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**Deputy Safeguarding & Child Protection Officer**

**(GR5) £26,421 - £32,076 TTO plus 3 weeks pro-rata**

**JOB DESCRIPTION**

***Lyng Hall School***

*Blackberry Lane, Coventry CV2 3JS*

# PURPOSE

The Deputy Designated Safeguarding Lead at Lyng Hall School will play a critical role in ensuring the safety and well-being of students within the school. This position involves assisting the Designated Safeguarding Lead and overseeing the work of the Designated Safeguarding Officer. The primary objective is to create a secure and supportive environment for all students, addressing safeguarding concerns effectively and proactively.

# DUTIES AND RESPONSIBILITIES

1. To be a part of the safeguarding team and be qualified by completion of Designated Safeguarding Training.
2. Assist the Designated Safeguarding Lead (DSL) and collaborate closely with the DSL to develop, implement, and monitor safeguarding policies and procedures.
3. Organise and deliver safeguarding training for staff, ensuring they are informed about best practices and legal requirements.
4. Oversee the management of safeguarding cases, ensuring that they are handled in a sensitive, confidential, and thorough manner, and in compliance with statutory guidance.
5. Regularly review safeguarding practices, identify areas for improvement, and report to the Safeguarding & Child protection officer, Designated Safeguarding Lead and senior leadership team.
6. To support the lead DSL in completion of Early Help Assessments where an Early Help need is identified, and to make referrals to external agencies including Birmingham Children’s Trust (e.g. MARF referral to MASH), acting as the lead professional where appropriate.
7. To assess risk in cases where a safeguarding concern is raised regarding a child or family, taking action accordingly in line with the Local Authority procedures and Threshold document.' (This encompasses levels of need i.e. additional/CIN Plan and complex and significant/CP plan).
8. Provide guidance and support to students who may be at risk or in need of safeguarding intervention.
9. Dealing with parents of students with behavioural, safeguarding and attendance issues, intervening with difficulties around the school in terms of pastoral support and working within the pastoral support network.
10. Carry out home visits to the most vulnerable learners in school and support families whose home circumstances appear to present a significant barrier to learning.
11. Establish effective relationships with external agencies and professionals involved in safeguarding, including social services and healthcare providers.
12. Maintain accurate records of safeguarding incidents, concerns, and outcomes in accordance with data protection regulations.
13. To support the Lead DSL with the management of safeguarding and vulnerable student data and produce safeguarding reports as required including the annual section 175 under the direction of the Headteacher.
14. To facilitate the transition of relevant safeguarding files for Y6-7 and Y11 onwards, including in-year transfers (in line with the 5-day rule).
15. Assist in developing and revising safeguarding policies to reflect changes in legislation and best practices.
16. Be available to respond to urgent safeguarding issues and incidents outside regular working hours when necessary.
17. Line management of student social workers in the role of placement supervisor.

# GENERAL

1. To undertake any other duties as appropriate to the grade of the post as requested by the Headteacher.

**Responsible to:** **Safeguarding and Child protection officer for Personal Development**