

ASSISTANT PRINCIPAL (Inclusion & Safeguarding)

Harris Academy Merton

Leadership Scale

How To Apply

Please visit www.harriscareers.org.uk to apply online and submit your application. We only accept applications submitted before the closing date via our careers website. Please refer to the last page of this candidate pack and our website for guidance on applying to opportunities within the Federation.

Safeguarding Notice

The Harris Federation and all our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed. Before applying, please review our **Policy Statement on the Recruitment of Ex-Offenders**.

About the Harris Federation

The founder and sponsor of the Harris Federation, Lord Harris of Peckham, opened our first school in 1990. We have, over the past thirty years, implemented ideas and initiatives that have transformed the opportunities of pupils from working class and disadvantaged backgrounds. Harris academies are widely recognised as a force for social mobility. We are immensely proud of the role that our alumni are now beginning to play in the world and of what we believe our current generation of pupils will go on to achieve.

The Harris Federation has a track record of accomplishment in achieving success through rapid school improvement and has built an unrivalled reputation for running outstanding academies. We now have over 50 schools educating more than 40,000 young people across London and Essex, and employ over 5,000 staff across our academies and head office. With the majority of our academies located in areas of high socioeconomic disadvantage, a high-quality education is key to the futures of the pupils we serve.

Our Vision

We are a pioneering education charity, and one of the leading multi-academy trusts in the country. We have built a reputation for transformative change, taking on some of the most challenging schools in London and turning them into places where every young person can access a high-quality education and have opportunities to succeed.

Our vision, from the start, has been to provide the structure and services needed for our schools to amount to more than the sum of their parts, and to free-up our teachers and leaders to focus on one thing and one thing only: the outstanding education of all their pupils. Our young people and communities are at the heart of everything we do. Our core mission has always been to close the educational gap between young people from disadvantaged backgrounds and their peers. Our ambition is one where every child in London, no matter their background, has equal access to high quality education, giving them the same opportunities and potential to succeed.

Our Values

We have exceptional teachers, support staff, and leaders that come from a wide range of backgrounds. They bring many different skills, but they all share a strong commitment to delivering an outstanding education and creating an inspiring and happy school environment. We know there are many challenges facing our young people and the communities we serve, and that's why we need determined people like you to help us tackle those inequalities.

Whilst each of our academies has their own unique cultures and values; as a whole Federation, we have four core values which are central to successfully achieving our vision: **Excellence, Collaboration, Support, and Innovation**. We are proud of our values because they guide us in how we work allowing us to achieve the best possible outcomes for our young people, communities, and colleagues. No matter what your role is, where you're based, or what your career goals are, our values act as a guide to empower you to do your best work.

What Sets Harris Apart

We are a Federation rather than a chain, and the autonomy of our Principals, and their individual academies is a key element of our success. In addition, the support structure from our central team provides a range of efficient and time-saving services to our academies, but Principals have ownership of running their schools to determine the best curriculum and other local policies to suit the context of their school, staff, and students.

Our head office based in East Croydon, provides expertise and guidance across Commercial, Governance, IT and Data, Finance, Estates, Procurement, HR and Recruitment, Sixth Form and Marketing. Harris academies are funded on the same basis as other state schools in England, but by negotiating shared contracts and services, and delivering other economies of scale, our academies save over £5m per year, all of which goes back into the education of our students.

As part of the central team we have more than 70 consultants, each a subject specialist and highly-skilled teachers who are available to our academies as a resource to use as they need. Their job is to create curriculum excellence in every subject. Our schools are able to access their full support to ensure the most effective curriculum intent, implementation, and impact.

From Our CEO

We see Harris as a system disrupter – whose purpose is to make life fairer for children in and around London. Our focus is to take on the most challenging schools and turn them into exceptional places of learning where everyone – staff and students – thrives.

We strive to deliver an excellent education to our young people so they can progress into top careers and the very best universities and apprenticeships, giving them the chance to fulfil their potential, no matter their background.

