



HORNCHURCH HIGH SCHOOL EXCELLENCE FOR ALL

Job title:	Deputy Designated Safeguarding Lead (DDSL)
Responsible to:	Designated Safeguarding Lead (DSL – DHT)
Contract	Permanent
Salary/Grade:	Scale 6.18- 6.20 Full-time Salary: £35,520 – 36,585 per annum Actual Salary: £32,425 per annum <i>Salary according to scale. Additional consideration may be given for substantial relevant experience.</i>
Working hours/weeks:	Term time (including twilights/inset days) + 2 weeks Mon-Fri 8:15-16:00 36 hours per week

We are looking to appoint a Deputy Designated Safeguarding Lead (DDSL) to join our school community. This role will require you to have previous safeguarding experience. The role will include liaising with social services, CAMHS and other external agencies and managing referrals to outside agencies. The role will also include working with the students and families referred by pastoral staff.

Purpose of the role

We are looking for an enthusiastic, caring and efficient team player to join our safeguarding team:

- To lead the school's daily response to safeguarding concerns and referrals;
- To keep up-to-date, accurate and secure records of students with Child in Need and Child Protection Plans;
- To ensure that all looked after, vulnerable, at risk students are given the appropriate care, guidance and support and are able to access the school curriculum/removing any barriers to their learning, liaising with the pastoral team when relevant;
- To take part in strategy discussions and inter-agency meetings and contribute to the assessment of children;
- To deputise for the Designated Safeguarding Lead (DSL) and fulfil the responsibilities as outlined in Keeping Children Safe in Education, 2025.

Main duties and responsibilities:

The main roles and responsibilities of the Deputy Designated Safeguarding Lead include:

I. Referral, Case Management & Liaison with External Agencies

- Supporting the DSL and safeguarding team in referring cases of suspected abuse or concerns to Local Authority Children's Social Care.
- Supporting the DSL and safeguarding team in referring to the Early Help Assessment processes.
- Supporting the DSL and safeguarding team in referring to PREVENT.





- Supporting the DSL and safeguarding team in referring cases to the Disclosure and Barring Service where a person is dismissed or leaves due to risk or harm to a child.
- Supporting the DSL in referring cases where a crime may have been committed to the police.
- Triaging referrals from staff, taking appropriate action and making direct referrals to Children's Social Care and other relevant agencies.
- Representing the school at external meetings (e.g. case conferences, core groups, child protection reviews, child in need meetings).
- Supporting the DSL by attending and contributing to child protection case conferences, completing necessary paperwork.
- Reporting known cases of FGM to the police and supporting others to do so.
- Linking with local safeguarding services to keep staff aware of training opportunities and local safeguarding policies.
- Networking with other DSLs/DDSLs and relevant agencies (e.g. educational psychologists, police, counsellors, social services).
- Being the Lead Liaison for the School Nurse.
- Responding to face-to-face, telephone and email enquiries from staff, parents/carers and external agencies.
- Liaising with feeder primary schools to ensure smooth transfer of safeguarding and medical information for new intake.

2. Supporting the DSL & Safeguarding Leadership

- Deputising for the DSL in their absence.
- Informing the DSL of ongoing safeguarding issues, including enquiries into risk of harm and police investigations.
- Supporting the DSL in liaising with staff on matters of safety, safeguarding, and referrals.
- Acting as a source of support, advice and expertise for staff.
- Raising awareness to ensure child protection policies are known, understood and used appropriately.
- Ensuring safeguarding policies are available and accessible to the whole school community.
- Collaborating with SLT Personal Development Lead to support students with mental health needs.

3. Record Keeping, Data Management & Administration

- Keeping detailed, accurate and secure written records of concerns and referrals using CPOMS.
- Managing the administration of CPOMS and liaising with key staff.
- Collating and producing statistical safeguarding information, including for monitored groups.
- Using data to determine appropriate proactive interventions when trends begin to arise.
- Using behaviour and attainment data effectively to identify interventions.
- Securely transferring child protection files when students leave the academy.





4. Supporting Vulnerable Pupils

- Being the first point of contact for Looked After Children (LAC), vulnerable students, or those with safeguarding concerns.
- Leading PEP reviews for Looked After Children.
- Assisting in devising and updating individual plans to support LAC/vulnerable/at-risk students.
- Encouraging a culture of student voice and ensuring students feel listened to.
- Being alert to the needs of children in need, those with SEND and young carers, ensuring they are included fully in school life.
- Collaborating with Reset and Inclusion supervisors to organise work packs promoting rehabilitation.
- Helping secure funding to support students' additional needs by contributing to reports and transition activities.
- Supporting the DSL and wider pastoral team with identifying cases of bullying and reacting and recording appropriately

5. Training, Professional Development & Compliance

- Ensuring all staff can access and understand the school's safeguarding policies and procedures (newsletters, briefings, CPDL).
- Undergoing Prevent training and supporting the school in meeting the Prevent duty, providing staff with advice on protecting children from radicalisation.
- Undertaking training on FGM and providing staff advice on identifying and protecting at-risk children.
- Undergoing regular safeguarding training to maintain required knowledge.
- Refreshing knowledge and skills at least annually and accessing relevant resources.
- Completing DSL refresher training every two years.
- Managing personal professional development and sharing best practice with other schools/agencies.
- Modelling best practice and upholding principles of confidentiality and data protection at all times.

