Post:	**Designated Safeguarding Lead (Coulsdon)**
Reports to:	Senior Designated Safeguarding Lead
Salary:	£45 000
Hours of work:	35 hours per week (full time)

CREATING GREAT FUTURES

At Croydon College Group our staff are passionate and committed to achieving the very best outcomes for our students. We recognise and value our people as our most important asset in achieving each of the aspirations within our College's Strategic Plan.

We believe it is through our people that an excellent student experience is delivered, positively impacting our local community. We value inclusion and are committed to equality, diversity and inclusion, ensuring a diverse, skilled and motivated workforce who are empowered and engaged.

Main Purpose and Scope of Job Role

- To act as the College's Designated Safeguarding Lead (DSL), providing operational leadership of safeguarding, child protection, vulnerable adult safeguarding, Prevent and student wellbeing across the College Group.
- To support the Senior Designated Safeguarding Lead in ensuring statutory safeguarding responsibilities are met and that safeguarding practice is effective, consistent and compliant across all College campuses and provisions.
- To lead and manage the Deputy Designated Safeguarding Lead (DDSL) team, ensuring high-quality safeguarding practice, timely interventions and effective case management.
- To maintain oversight of all safeguarding activity, ensuring appropriate decision-making, risk management, safeguarding interventions and statutory referrals.
- To lead safeguarding quality assurance, compliance monitoring, case audits and safeguarding reporting.
- To act as the operational lead for safeguarding systems, including CPOMS, ensuring high standards of safeguarding record keeping and information management.
- To deputise for the Senior Designated Safeguarding Lead as required.
- To be accountable for the operational performance, development and quality of practice of the Deputy Designated Safeguarding Leads and wider safeguarding team

Duties, Responsibilities and Operational Oversight
Operational Safeguarding Leadership

- Act as the College's Designated Safeguarding Lead in accordance with statutory guidance and College safeguarding procedures.
- Provide operational leadership for safeguarding, child protection, vulnerable adult safeguarding, Prevent and student wellbeing activities across the College Group.
- Maintain oversight of safeguarding concerns and interventions, ensuring appropriate safeguarding decisions are made and risks are managed effectively.
- Support the implementation of safeguarding strategies, policies and operational priorities.
- Promote a positive safeguarding culture where safeguarding is recognised as everybody's responsibility.
- Deputise for the Senior Designated Safeguarding Lead as required.

Leadership and Management of Safeguarding Staff

- Line manage and supervise Deputy Designated Safeguarding Leads and other safeguarding staff as designated.
- Provide professional safeguarding supervision, guidance, support and challenge to DDSLs.
- Lead regular safeguarding case review meetings, supervision sessions and team meetings.
- Monitor safeguarding caseloads, workload allocation and service performance.
- Ensure consistency of safeguarding practice across all College campuses and provisions.
- Support recruitment, induction, appraisal and development of safeguarding staff.
- Promote reflective practice, staff wellbeing and continuous professional development within the safeguarding team.

Case Management, Risk Assessment and Safeguarding Practice

- Maintain oversight of safeguarding referrals, disclosures and concerns across the College.
- Provide leadership and professional direction on complex, high-risk and sensitive safeguarding cases.
- Oversee safeguarding investigations, interventions and support plans.
- Review and quality assure safeguarding risk assessments, safety plans and case records.
- Ensure appropriate and timely referrals are made to Children's Social Care, Adult Social Care, Police, Prevent partners and other relevant agencies.
- Chair safeguarding meetings and contribute to multi-agency safeguarding planning.
- Ensure safeguarding interventions are responsive, student-centred and focused on positive outcomes.
- Lead operational responses to concerns involving child protection, exploitation, serious violence, online safety, harmful sexual behaviour, sexual harassment, domestic abuse, mental health concerns and other safeguarding risks.

Safeguarding Systems, CPOMS and Quality Assurance

- Lead the operational management of safeguarding records and safeguarding information systems.
- Act as the College's lead practitioner for CPOMS, ensuring its effective, consistent and compliant use across the organisation.
- Maintain advanced proficiency in CPOMS and support staff in its effective use.
- Oversee incoming safeguarding concerns, disclosures and referrals, ensuring cases are appropriately allocated, progressed and reviewed.
- Ensure safeguarding records, chronologies, actions and outcomes are recorded accurately, professionally and in a timely manner.
- Manage safeguarding reporting processes and ensure the integrity of safeguarding information.
- Undertake regular safeguarding audits, file reviews and quality assurance activities.
- Analyse safeguarding data and trends to identify emerging risks, vulnerabilities and opportunities for improvement.
- Produce safeguarding reports, performance data and management information for senior leaders, governors and external stakeholders as required.
- Ensure overall safeguarding compliance and best practice through robust monitoring of safeguarding activity, case management and record keeping.

