

Job Description

Job title: Designated Safeguarding Lead

MAIN ROLES AND RESPONSIBILITIES

The role:

The Designated Safeguarding Lead (DSL) must be an appropriate senior member of staff, from the academy or college leadership team. They have a legal responsibility for dealing with safeguarding issues, providing advice and support to staff, liaising with the Local Authority, and working with a range of other agencies. The DSL need not be a teacher, but must have the status and authority within the management structure to carry out the duties of the post. Whilst Deputy Designated Safeguarding Leads (DDSLs) can carry out delegated activities, the ultimate lead responsibility remains with the DSL. The lead responsibility cannot be delegated.

Main Purpose:

- The DSL will take lead responsibility for safeguarding and child protection across the academy (including online safety and understanding the filtering and monitoring systems in place). They will take part in strategy discussions and inter-agency meetings, and contribute to the assessment of pupils.
- They will advise and support other members of staff on pupil welfare, safeguarding and child protection matters, and liaise with relevant agencies such as the local authority and police.
- Some safeguarding activities may be delegated to DDSLs, but the DSL will retain ultimate lead responsibility for safeguarding and child protection.

Duties & Responsibilities:

Managing referrals

- Refer cases of suspected abuse and neglect to the local authority children's social care
- Support staff who make referrals to the 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 leaves due to risk or harm to a pupil
- Refer cases to the police where a crime may have been committed

Working with staff and other agencies

- Act as a source of support, advice and expertise for all staff
- Act as a point of contact with safeguarding partners
- Inform the Academy Leader of safeguarding issues, especially ongoing enquiries under Section 47 of the Children Act 1989 and police investigations and the requirement for pupils to have an appropriate adult
- Liaise with the case manager and the local authority Designated Officer for Allegations (DOFA) for child protection concerns in cases which concern a staff member
- Liaise with staff on matters of safety, safeguarding and welfare (including online and digital safety), and when

deciding whether to make a referral by liaising with relevant agencies so that pupils' 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 pupils, including where families may be facing challenging circumstances
- Work with the Academy Leader and relevant strategic leads, taking lead responsibility for promoting educational outcomes by:
 - Knowing the welfare, safeguarding and child protection issues that pupils in need are experiencing, or have experienced
 - Identifying the impact that these issues might be having on pupils' attendance, engagement and achievement at academy
 - Ensuring the academy knows which pupils have or have had a social worker, understanding their academic progress and attainment, and maintaining a culture of high aspirations for this cohort
 - Recording the attendance of pupils who have, or have ever had a social worker
 - Supporting teaching staff to provide additional academic support or reasonable adjustments to help these pupils reach their potential

Managing the child protection file

- Ensure child protection files are kept up to date
- Keep information confidential and store it securely
- Make sure records include:
 - 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
- Ensure files are only accessed by those who need to see them, and that where a file or content within it is shared, this happens in line with information sharing advice as set out in Keeping Children Safe in Education (KCSIE)
- Where pupils leave the academy (including in year transfers):
 - Ensure their child protection file is securely transferred to the new academy/ school/ sixth form as soon as possible, separately from the main pupil file, with a receipt of confirmation, and within the specified time set out in KCSIE
 - Consider whether it would be appropriate to share any additional information with the new academy before the pupil leaves, to help them put appropriate support in place

Raising awareness

- Ensure each member of staff has access to, and understands, the academy's child protection policy and procedures, especially new and part-time staff
- Work with the Trust Safeguarding Lead to ensure the child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly
- Ensure the child protection policy is available publicly and parents are aware that referrals about suspected abuse or neglect may be made and the role of the academy in this process
- 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
- Help promote educational outcomes by sharing information with teachers and academy leadership staff about the welfare, safeguarding and child protection issues that pupils who have or have had a social worker are experiencing

Training

- Undergo training (at least every 2 years) to gain the knowledge and skills required to carry out the role and meet the expectations set out in KCSIE, including those outlined in the 'Training, knowledge and skills' section of Annex C
- Undertake Prevent Awareness training
- Refresh knowledge and skills at regular intervals and at least annually

Providing support to staff

- Support and advise staff and help them feel confident on welfare, safeguarding and child protection matters
- Support staff during the referrals process
- 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 pupils

- Encourage a culture of listening to pupils and taking account of their wishes and feelings, among all staff.
- Ensure any measures the academy may put in place to protect pupils takes the views of the pupils into account
- Understand the difficulties that pupils may have in approaching staff about their circumstances and consider how to build trusted relationships which facilitate communication

Holding and sharing information

- Understand the importance of information sharing, both within the academy, with other academies and colleges on transfer, 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)
- Keep detailed, accurate, secure written records of concerns and referrals

The duties outlined in this job description are in addition to the duties and responsibilities as set out in the Annual Teachers' Pay and Conditions document. The duties are not exhaustive and may be modified by the CEO or Director of Education, after discussion, to reflect or anticipate changes in the job, commensurate with the salary and job title.