

<b>POST TITLE:</b> Deputy Designated Safeguarding Lead (DDSL)	<b>GRADE:</b> 5
<b>RESPONSIBLE TO:</b> Designated Safeguarding Lead	
<b>Date:</b> September 2026	

**Responsible for:** N/A

**Purpose of role:**

The DDSL will support the DSL in carrying out the safeguarding and child protection needs across the school (including online safety). 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.

Safeguarding activities will be delegated to the DDSL but the DSL will retain ultimate lead responsibility for safeguarding and child protection.

**Main Accountabilities:**

**Organisational Responsibilities**

- Take responsibility for safeguarding and child protection across the school at an operational level. They will take part in strategy discussions and inter-agency meetings and contribute to the assessment of children via Early Help Assessments and put in place actions as a result of the triage of My Concern
- Identify and work with children and families to identify those who are at risk, patterns of behaviour, attendance and progress, raise safeguarding concerns
- Work with the Safeguarding team on a day to day basis.
- Liaise with the DSL, AHTs, DHT, Safeguarding Team, teachers, other support staff including external agencies and education specialists and parents/carer
- Co-ordinate and lead on provision for vulnerable students e.g. Children Looked After and supporting student welfare concerns including First Aid and leading IHCPs

**Principal Accountabilities or Activities:**

**Managing referrals**

- Refer cases of suspected abuse to the local authority children's social care in discussion with the DSL
- Support staff who make referrals to local authority children's social care
- Refer cases to the Channel programme where there is a radicalisation concern
- Support staff who make referrals to the Channel programme
- Refer cases to the Disclosure and Barring Service where a person is dismissed or has left due to risk or harm to a child
- Refer cases where a crime may have been committed to the police
- Keep detailed, accurate and secure written records of concerns and referrals

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

- Oversee the effective completion of Early Help Assessments.
- Ensure an accurate record is kept of the levels of support students are receiving from outside agencies
- Support the staff in ensuring they can access and understand the school's child protection and safeguarding policy and procedures (especially new and part time staff)
- Inform the Headteacher and DSL of safeguarding issues, especially ongoing enquiries into whether a child is at risk of harm, and police investigations
- Liaise with the case manager and the local authority's designated officer for child protection concerns in all cases where a member of school staff is involved
- Liaise with staff on matters of safety and safeguarding, 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

## **Training**

- Undergo training to develop and maintain the knowledge and skills required to carry out the role, including the points below but also any additional training requirements
- Undergo Prevent training and be able to:
- Support the school or college 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
- Refresh knowledge and skills at least annually so remain up to date with any developments relevant to the role
- Undergo Child Sexual Exploitation training and become a CSE champion
- 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 policy is reviewed annually (as a minimum) and the procedures followed.
- Policies and implementation are updated and reviewed regularly
- Ensure the safeguarding policy is available and easily accessible to everyone in the school community
- Ensure that parents have read the 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 local safeguarding children board (LSCB) to make sure staff are aware of training opportunities and the latest local policies on safeguarding
- Be alert to the specific needs of children in need, those with special educational needs 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
- Monitor the single central record and ensure it complies with all relevant legislation
- Provide safeguarding reports to the governing board and DSL
- Model best practice and always uphold the principles of confidentiality and data protection
- Work with students in groups or on a 1:1 basis to support their needs in school
- To ensure First Aid or welfare support (e.g. IHCPs) is administered and communication with key people is in place
- To lead on support for Children Looked After including PEPs, to liaise accordingly with the DSL in relation to CLA

## Support for Teachers

- To ensure that the school's procedures and protocols relating to safeguarding are promoted and modelled by establishing and maintaining a clear framework and expectations for safeguarding
- To provide evidence of safeguarding as and when required for governor's meetings, return to school interviews or meetings with parents as required by the DSL
- To update and maintain records of safeguarding and provide regular reports for the DSL, AHTs, AAHs and the DHT
- To feedback to staff and support students require following PEPs or other external meetings