Prevent and Vulnerable Adult Safeguarding

- Lead the operational management of Prevent concerns, referrals and interventions.
- Liaise with Prevent partners, Channel Panels and relevant external agencies.
- Support the College's compliance with the Prevent Duty.
- Maintain oversight of safeguarding arrangements for vulnerable adults and students at risk.
- Ensure safeguarding practice reflects the requirements of the Care Act and relevant adult safeguarding legislation.
- Support staff in responding effectively to concerns relating to exploitation, radicalisation, coercion, abuse and neglect.

Multi-Agency Partnership Working

- Develop and maintain effective relationships with external safeguarding agencies and professional networks.
- Represent the College at safeguarding strategy meetings, child protection conferences, Child in Need reviews, Channel Panels and other multi-agency forums.
- Work collaboratively with Children's Social Care, Adult Social Care, Police, Health Services, Local Authorities and partner organisations.
- Ensure effective communication and information sharing to achieve positive safeguarding outcomes for students.

Training, Development and Safeguarding Culture

- Deliver safeguarding, Prevent and wellbeing training to staff as required.
- Support safeguarding induction and mandatory training programmes.
- Provide professional advice and guidance to managers, curriculum teams and support staff.
- Contribute to safeguarding awareness campaigns, learner engagement activities and preventative safeguarding initiatives.
- Maintain current knowledge of safeguarding legislation, guidance and emerging safeguarding risks.
- Contribute to the review and development of safeguarding policies, procedures and practices.

General Responsibilities

- Support College quality improvement processes and inspection readiness activities.
- Contribute to self-assessment, quality reviews and safeguarding improvement plans.
- Maintain confidentiality and compliance with data protection requirements.
- Promote equality, diversity and inclusion in all aspects of work.
- Undertake any other duties commensurate with the grade and scope of the post.

PERSON SPECIFICATION

Knowledge	**Essential** • Excellent knowledge of safeguarding and child protection legislation and guidance. • Thorough understanding of: • Keeping Children Safe in Education • Working Together to Safeguard Children • Prevent Duty Guidance • Care Act 2014 • Mental Capacity Act 2005 • Knowledge of safeguarding risks affecting children, young people and vulnerable adults. • Knowledge of multi-agency safeguarding arrangements and referral pathways. • Understanding of safeguarding responsibilities within the Further Education sector. • Knowledge of safeguarding quality assurance, auditing and compliance requirements. • Expert understanding of safeguarding information management and safeguarding record-keeping requirements. • Detailed knowledge of CPOMS and safeguarding case management systems	**Desirable** • Knowledge of Ofsted safeguarding expectations within Further Education. • Understanding of trauma-informed practice and contextual safeguarding.
Qualifications	• Educated to degree level or equivalent professional experience. • GCSE (or equivalent) English and Mathematics at Grade C/4 or above. • Relevant safeguarding qualification, training or substantial professional safeguarding experience. • Commitment to ongoing professional development.	• Advanced Designated Safeguarding Lead training. • Safer Recruitment qualification. • Prevent Lead training. • Leadership or management qualification. • Safeguarding qualification at Level 4 or above
Experience	• Significant experience of safeguarding practice within education, social care or a related safeguarding environment. • Experience of managing complex safeguarding and child protection cases. • Experience of leading safeguarding interventions and risk management activity. • Experience of supervising or managing safeguarding practitioners or safeguarding teams.	• Previous experience as a Designated Safeguarding Lead or Deputy Designated Safeguarding Lead. • Experience within Further Education.

	• Experience of multi-agency working with statutory safeguarding partners. • Experience of quality assurance, compliance monitoring and safeguarding audits. • Experience of using CPOMS or an equivalent safeguarding case management system	
Skills & Abilities	• Advanced proficiency in CPOMS, including: • Case management • Recording and chronology management • Reporting and data analysis • Audit and quality assurance functions • Monitoring and oversight of safeguarding activity • Excellent safeguarding risk assessment and decision-making skills. • Ability to manage and supervise safeguarding professionals effectively. • Ability to provide professional challenge and support where required. • Excellent written and verbal communication skills. • Strong organisational and case management skills. • Ability to analyse safeguarding data and identify trends and emerging risks. • Ability to prepare reports and present information to senior leaders and governors. • Ability to build effective working relationships with a wide range of stakeholders	
Personal Attributes	• Passionate about safeguarding and promoting the welfare of children, young people and vulnerable adults. • Professional, resilient and solutions focused. • High levels of integrity, discretion and accountability. • Committed to equality, diversity and inclusion. • Calm and effective under pressure. • Committed to continuous improvement and high standards of professional practice.	

Safeguarding Statement

Croydon College Group is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

This post is subject to an Enhanced DBS Check with Children's Barred List check and all pre-employment checks required under Keeping Children Safe in Education and the College's Safer Recruitment procedures.

This postholder will be expected to demonstrate an unwavering commitment to safeguarding excellence and contribute to creating a safe, supportive and inclusive environment where all students can thrive.