The secret of our success is that every Harris academy is different; every school has its own culture and ethos nurtured by its leadership team to suit the local community and context. However, all Harris academies are united by a determination to constantly improve and to quickly identify and share what works to ensure that every pupil is successful regardless of background.

As we grow, we are delighted to welcome new and experienced teachers, leaders, and support staff into the Federation, all of whom are crucial to our ongoing success. We encourage staff in their learning and development, our CPD is regularly described as ‘outstanding’, and all of us are committed to growing our expertise and sharing it with each other.

*Sir Dan Moynihan
Chief Executive*

Our Benefits

You will also have access to a variety of benefits, support programmes and initiatives. [Visit our website](#) to discover more.

Diversity and Inclusion

We are committed to encouraging and sustaining a positive and supportive working environment for our staff, and an excellent teaching and learning experience for our young people. As a provider of employment and education, we value the diversity of our staff and students, and all our staff are equally valued and respected. We are committed to providing a fair, equitable and mutually supportive learning and working environment for our students and staff.

Our work will impact many generations to come, and our staff come from all backgrounds and walks of life, coming together to inspire young minds. We promote an inclusive culture that embraces the valuable and enriching contribution that all of our community make. We continue to be proactive in uplifting and supporting all voices at Harris.

Job Purpose

- As a senior leader, to assist the Principal in the strategic and operational management, development and leadership of the Academy, and ensure the achievement of our ethos, aims and objectives within the context of the Academy's strategic and development plans.
- To be in charge of a range of responsibilities within the Academy and to develop, maintain and operate appropriate systems for quality assurance in all aspects of our operations.

The exact remit of the new Principal will depend on the experience of the candidate.

What We Are Looking For

A leader who brings expertise, compassion and ambition in equal measure.

Who has:

- Qualified Teacher Status (QTS)
- Proven experience as a Designated Safeguarding Lead
- Experience working within specialist or highly inclusive settings
- A strong understanding of complex and diverse SEND profiles
- Excellent knowledge of statutory safeguarding and SEND frameworks
- A child-centred, collaborative leadership style with safeguarding at its core
- A genuine passion for inclusive and adaptive learning, teamwork and student wellbeing

Main Areas of Responsibility

- Act as Designated Safeguarding Lead and Prevent Lead, ensuring exemplary standards of student safety, compliance and wellbeing
- Establish and promote a strong safeguarding and inclusive culture within the Academy
- Implement and deliver an effective safeguarding training programme for students, staff and parents
- Oversee Alternative Provision
- Lead the transition of Year 6 into Year 7
- Lead the Early Help provision in the Academy
- Act as the Academy Mental Health Lead
- Act as Designated Teacher for LAC
- Work in conjunction with the Attendance Lead to monitor children who are absent from education and implement appropriate strategies to re-engage them with education
- Oversee the implementation and delivery of the RSHE curriculum ensuring it is fully compliant
- Oversight of high-quality SEND and EAL provision including identification, assessment, progress tracking and the graduated approach

