**Post title:** Designated Safeguarding Lead (Senior leadership team)

**School:** John Chilton School

**Pay range:** Grade 11

**Line manager:** The Headteacher and Governing Body

**Supervisory responsibilities:** Family Worker

John Chilton School iscommitted to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

**Main purpose of the job**

As a member of the Senior Leadership Team, the DSL will take lead responsibility for safeguarding and child protection across the school (including online safety). They will take part in strategy discussions and inter-agency meetings, and contribute to the assessment of children; monitor the concerns through the school system.

They will advise and support other members of staff on child welfare, safeguarding and child protection matters, and liaise with relevant agencies such as the local authority and police.

Having an up to date understanding of Child Protection and safeguarding guidelines and the implications for young people with special needs

Providing practical and emotional support for parents or guardians through skilled and experienced casework highlighting the impact that special needs can have

Having an in-depth knowledge of a range of disability and related legislation

Supporting the family worker with attendance under DfE guidelines

Manage and oversee the transition to adult services for post-16 pupils

They will be supported by Family Worker, Learning Mentor and Deputy DSLs

Some safeguarding activities may be delegated to deputies, but the DSL will retain ultimate lead responsibility for safeguarding and child protection.

##### Duties and 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 child
* Refer cases to the police where a crime may have been committed
* Follow up referrals and monitor progress, escalating where necessary
* Lead on filtering and monitoring

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 the safeguarding partners
* Inform the Headteacher 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(s) (LADO) 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 children’s needs are considered holistically
* Liaise with the Learning Mentor 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 children, including where families may be facing challenging circumstances Support families in obtaining short breaks and respite provisions
* Work with the Headteacher and relevant strategic leads, taking lead responsibility for promoting educational outcomes by:
  + Knowing the welfare, safeguarding and child protection issues that children in need are experiencing, or have experienced
  + Identifying the impact that these issues might be having on children’s attendance, engagement and achievement at school
* The above includes:
  + Ensuring the school knows which children have or have had a social worker, understanding their academic progress and attainment, and maintaining a culture of high aspirations for this cohort
  + Supporting pupil facing staff to provide additional academic support or reasonable adjustments to help these children reach their potential
* Attend Local Authority DSL networks and briefings
* Be an active participant on the School’s Safeguarding Committee
* Attend Strategy meetings, Case Conferences, Core Group meetings, LAC reviews, PEP meetings and CiN meetings
* Monitor the Operation Encompass box for alerts and action appropriately

Managing the child protection file

* Ensure child protection files are kept up to date
* Keep information confidential and store it securely
* Triage and categorise new concerns, monitor updates and interpret trends
* 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 children leave the school (including in year transfers):
  + Ensure their child protection file is securely transferred to the new school 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 school before the child leaves, to help them put appropriate support in place

Raising awareness

* Ensure each member of staff has access to, and understands, the school’s child protection policy and procedures, especially new and part-time staff
* Undertake induction of new staff
* Ensure relevant staff are aware of specific safeguarding and child protection concerns, especially in the context of the school
* Work with the governing board 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 school in this
* 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 school leadership staff about the welfare, safeguarding and child protection issues that children who have or have had a social worker are experiencing
* Write a comprehensive termly report for the Governing Board regarding the safeguarding position at the school

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,
* Undertake Prevent awareness training
* Refresh knowledge and skills at regular intervals and at least annually
* Undertake new and refresher training in different aspects of safeguarding and child protection such as contextual, domestic abuse, county lines

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
* Train and develop staff in safeguarding and child protection matters as pertinent to their role

Understanding the views of children

* Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, and in any measures the school may put in place to protect them
* Understand the difficulties that children may have in approaching staff about their circumstances and consider how to build trusted relationships which facilitate communication
* Undertake regular surveys of pupil voice and identify trends and patterns, implementing change where needed

Holding and sharing information

* Understand the importance of information sharing, both within the school, with other schools 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
* Monitor trends and patterns and share data with relevant school and Governors. Support staff in making changes to interventions, facilities, staffing etc to minimise risk of harm

Other areas of responsibility

* Monitor the work of the Family Worker and support in managing workload and priorities
* Have a firm oversight of the attendance of pupils and work with the LA in improving the rates for persistent non-attenders

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 always 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 call in exceptional circumstances.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the DSL will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: 01.01.2025

Next review date:

Headteacher/line manager’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postholder’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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