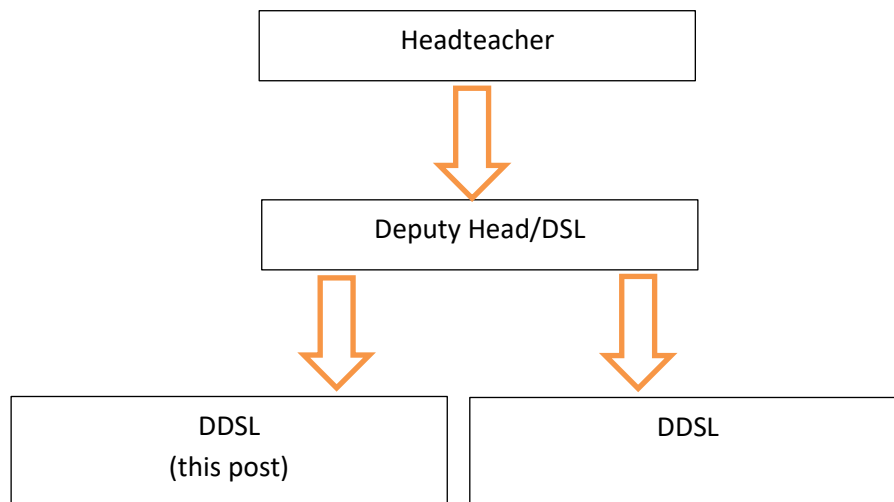
## Support for the School:

- To maintain standards of safeguarding practices and model always expected working practices
- To assist in the development of School's policies and procedures relating to safeguarding when requested to do so
- To undertake other similar duties and activities within the grade and scope of the post as directed by the Headteacher

## Standards and Quality Assurance

- Support the aims and ethos of the school
- Set a good example in terms of dress, punctuality and attendance
- Attend team and staff meetings
- Be proactive in matters relating to health and safety across the school

## Structure



## Data Protection and Safeguarding:

- Work within the requirements of Data Protection at all times.
- Understand your responsibilities in relation to Safeguarding and child protection and how to highlight an issue / concerns.
- Remain vigilant to ensure all students are protected from potential harm.

## General:

- The post-holder will be expected to exemplify the trust values of Respect, Opportunity, Collaboration and Aspiration and demonstrate trust behaviours as outlined in "The Futura Way".
- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection and welfare of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.

- The post-holder will be required to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed. The successful candidate will be required to disclose all convictions and cautions, including those that are spent; the exception being certain, minor cautions and convictions which are 'protected' for the purposes of the 'Exceptions' order.  
<https://www.gov.uk/government/collections/dbs-filtering-guidance> '

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

Futura Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Your suitability to work with children and young people will form part of the selection process. For this post prior to appointment, Futura Learning Partnership will apply for an enhanced disclosure certificate from the Disclosure and Barring Service.

<b>Person Specification</b>	<b>Essential (E) or Desirable (D)</b>
GCSE or equivalent level, including at least a Grade C in English and Math's	<b>E</b>
Relevant Degree	<b>D</b>
<b>Experience</b>	
Experience of working on 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>	<b>E</b>
Demonstrable evidence of supporting the development and implementation of strategies to help children and their families	<b>E</b>
Experience of handling large amounts of sensitive data and upholding the principles of confidentiality	<b>E</b>
<b>Skills &amp; Knowledge</b>	
Knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities of schools and other agencies	<b>D</b>
Ability to work with a range of people with the aim of ensuring the safety and welfare of children	<b>E</b>
Awareness of local and national agencies that provide support for children and their families	<b>D</b>
Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding concerns	<b>D</b>
Good IT skills, including previous use of Office 365, Sims and My Concern	<b>D</b>
Effective communication and interpersonal skills	<b>E</b>
Ability to build effective working relationships with staff and other stakeholders	<b>E</b>
First Aid Certificate or willingness to complete on appointment	<b>E</b>
<b>Attributes</b>	
Commitment to ensuring the safety and welfare of children	<b>E</b>
Integrity, honesty and fairness	<b>E</b>
Ability to work under pressure and prioritise effectively	<b>E</b>
Committed to the Futura Learning Partnership's aims	<b>E</b>
Committed to Equality and Diversity	<b>E</b>

Committed to own continuing professional development	<b>E</b>
Awareness and acceptance of the trust's Safeguarding and equal opportunities policy	<b>E</b>
Accept the need for continuing professional development	<b>E</b>
Patient, friendly and polite approach to customers	<b>E</b>
<b>Other</b>	
Occasional work outside normal working hours - prior notice given	<b>E</b>
Good sense of humour	<b>E</b>