- Oversight of EHCP processes, identification, assessment, progress tracking and the graduated approach
- Oversight of access arrangements and statutory documentation to ensure regulatory compliance
- Coach and empower staff to deliver inclusive, adaptive teaching for SEND
- Drive whole-school improvement through data analysis, strategic planning and targeted interventions
- Build strong, trusted partnerships with student, families, staff and external agencies
- Contribute to the daily life of the school through visible leadership
- To play a major role in formulating the aims and objectives of the academy; in establishing the policies through which they will be achieved and in monitoring progress towards their achievement
- Lead on and develop the shared vision for the academy
- Leading the development and maintenance of a high-quality positive learning environment to raise standards
- To work with colleagues to ensure data is used effectively and consistently across the academy
- To work with the SLT to lead the academy's assessment and reporting programme
- To support staff in making sure high quality intervention programmes are in place when underachievement is identified
- To support colleagues and subject leaders in developing schemes of learning, short and medium-term planning
- With the SLT, to develop strategies to enhance teachers' ability to learn and to develop advanced teaching skills in the academy workforce
- Raise students' aspirations and achievement through personalising learning.
- To ensure the highest standards of achievement for all students, through high expectations and well-balanced curriculum
- Ensure the entitlement of all students to have equal access to and participation in all aspects of the curriculum
- Ensuring the efficient and effective provision of cross curricular skills, knowledge and understanding by engaging staff in all areas of learning
- Identifying what are successful learning outcomes and then monitoring students' progress, continuity and progression
- Monitor, evaluate and review classroom practice and promote improvement strategies
- Monitoring, reviewing and evaluating teaching and learning through regular classroom observation
- To maintain an informed view of standards and of the quality of teaching across the academy by monitoring students' learning and teachers' planning and delivery
- Challenge under-performance at all levels and throughout all departments ensuring effective corrective action and follow-up
- To establish, and maintain, the highest possible standards of behaviour, learning and attainment
- Demonstrate and articulate high expectations and set aspirational targets for the whole Academy community
- Acting as a role model in the provision of high-quality learning, teaching and assessment
- Coordinating the activities of staff including teaching and learning strategies, curriculum development and effective use of resources

- To lead and manage staff in an appropriate manner, offering support, encouragement, guidance and advice to ensure effective policy in practice
- To assist in the implementation of effective procedures to support teachers who are underperforming, responding to the outcomes of this support as appropriate
- To maintain high morale amongst staff and set an example of professional standards and leadership
- To contribute to the recruitment, training, deployment and professional development of staff as appropriate
- To promote and sustain effective management of the Academy environment, its site and buildings
- To provide information about the work and performance of staff, where this is relevant to their future employment at the academy or elsewhere
- To chair meetings, as appropriate to specific roles, ensuring effective consultation, delegation of responsibility and successful implementation of outcomes
- Liaising with partners and other key providers to ensure learners have access to the best learning opportunities available
- To work effectively with our partners, to the benefit of all students' education.
- To undertake the professional duties of the Principal or members of the SLT in the event of their absence from academy as required
- To carry out line management responsibilities as directed by the Principal

Academy Ethos

- To undertake such other duties as may be required, commensurate with the level of responsibility of the post
- To engage actively in the performance review process, addressing appraisal targets set in conjunction with the line manager each autumn term
- To participate in training and other professional development learning activities as required.
- To promote equal opportunities and celebrate diversity in all aspects of the academy.
- To play a full part in the life of the academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To support and attend academy events such as Open Evening.
- To promote actively the academy's corporate policies.
- To adhere to the academy's Dress Code.
- To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate.
- To be familiar with and promote safeguarding requirements, demonstrating adherence to the DfE Guidance 'Keeping Children Safe in Education and the academy's Safeguarding/Child Protection policies.
- To be aware of and comply with all academy and Federation policies and procedures, in particular those relating to conduct, child protection (as above), health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy 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 (as defined in the Equality Act 2010).

Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title

Person Specification

Area	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • QTS (or equivalent) • Degree or equivalent 	<ul style="list-style-type: none"> • Further degree • Evidence of ongoing professional development
Experience	<ul style="list-style-type: none"> • Qualified Teacher Status (QTS) • Proven experience as a Designated Safeguarding Lead • Experience working within specialist or highly inclusive settings • A strong understanding of complex and diverse SEND profiles • Excellent knowledge of statutory safeguarding and SEND frameworks • A child-centred, collaborative leadership style with safeguarding at its core • A genuine passion for inclusive and adaptive learning, teamwork and student wellbeing • Extensive teaching experience • Outstanding teaching practice • Successful management experience as Head of Department or member of the SLT • Experience of writing department SEF • Experience of lesson observations and giving feedback • Experience of improvement planning • Experience of implementing a range of strategies to raise student achievement, with evidence of success • Contribution to impact on the quality of learning and teaching and curriculum • Experience of developing and sustaining positive relationships with students, parents, staff and the Governing Body to build consensus support and capacity • Proven track record of managing and implementing change in relation to teaching practices and standards • A track record of success in leadership and management 	<ul style="list-style-type: none"> • Experience of working with governors • Experience of working in more than one school
Knowledge & Understanding	<ul style="list-style-type: none"> • Ability to use data to analyse performance and manage interventions • Understands current position with the 14-19 curriculum. • Understands how to plan lessons with challenging learning objectives and outcomes • Understanding of Assessment for Learning • Effective use of ICT to promote learning • Understands the factors effecting learning • Understanding of e-learning • Strategies to maintain good behaviour and pace • Strategies for monitoring and evaluation of standards of attainment • Effective development of staff and resources 	
Skills & Disposition	<ul style="list-style-type: none"> • Personal organisation and time management skills • Effective oral and written communication skills • Ability to analyse and interpret data effectively and act upon the information • Ability to think strategically • Ability to work within a team and manage a team • Ability to motivate and lead students and staff 	

