data protection at all times

The DSL will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct. During term time, the DSL should always be available during school hours for staff in the school to discuss any safeguarding concerns. Ideally this will be in person, but can also be via phone or video calling in exceptional circumstances.

*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 DSL will carry out. The postholder may be required to do other duties appropriate to the level of the role.*

*This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties, including the provision of high quality teaching and learning across the Academy and the pastoral care of the students in their charge.*

*Elements of this job description and changes to it may be negotiated at the request of either the Principal or the incumbent of the post.*

## Person specification

Criteria	Qualities
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• GCSE (or equivalent) in English and Maths</li> <li>• Degree</li> <li>• Completed Level 3 Safeguarding training (essential)</li> <li>• Completed Prevent training (essential)</li> <li>• Completed Safer Recruitment training (desirable)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successful leadership and/or management experience in a school or other relevant organisation</li> <li>• Experience of managing safeguarding in a school or other relevant organisation, including: <ul style="list-style-type: none"> <li>○ Building relationships with children and their parents, particularly the most vulnerable</li> <li>○ Working and communicating effectively with relevant agencies</li> <li>○ Implementing and encouraging good safeguarding practice throughout a large team of people</li> </ul> </li> <li>• Demonstrable evidence of developing and implementing strategies to help children and their families</li> <li>• Experience of handling large amounts of sensitive data and upholding the principles of confidentiality</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Expert knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities of schools and other agencies</li> <li>• Ability to work with a range of people with the aim of ensuring the safety and welfare of children</li> <li>• Awareness of local and national agencies that provide support for children and their families</li> <li>• Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding concerns</li> <li>• Good IT skills, including previous use of CPOMS or other electronic safeguarding systems</li> <li>• Excellent time management, interpersonal skills and effective communication</li> <li>• Ability to build effective working relationships with staff and other stakeholders</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to ensuring the safety and welfare of children</li> <li>• Uphold and promote the ethos and values of the school</li> <li>• Act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> </ul>

	<ul style="list-style-type: none"><li>• Maintain confidentiality at all times</li><li>• Commitment to equality</li><li>• Ability to work alongside a dedicated team of professionals to ensure that the school's safeguarding procedures remain exemplary and are effective</li></ul>
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