

# Job Description

## Designated Safeguarding Lead



Job Category: Central support team – Safe@CIT Team

Reports to: Trust Safeguarding Lead and Deputy

Line manages: N/A

### **Purpose of the Role**

The Trust Designated Safeguarding Lead (DSL) is a member of the Safe@CIT central team. The role will be undertaking key tasks as directed by the Trust Lead and Deputy to support the team's work to ensure safeguarding in all CIT schools is effective.

### **Key Duties and Responsibilities**

#### **Overall**

##### **The Trust DSL will:**

- Undertake operational safeguarding work in schools as directed by line managers, to either be in role as DSL where needed or support capacity of school DSLs for as long as required by the Trust safeguarding Lead.
- Support and coach new or underperforming staff in any school as directed by the Trust Safeguarding Lead.
- Provide holiday DSL cover for schools as required.
- Check school safeguarding MIS systems and quality assure record keeping on site and remotely as directed by the Trust safeguarding Lead or Deputy.
- Undertake quality assurance checks in accordance with agreed CIT safeguarding procedures for example school audits, SCR, training records, website compliance as directed by the trust Safeguarding Lead or Deputy.
- Support training events and updates as directed by the Deputy Safeguarding Lead.
- Be proactive in ensuring they stay updated with Trust, regional and National safeguarding issues and changes.

#### **Work with schools**

##### **The Trust DSL will support all school DSLs and DDSLs to:**

- Take lead responsibility for safeguarding and child protection at the school.
- Contribute to creating a safe and welcoming learning environment.
- Ensure that child protection policies and procedures are understood by all staff members and are implemented correctly.
- Provide comprehensive induction training to new staff, governors and volunteers with the aim to strengthen their safeguarding skills and experience.
- Identify pupils who may be at risk and use the correct protocol to reduce these risks.
- Respond appropriately to disclosures or concerns relating to the wellbeing of a pupil.
- Refer cases of suspected child protection issues to the appropriate investigating agency.
- Work closely with staff on safeguarding and child protection matters, ensure that staff members understand when it is necessary to make a referral.
- Understand the assessment process for providing early help and intervention and take the lead when early help is appropriate.
- Keep detailed, accurate and secure written records of concerns and referrals.
- Be alert to, and understand, the specific needs of vulnerable pupils.
- Encourage a culture of listening to pupils and taking into account their wishes and feelings.
- Collaborate and effectively implement child protection plans.
- Monitor pupils at risk of harm or those that have been subject to harm, providing support and ensuring their welfare.
- Review and monitor any cause of concern relating to the welfare of pupils.
- Act as the first point of contact for staff members raising safeguarding and child protection concerns.
- Receive regular safeguarding and child protection updates, ensuring the school complies with all relevant legislation.

## **Multi-Agency Work**

### **This role will support all DSLs and DDSLs to:**

- Have a working knowledge of local plans for the transition to the new multi-agency arrangements led by the three safeguarding partners (the LA and a clinical commissioning group and a chief officer of police from within the LA), and act as the main point of contact with the safeguarding partners.
- Have a working knowledge of how LAs conduct a child protection case conference and be able to attend these, as well as effectively contribute to these when required.
- Refer cases of suspected abuse to the LA and children's social care services (CSCS), and to the police where appropriate.
- Where radicalisation is a concern, refer cases to the Channel programme.
- Support staff members who make referrals to external agencies.
- Liaise with the LA and follow up any referrals made, ensuring the school aids the LA's work where necessary.
- Where necessary, securely transfer child protection files, and any additional safeguarding information considered appropriate, to other educational establishments, ensuring that confirmation of receipt is obtained.
- Contribute to inter-agency plans to provide additional support to pupils subject to child protection plans.
  - Attend and contribute effectively to 'Child in Need' meetings and child protection conferences, including those taking place out of normal working hours.
  - Ensure that the actions resulting from meetings are carried out in a coordinated way.
  - Work closely with the governing board to create effective safeguarding policies and protocols.
  - Maintain up-to-date contact details of previously-LACs' LA personal advisors, liaising with them as appropriate.

## **Training**

### **The Trust DSL will support schools to ensure that they:**

- Undertake training to provide them with the knowledge and skills required to carry out the role. This training should be updated at least every 2 years.
- Undertake Prevent awareness training.
- Training should provide DSL's with a good understanding of their own role, and the processes, procedures and responsibilities of other agencies, particularly children's social care, so they:
  1. understand the assessment process for providing early help and statutory intervention, including local criteria for action and local authority children's social care referral arrangements.
  2. have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so;
  3. ensure each member of staff has access to, and understands, the school's or college's child protection policy and procedures, especially new and part time staff;
  4. are alert to the specific needs of children in need, those with special educational needs and young carers;
  5. understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the General Data Protection Regulation; - awaiting confirmation from LSCP re content inclusion in inter-agency sg course
  6. understand the importance of information sharing, both within the school and college, and with the three safeguarding partners (Lincolnshire County Council, Lincolnshire Police & Clinical Commissioning Groups), other agencies, organisations and practitioners;
  7. are able to keep detailed, accurate, secure written records of concerns and referrals;
  8. understand and support the school or college with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation;
  9. are able to understand the unique risks associated with online safety and be confident that they have the relevant knowledge and up to date capability required to keep children safe whilst they are online at school or college;
  10. can recognise the additional risks that children with SEN and disabilities (SEND) face online, for example, from online bullying, grooming and radicalisation and are confident they have the capability to support SEND children to stay safe online;
  11. obtain access to resources and attend any relevant or refresher training courses; and

12. encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school or college may put in place to protect them.
- In addition to the formal training set out above, their knowledge and skills should be refreshed (this might be via e-bulletins, meeting other designated safeguarding leads, or simply taking time to read and digest safeguarding developments) at regular intervals, as required, and at least annually, to allow them to understand and keep up with any developments relevant to their role.'

#### **Other Duties**

- Undertake other duties from time to time as are reasonably required.

#### **General**

- The postholder is expected to fully engage with the Trust's performance management process.
- To demonstrate the core values of the school and Trust at all times.
- To attend team meetings and Trust-based INSET as required.
- The postholder is required to carry out the duties in accordance with our Equal Opportunities policies.
- The postholder is required to carry out the duties in accordance with our Health & Safety policies and procedures.
- To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
- The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

**CIT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to references and an enhanced DBS disclosure check. Applicants will also be subject to a Social Media presence check.**