Personal Qualities

- Ability to analyse issues and identify solutions
- Vision and ability to manage change successfully
- Ambitious and hard-working
- Commitment to the wider school community and a willingness to offer extra-curricular activities
- Commitment to pursue agreed short/medium and long-term strategies to completion
- Commitment to working with students of all abilities
- A passion and commitment to an ethos of high expectations, personal fulfilment and academic success
- Presence and approachability
- Sense of humour and resilience

Academy Ethos

- Enthusiasm for and commitment to the achievement of the Academy/ Federation's overall vision for success at all levels.
- Motivation to work with children and young people.
- Ability to build and sustain professional standards, relationships and personal boundaries with children and young people.
- Emotional maturity and resilience in dealing with challenging behaviours.
- Ability to contribute towards creating a safe and protective environment.
- Empathy with the aims and objectives of Harris Federation
- Willingness to continue professional development.
- Commitment to maintaining high standards and expectations.
- Commitment to contributing to academy life as a whole.
- Commitment to equality of opportunity, valuing diversity and the safeguarding and welfare of all students.

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The job-holder will ensure that academy policies are reflected in all aspect of his/her work, in particular those relating to:

1. Equal Opportunities
2. Health and Safety
3. General Data Protection Regulations (2018) and Data Protection Act (2018)
4. Safeguarding children

Applying For The Position

We encourage you to apply as soon as possible as we may interview and offer to a candidate before the closing date. Please note that we only accept applications submitted before the closing date via our careers website.

Thank you for your interest in the Harris Federation. We look forward to receiving your application.

Before You Start Your Application

Please remember to check your junk mail folders for our email communications and add us to your safe senders list to ensure all future email communication is received. This is important to ensure you are kept up to date on the status of your application and to avoid delays in the recruitment process.

To submit an application, you'll need to have ready:

- Personal information about you
- Details of your education and employment history
- Details of any qualifications and training gained
- A CV and/or supporting statement to upload

Help and Support

For our Help and Support completing your application, visit www.harriscareers.org.uk

Safeguarding Notice

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Job Description – Designated Safeguarding Lead (DSL)

Annex C – Keeping Children Safe in Education (September 2025):

Governing bodies and proprietors should ensure an appropriate **senior member** of staff, from the school or college **leadership team**, is appointed to the role of designated safeguarding lead. The designated safeguarding lead should take **lead responsibility** for safeguarding and child protection (including online safety and understanding the filtering and monitoring systems and processes in place). This should be explicit in the role holder’s job description.

The designated safeguarding lead should have the appropriate status and authority within the school or college to carry out the duties of the post. The role of the designated safeguarding lead carries a significant level of responsibility, and they should be given the additional time, funding, training, resources and support they need to carry out the role effectively. Their additional responsibilities include providing advice and support to other staff on child welfare, safeguarding and child protection matters, taking part in strategy discussions and inter-agency meetings, and/or supporting other staff to do so, and to contributing to the assessment of children.

