

Job Title:	Deputy Designated Safeguarding Lead (DDSL)
Contract Information:	Term Time plus three weeks Permanent 36.25 hours per week, Monday – Friday 8am – 3.45pm
Responsible to:	Designated Safeguarding Lead
Responsible for:	N/A
Terms & Conditions:	NJC, Support Staff Terms and Conditions
Salary Range:	NJC Grade SO1-PO, Scale Points 24-30, for which the full-time salary is £35,412 to £40,777 Actual salary range is £32,498 to £37,411 per annum

Background & Vision:

Our vision for 'world class' education is one in which all students:

- Make outstanding progress in their learning, regardless of ability, gender, social background or ethnic origin.
- Are engaged in a curriculum suffused with memorable experiences and rich in opportunities for learning.
- Learn, with teachers, in an environment which is mutually respectful and promotes a shared enjoyment of learning.
- Develop social attitudes and behaviours founded upon the values of respect, responsibility, and resilience.
- Develop the transferable skills and attitudes necessary to thrive in the global economy of the 21st Century.

Values:

Our values are at the heart of what we do.

We believe that everyone excels everyday here at Hollingworth Academy. This ethos is built on our core values of **RESPECT, RESPONSIBILITY and RESILIENCE** and these values are at the heart of everything we do.

In order for every child at Hollingworth to be supported and challenged to make outstanding progress academically we need to build resilience in them to keep moving forward and take responsibility for their learning. We want considerate and confident young adults who are respected within their community, capable of successfully entering further education, employment and training. We will always have the highest expectations for all of our students, as their success is our success.

Purpose of the Job:

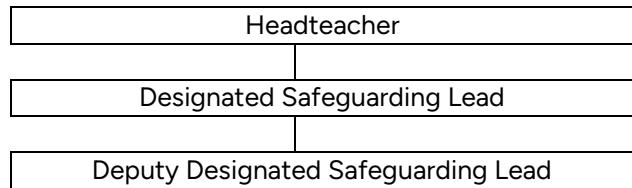
To work with families and young people, providing support and signposting to relevant agencies.

To improve the life outcomes and opportunities of children by working with families, parents, carers, students and the academy to enable students to have full access to educational opportunities and overcome barriers to learning. This may include working with the wider family and community.

To support the leadership of the academy Safeguarding systems and to deputise for the Designated Safeguarding Lead as required in all aspects of Safeguarding

To be a specialist within the academy – Safeguarding and child protection issues are referred to the post holder for internal action or a referral on to external issues to initiate the referral of students

Organisational Chart:



Control of Resources:

Personnel: **None**
Financial: **None**

Health & Safety:

The postholder is responsible for their own health, safety and welfare and that of others within their care, in accordance with the academy's policy and the Health and Safety at Work Act, 1974.

Training and Development:

The postholder will be responsible for assisting in the identification of and undertaking their own training and development requirements, in accordance with the performance management framework.

Equipment/Materials:

- To be responsible for the safe use and maintenance of equipment/materials used by the postholder.
- To adhere to rules and regulations relating to the use of ICT, Email and internet/intranet access.
- The operation of general office equipment, ICT systems and the orderly storage of stationery and office supplies.

Relationships (internal and external):

- Internal:**
1. Teaching and support staff within the academy.
 2. Users of the academy.
 3. Voluntary helpers.
 4. Students.
- External:**
1. Parents/Carers.
 2. Visitors and stakeholders.
 3. Relevant agencies and organisations.

Duties and responsibilities

- To be part of the academy's Safeguarding Team.
- To provide leadership and management support of safeguarding throughout the academy to provide a safe environment for pupils to develop and learn.
- To be part of the academy's Inclusion Team and to help develop academy strategy, policy and procedures particularly in the area of safeguarding, child protection.
- To deputise for the Designated Safeguarding Lead (DSL) on Child Protection and Safeguarding within the academy and undertake the role of the Designated Child Protection Officer (DPCO).

- To identify, interpret and apply national Safeguarding and Child Protection legislation and guidance to ensure that best practice in this area is up to date and implemented at all times.
- To support the Designated Safeguarding Lead (DSL) with monitoring and review of Safeguarding and Child Protection policies and procedures within the academy and ensure the academy complies with all the legal and academy requirements.
- To lead on and support the training requirements on all Safeguarding and Child Protection to all staff groups in the academy to ensure that staff are kept up to date on current procedures and understand the academy's duty of care to our pupils.
- To be a specialist within the academy - Safeguarding and Child Protection issues are referred to the post holder for internal action or referral on to external agencies to initiate referral of pupils.
- To attend, contribute to and participate in relevant meetings as required and report back to DSL and HT.
- To collate and produce statistical information with regards to Safeguarding and pupil groups in line with trust and LA recommendations.
- The DDSL will undergo appropriate and regular training in order to fulfil their duties.
- The DDSL is responsible for receiving and reviewing child protection files from the Schools of pupils arriving at Hollingworth Academy, and for liaising with the DSL from those Schools, when appropriate, for the best care and the smooth transition of a pupil.
- The DDSL is responsible for keeping detailed, accurate, secure records of concerns, allegations and referrals for any Child Protection issues.
- The DDSL will keep the Headteacher informed of all concerns and allegations relating to Safeguarding and Child Protection.
- The DDSL will attend, contribute to and participate in relevant meetings as required and report back to the DSL
- The DDSL will lead on and support the training requirements on all Safeguarding and Child protection to all staff in the academy to ensure that staff are kept up to date on current procedures and understand the academy's duty of care to our students
- To keep updated the register of students who are 'at risk' involved in Early Help, LAC, CIN or on a CP plan and to update the DSL weekly
- To report any concerns that involve allegations against a member of staff to the DSL and Head Teacher immediately
- To take a lead role in Early Help within the academy, where required, completing all associated documentation
- To undertake outreach work which may include home visits, e.g. housing, health and emotional well-being support, in order to improve parental engagement with the academy and with the child's learning, and to ensure that all actions are followed up in line with safeguarding requirements.
- To carry out home visits to support parents in encouraging their children to maintain full and regular attendance.
- To understand EBNA (emotional based non-attendance plans) to ensure inclusive working practices.
- To build effective relationships with families.
-

