

Holy Trinity CE Primary School
Job Description and Person Specification
for
Designated Safeguarding Lead (DSL): Primary

Job details

- Job title: Designated Safeguarding Lead (DSL): Primary
- Salary: Grade 9
- Hours: /35 hours per week
- Contract type: full time – permanent – term time only (38 weeks plus 1 week inset)
- Reporting to: Headteacher
- Responsible for: Safeguarding

Main purpose

- To work as a senior member of staff within the school's leadership team, taking lead responsibility for all safeguarding and child protection matters arising at the school and supporting all other staff in dealing with any child protection concerns that arise;
- To be given the time, funding, training, resources, status and authority within the school to carry out the duties of the post including committing resources, and where appropriate, supporting and directing other staff to safeguard and promote the welfare of children;
- Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact;
- To be available for staff for all training needs and to discuss any safeguarding concerns.
- To be the senior leader responsible for attendance and punctuality. This will involve be the line manager of the attendance officer.

Duties and Responsibilities

Managing referrals

- Refer cases of suspected abuse to the local authority children's social care
- Support staff who make referrals to 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 left due to risk or harm to a child
- Participating in strategy discussions and inter-agency meetings and/or supporting other staff to do so – contributing to the assessment of children
- Refer cases where a crime may have been committed to the police
- Keep detailed, accurate and secure written records of concerns and referrals

Working with staff and other agencies

- Ensure staff can access and understand the school's child protection and safeguarding policy and procedures (especially new and part time staff)
- Inform the headteacher of safeguarding issues, especially ongoing enquiries into whether a child is at risk of harm, and police investigations
- Liaise with the case manager and the local authority's designated officer for child protection concerns in all cases where a member of school staff is involved
- Liaise with staff on matters of safety, safeguarding, and when deciding whether to make a referral
- Act as a source of support, advice and expertise for staff
- Understand the assessment process for providing early help and intervention

- Develop a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference
- Attend and contribute to child protection case conferences/planning and review meetings, alongside colleagues in Children's Services – out of hours if required
- Lead on communications between children, family and commissioning worker to identify the support package required
- Possess a working understanding of the Local Authorities thresholds and strategies within the child protection process
- Development and implementation of robust and sustainable policies to support concerns regarding child absences

Training

- Undergo training to develop and maintain the knowledge and skills required to carry out the role
- Undergo Prevent training and be able to:
 - Support the school or college in meeting the requirements of the Prevent duty
 - Provide advice and support to staff on protecting children from the risk of radicalisation
- Undergo training on female genital mutilation (FGM) and be able to:
- Provide advice and support to staff on protecting and identifying children at risk of FGM
- Report known cases of FGM to the police, and help others to do so
- Refresh knowledge and skills at least annually so remain up to date with any developments relevant to the role
- Obtain access to relevant resources
- Implement strategic oversight to develop staff awareness and understanding of how trauma and ACE's can effect affect children – embedding this knowledge to inform everyday practice

Raise awareness

- Ensure the school's child protection policies are known, understood and used appropriately
- Work with the governing board to ensure the school child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly
- Ensure the safeguarding policy is available and easily accessible to everyone in the school community
- Ensure that parents have read the safeguarding policy, and are aware that referrals about suspected abuse or neglect may be made, and the role of the school in this
- Link with the local safeguarding children board (LSCB) to make sure staff are aware of training opportunities and the latest local policies on safeguarding
- Be alert to the specific needs of children in need, those with special educational needs and young carers
- Encourage a culture of listening to children among all staff, ensuring that children's feelings are heard where the school puts measures in place to protect them
- Plan and implement a strategic approach to create a whole school culture where safeguarding is paramount, understood and acted upon by staff

Other areas of responsibility

- Where children leave the school, securely transfer their child protection file to their new school as soon as possible, separately from the main pupil file
- Undertake safer recruitment training and support the school to follow best practice
- Provide safeguarding reports to the governing board
- Model best practice and uphold the principles of confidentiality and data protection at all times

The DSL will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

During term time, the DSL should be available during school hours for staff in the school to discuss any safeguarding concerns. Ideally this will be in person, but can also be via phone or video calling

Person Specification:

Criteria	Qualities
Qualifications and training	• GCSE (or equivalent) in English and maths • Diploma/degree in social work or other appropriate subject matter or • Extensive experience in a related area
Experience	• Successful leadership and management experience in a school or other relevant organisation • Experience of managing safeguarding in a school or other relevant organisation • Building relationships with children and their parents, particularly the most vulnerable • Working and communicating effectively with relevant agencies • Implementing and encouraging good safeguarding practice throughout a large team of people • Demonstrable evidence of developing and implementing strategies to help children and their families • Experience of handling large amounts of sensitive data and upholding the principles of confidentiality
Skills and knowledge	• Expert knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities of schools and other agencies • Ability to work with a range of people, in particular children in need and their families, to improve relationships and prevent children becoming looked after and/or suffering significant harm • Awareness of local and national agencies that provide support for children and their families • Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding concerns • Good IT skills, including previous use of CPOMS • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build nurturing and effective working relationships with staff and other stakeholders
Personal qualities	• Commitment to ensuring the safety and welfare of children • Uphold and promote the ethos and values of the school • Act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school • Ability to work under pressure and prioritise effectively • Maintain confidentiality at all times • Commitment to equality