Deputy designated safeguarding leads

It is a matter for individual schools and colleges as to whether they choose to have one or more deputy designated safeguarding leads. Any deputies should be trained to the same standard as the designated safeguarding lead and the role should be explicit in their job description. Whilst the activities of the designated safeguarding lead can be delegated to appropriately trained deputies, the ultimate lead responsibility for child protection, as set out above, remains with the designated safeguarding lead, this lead responsibility should not be delegated.

Availability

During term time the designated safeguarding lead (or a deputy) should always be available (during school or college hours) for staff in the school or college to discuss any safeguarding concerns. Whilst generally speaking, the designated safeguarding lead (or a deputy) would be expected to be available in person, it is a matter for individual schools and colleges, working with the designated safeguarding lead, to define what “available” means and whether in exceptional circumstances availability via phone and or Skype or other such media is acceptable. It is a matter for individual schools and colleges and the designated safeguarding lead to arrange adequate and appropriate cover arrangements for any out of hours/out of term activities.

Duties as Designated Safeguarding Lead

Manage referrals

The designated safeguarding lead is expected to refer cases:

- of suspected abuse and neglect to the local authority children’s social care as required and support staff who make referrals to local authority children’s social care;
- to the Channel programme where there is a radicalisation concern as required and support staff who make referrals to the Channel programme;

Duties as Designated Safeguarding Lead

- where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required; and
- where a crime may have been committed to the Police as required. [NPCC - When to call the police](#) should help understand when to consider calling the police and what to expect when working with the police.

Working with others

The designated safeguarding lead is expected to:

- act as a source of support, advice and expertise for all staff;
- act as a point of contact with the safeguarding partners;
- liaise with the headteacher or principal to inform him or her of issues- especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations. This should include being aware of the requirement for children to have an Appropriate Adult. Further information can be found in the Statutory guidance - [PACE Code C 2019](#);
- as required, liaise with the “case manager” (as per Part four of KCSiE) and the local authority designated officer(s) (LADO) for child protection concerns in cases which concern a staff member;
- liaise with staff (especially teachers, pastoral support staff, school nurses, IT Technicians, senior mental health leads and special educational needs coordinators (SENCOs), or the named person with oversight for SEND in a college and Senior Mental Health Leads) on matters of safety and 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 senior 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, and identifying the impact that these issues might be having on children’s attendance, engagement and achievement at school or college. This includes:
 - ensuring that the school or college knows who its cohort of children who have or have had a social worker are, understanding their academic progress and attainment, and maintaining a culture of high aspirations for this cohort; and,
 - support teaching staff to provide additional academic support or reasonable adjustments to help children who have or have had a social worker reach their potential, recognising that even when statutory social care intervention has ended, there is still a lasting impact on children’s educational outcomes.

Information sharing and managing the child protection file

The designated safeguarding lead is responsible for ensuring that child protection files are kept up to date.

Information should be kept confidential and stored securely. It is good practice to keep concerns and referrals in a separate child protection file for each child. Records should include:

Duties as Designated Safeguarding Lead

- a clear and comprehensive summary of the concern;
- details of how the concern was followed up and resolved;
- a note of any action taken, decisions reached and the outcome.

They should ensure the file is only accessed by those who need to see it and where the file or content within it is shared, this happens in line with information sharing advice as set out in Part one and Part two of KCSiE (September 2025).

Where children leave the school or college (including in year transfers) the designated safeguarding lead should ensure their child protection file is transferred to the new school or college as soon as possible, and within 5 days for an in-year transfer or within the first 5 days of the start of a new term. This should be transferred separately from the main pupil file, ensuring secure transit, and confirmation of receipt should be obtained. Receiving schools and colleges should ensure key staff such as designated safeguarding leads and special educational needs co-ordinators (SENCOs) or the named person with oversight for SEND in colleges, are aware as required.

Lack of information about their circumstances can impact on the child's safety, welfare and educational outcomes. In addition to the child protection file, the designated safeguarding lead should also consider if it would be appropriate to share any additional information with the new school or college in advance of a child leaving to help them put in place the right support to safeguard this child and to help the child thrive in the school or college. For example, information that would allow the new school or college to continue supporting children who have had a social worker and been victims of abuse and have that support in place for when the child arrives.