In line with statutory guidance, the DDSL is required to support and assist the DSL and provide cover in their absence to;

Manage referrals

- Refer cases of suspected abuse and neglect to the local authority children's social care and/or support other staff to do so
- Refer cases to the Channel programme where there is a radicalisation concern and/or support other staff to do so
- Refer cases where a crime may have been committed to the police
- Keep detailed, accurate and secure written records of concerns and referrals

Work with staff and other agencies

- Act as a source of support, advice and expertise for staff
- Act as a point of contact for safeguarding partner agencies
- Inform the headteacher of safeguarding issues, especially ongoing enquiries into whether a child is at risk of harm, and police investigations

- Coordinate and work in collaboration with staff on matters of safety, safeguarding and when deciding whether to make a referral
- Understand the Rochdale children's needs and responses framework and liaise with partner agencies so that children's needs are considered holistically in respect of early help and statutory intervention
- Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including early intervention where families may be facing challenging circumstances
- Develop a thorough working knowledge of how Rochdale conducts child protection case conference and child protection review conferences in order to attend and effectively contribute to these
- 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.

Raise awareness

- Ensure the school's safeguarding and child protection policies are known, understood and used appropriately by all staff
- Work with the governing board to ensure the school's safeguarding and child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly
- Ensure the safeguarding and child protection policy is available online and accessible to everyone in the school community
- Link with the Rochdale safeguarding children board (RBSCP) to make sure staff are aware of training opportunities and local safeguarding procedures
- Help promote educational outcomes by appropriately sharing information about the welfare, safeguarding and child protection issues that children who have or have had a social worker are experiencing with other staff
- Encourage a culture of listening to children among all staff, ensuring that school culture is one where children's feelings are heard and that school acts upon the child's voice to protect and safeguard **Undertake and deliver safeguarding training**
- Undergo appropriate training to develop and maintain the knowledge and skills required to carry out the role, in line with statutory requirements
- Be responsible for delivery of new staff induction package and arrangements for all staff training in respect of safeguarding.
- 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
- Refresh their own knowledge and skills at least annually to remain up to date with any developments relevant to the role
- Obtain relevant information and resources and share these to staff as part of a calendar of safeguarding updates

Other areas of responsibility

- Where children leave the school, securely transfer their child protection file to their new school in line with statutory guidance
- Undertake safer recruitment training and support the school to follow best practice
- Implement a process for oversight of the single central record to ensure it complies with statutory guidance
- Provide safeguarding reports to the governing board
- Model best practice and uphold the principles of confidentiality and data protection at all times

- Ensure that the school safeguarding audit published by the Rochdale Borough Children's Safeguarding Partnership is completed annually, returned by deadline and actions/ improvements identified and implemented as part of the School Development Plan.

General Responsibilities:

- The postholder must perform their duties in accordance with the academy's Equal Opportunities Policy; be aware of, support and ensure equal opportunities for all; and have due regard to the Public Sector Equality Duty.
- To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To contribute to the academy ethos, values, aims and development/improvement plan.
- To attend meetings within the Trust, at its academies and external events, as required.
- To participate in training and other learning activities and performance development as required.
- To maintain confidentiality always in respect of academy-related matters and to prevent disclosure of confidential and sensitive information.
- Work and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
- To understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children's welfare at all times, reporting any concerns to the Designated Safeguarding Officer immediately.
- To carry out their duties with due regard to current and future academy/Trust policies, procedures and relevant legislation. These will be drawn to the postholder's attention during the recruitment process, induction, staff code of conduct, ongoing performance development and through Trust communications.

Hollingworth Academy expects employees to work flexibly within the framework of the duties and responsibilities above. This means that the postholder may be expected to carry out work that is not specified in the job profile but which is commensurate with the grade of the role within the remit of the duties and responsibilities.

This job description will be reviewed to reflect the plans, growth and development of the academy.

Information for all applicants / postholders:

Hollingworth Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

The successful candidate will have to meet the person specification and will be required to apply for an enhanced DBS disclosure and all other pre-employment checks outlined in Keeping Children Safe in Education. All appointments are subject to Safer Recruitment practices.

We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

SECONDARY DUTIES

1. To undertake such other duties and responsibilities of an equivalent nature as may be determined by the Headteacher (or nominated representative) in consultation with the post-holder and if she/he wishes with her/his trade union representative.

Job Description prepared by: _____

Date: _____

Signed	<i>Postholder</i>	Date
Signed	<i>Line Manager</i>	Date

"EVERYONE EXCELS EVERYDAY"