6. Multi-Agency Working & Professional Networking

- Working collaboratively with staff and external agencies.
- Developing knowledge of local authority processes for child protection case conferences and reviews.
- Linking engagement with parents/carers and community partners, including leading relevant events.

7. Communication, Community Engagement & Parental Liaison

- Developing parent and community communication and seeking parent/carer voice.
- Responding to all safeguarding-related enquiries from staff, parents/carers and outside agencies.
- Disseminating safeguarding information from external meetings effectively.





8. Operational School Safeguarding Tasks

- Arranging and chairing safeguarding-related meetings as required.
- Acting as key liaison for operational safeguarding tasks across the school.
- Using school data to plan interventions and support strategies.
- Supporting students with transitions between schools or phases of education.

9. Additional Responsibilities

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures.
- Respecting confidential issues linked to home/students/teacher/Academy work.
- Conducting Fire Marshall duties in the case of Fire and/or Emergency Evacuation where applicable.
- Complying with the Schools Child Safeguarding Procedures, including regular liaison over any safeguarding issues or concerns.
- Complying with the schools' policies and procedures at all times.
- Undertaking other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none">• Evidence of recent and relevant safeguarding/child protection training• Willingness to undertake DSL training and refresher training as required.• Training in Prevent Duty and FGM (or commitment to complete upon appointment).	<ul style="list-style-type: none">• Level 3 Safeguarding/Child Protection training already completed.• Additional qualifications in counselling, behaviour support, mental health, or family work.• Trauma-informed practice or ACEs training.
Experience	<ul style="list-style-type: none">• Experience of working with children and young people in an educational or safeguarding role.• Experience of identifying, supporting and referring safeguarding or welfare concerns.• Experience of working with external agencies (e.g. social care, police, health services).• Experience of maintaining accurate and confidential records.	<ul style="list-style-type: none">• Experience attending or contributing to multi-agency meetings (e.g. CIN, CP conferences, Core Groups).• Experience leading safeguarding interventions.• Experience using CPOMS or a similar safeguarding recording system.• Experience working with families and/or delivering parental engagement activities.





	<ul style="list-style-type: none">• Experience supporting vulnerable pupils or those with complex needs.	
Knowledge and understanding	<ul style="list-style-type: none">• Strong understanding of KCSIE, Working Together to Safeguard Children and local safeguarding procedures.• Knowledge of early help, thresholds of intervention and assessment processes.• Understanding of child development and the impact of abuse/trauma.• Awareness of the needs of LAC, SEND, young carers and other vulnerable students• Understanding of confidentiality, data protection and information-sharing principles.• Knowledge of signs and indicators of abuse, neglect, exploitation, radicalisation and FGM.	<ul style="list-style-type: none">• Knowledge of contextual safeguarding and whole-school safeguarding culture.• Understanding of mental health needs in children and young people.
Skills and abilities	<ul style="list-style-type: none">• Ability to recognise and respond appropriately to safeguarding concerns.• Excellent written, verbal and digital communication skills.• Ability to build and maintain professional relationships with pupils, staff and parents.• Ability to work calmly under pressure and make sound decisions in high-risk situations• Strong organisational skills and ability to prioritise complex workloads• Ability to maintain accurate, detailed and secure records.• Confidence using data to identify risks and plan interventions.	<ul style="list-style-type: none">• Ability to chair/lead meetings.• Confidence and experience delivering staff/parent training.





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	<ul style="list-style-type: none">• Ability to engage with and challenge external agencies when necessary.• Ability to provide clear safeguarding advice to staff.	
Personal qualities	<ul style="list-style-type: none">• Empathy, integrity and a child-centred approach.• High levels of resilience and emotional stability.• Ability to handle sensitive information discreetly.• Commitment to promoting a culture of listening to pupils.• Professional curiosity and willingness to challenge.• Commitment to ongoing professional development.• Flexible, proactive and solution-focused approach.	
Other requirements	<ul style="list-style-type: none">• Commitment to safeguarding and promoting the welfare of children and young people.• Willingness to work outside normal hours where required, if school are waiting for external agency intervention.• Enhanced DBS check and suitability to work with children.	

Closing date: 15/12/2025

Shortlisting: 16/12/2025

Interviews: 18/12/2025

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment as such all appointments are subject to an enhanced DBS check and digital screening. Appointments are subject to satisfactory references/medical clearance.

We welcome applicants regardless of age, gender, ethnicity or religion.

Headteacher: Ms S Madhvani

Hornchurch High School is part of the Partnership Learning Trust



Partnership Learning

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Home to Hylands Tennis Club