Raising Awareness

The designated safeguarding lead should:

- ensure each member of staff has access to, and understands, the school's or college's child protection policy and procedures, especially new and part-time staff;
- ensure the school's or college's child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this;
- ensure the child protection policy is available publicly and parents know that referrals about suspected abuse or neglect may be made and the role of the school or college 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; and
- help promote educational outcomes by sharing the information about the welfare, safeguarding and child protection issues that children who have or have had a social worker are experiencing with teachers and school and college leadership staff.

Training, knowledge and skills

The designated safeguarding lead (and any deputies) should undergo training to provide them with the knowledge and skills required to carry out

Duties as Designated Safeguarding Lead

the role. This training should be updated at least every two years. The designated safeguarding lead (and any deputies) should undertake Prevent awareness training. Training should provide designated safeguarding leads with a good understanding of their own role, how to identify, understand and respond to specific needs that can increase the vulnerability of children, as well as specific harms that can put children at risk, and the processes, procedures and responsibilities of other agencies, particularly local authority children's social care, so they:

- understand the assessment process for providing early help and statutory intervention, including local criteria for action and local authority children's social care referral arrangements;
(Full details in Chapter one of [Working together to safeguard children 2023: statutory guidance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/106521/working-together-to-safeguard-children-2023-statutory-guidance.pdf))
- have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so;
- understand the importance of the role the designated safeguarding lead has in providing information and support to local authority children social care in order to safeguard and promote the welfare of children;
- understand the lasting impact that adversity and trauma can have, including on children's behaviour, mental health and wellbeing, and what is needed in responding to this in promoting educational outcomes;
- are alert to the specific needs of children in need, those with special educational needs and disabilities (SEND), those with relevant health conditions and young carers;
- understand the importance of information sharing, both within the school and college, and with the safeguarding partners, other agencies, organisations and practitioners;
- understand and support the school or college with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation;
- are able to understand the unique risks associated with online safety and be confident that they have the relevant knowledge and up to date capability required to keep children safe whilst they are online at school or college;
- can recognise the additional risks that children with special educational needs and disabilities (SEND) face online, for example, from bullying, grooming and radicalisation and are confident they have the capability to support children with SEND to stay safe online;
- obtain access to resources and attend any relevant or refresher training courses; and,
- encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school or college may put in place to protect them.

In addition to the formal training set out above, their knowledge and skills should be refreshed (this might be via e-bulletins, meeting other designated safeguarding leads, or simply taking time to read and digest safeguarding developments) at regular intervals, as required, and at least annually, to allow them to understand and keep up with any developments relevant to their role.

Providing support to staff

Training should support the designated safeguarding lead in developing expertise, so they can support and advise staff and help them feel confident on welfare, safeguarding and child protection matters. This includes specifically to:

Duties as Designated Safeguarding Lead

- ensure that staff are supported during the referrals processes; and
- support staff to consider how safeguarding, welfare and educational outcomes are linked, including to inform the provision of academic and pastoral support.

Understanding the views of children

It is important that children feel heard and understood. Therefore, designated safeguarding leads (and deputies) should be supported in developing knowledge and skills to:

- encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, and in any measures the school or college may put in place to protect them; and
- understand the difficulties that children may have in approaching staff about their circumstances and consider how to build trusted relationships which facilitate communication.

Holding and sharing information

The critical importance of recording, holding, using and sharing information effectively is set out in Parts one, two and five of KCSiE (September 2025), and therefore the designated safeguarding lead should be equipped to:

- understand the importance of information sharing, both within the school and college, and with other schools and colleges on transfer including in-year and between primary and secondary education, 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); and
- be able to keep detailed, accurate, secure written records of concerns, discussions and decisions made, including the rationale for those decisions. This should include instances where referrals were or were not made to another agency such as LA children's social care or the Prevent program etc.