



Job Description: Designated Safeguarding Lead

Purpose of the Post

The primary purpose of this position is to serve as the Designated Safeguarding Lead (DSL) for a college region, overseeing safeguarding issues affecting children and vulnerable adults. The DSL provides guidance and support to students and staff, engages with families, liaises with the Local Authority, collaborates with external agencies, and maintains accurate records of safeguarding activities.

Job Purpose and Scope

- To develop strong, trusting relationships with students, parents, and carers, ensuring they feel supported and empowered.
- To facilitate access to external services, such as health professionals, social workers, and local community support.
- Be responsible for regularly reviewing student attendance and implement measures and strategies to support and improve attendance to include home visits.
- To promote a positive, inclusive college culture that values family engagement and well-being.
- To act as the Designated Safeguarding Lead (DSL), who will be responsible for overseeing complex cases, working alongside internal and external teams and agencies.

Functional Links

The DSL will collaborate with:

- College leadership, teachers, and support staff to ensure a cohesive approach to safeguarding and student support.
- Parents, carers, and guardians to strengthen communication and engagement in college life.

- External agencies, including local authorities, healthcare professionals, and charities, coordinate comprehensive support for students.

Duties and Responsibilities

The DSL will lead safeguarding and protection across multiple campuses in Sutton and Wallington, managing complex cases in collaboration with internal and external teams. It is imperative that all staff are familiar with and implement safeguarding policies and procedures effectively. The DSL will provide training to enhance the safeguarding knowledge of staff and students.

Regular reviews of data trends will inform responsive training initiatives. The DSL shall identify at-risk students and employ suitable protocols to mitigate risks. This will include making decisions on cases which require referrals and other appropriate interventions.

Understanding the needs of vulnerable students, especially regarding mental health, is essential. The DSL will work with the Mental Health Lead on suicide prevention and wellbeing plans and liaise with the student enrichment team to ensure appropriate financial support is accessible.

The DSL is responsible for student intervention plans, collaborating with lecturers to implement and monitor them. Building strong relationships with students and families to facilitate communication between home and college is crucial.

The DSL will regularly review student attendance, implement measures to improve it, and undertake home visits as needed.

The DSL will work alongside students, parents, and carers to access local community resources where needed.

The DSL will be responsible for obtaining safeguarding files from other institutions for students transitioning into college. Upon reviewing the files, they will ensure that appropriate interventions and actions are taken ahead of time.

A visible presence in college centres is essential, with the DSL attending college events and upholding professional standards.

Promoting equality, diversity, and inclusion is fundamental, alongside staying informed of policy developments related to safeguarding.

Reporting Concerns

In cases of radicalisation concerns, the DSL will refer to the Local Authority Prevent Officer. The DSL will communicate ongoing concerns and investigations to the senior leadership team. Maintaining accurate records of actions and referrals is critical, as is collaboration in implementing protection plans for at-risk students.

The DSL will serve as the primary contact for safeguarding concerns, chairing weekly risk and review meetings and contributing to quality assurance processes when required.

Administration

- To manage time effectively, prioritising work is required.
- To complete and maintain accurate records.
- To address issues of confidentiality, consent, and sharing of information throughout assessment and intervention and clearly record in students' files.
- To participate in the audit of safeguarding and wellbeing.
- Support input into policies and procedures for specialist areas and propose changes to practices and procedures for own area.
- To be accountable for your own professional action and recognise your own professional boundaries, seeking advice as appropriate.
- To represent Orchard Hill College at local forums and meetings as appropriate.

Professional

- To be aware of the sensitivity required to work closely, effectively and in a professional manner with students, parents/carers, advocates, the multidisciplinary team, college and Academy staff, Community Services, PCTs, and other professionals working with students.
- To contribute to the development of best practice within the service.
- To respect the confidentiality, individuality, values, cultural and religious diversity of students and to contribute to the provision of a service sensitive to these needs.
- To undertake Orchard Hill College induction programme and ongoing training.
- To participate in staff meetings, individual planning meetings, department meetings and liaise with other professionals.
- To promote awareness of the role of Designated Safeguarding Lead within the multidisciplinary team, at all team meetings and with outside agencies.
- To maintain personal development through participation in off-site and in-house training, contact and involvement with relevant special interest groups, attendance of in-service training, and review of literature as required.
- To maintain own clinical professional development (CPD) by keeping abreast of new developments within the profession.
- To review and reflect on own practice and performance through effective use of professional and operational supervision, appraisal, audit, and outcome measures as necessary to own work.
- To have experience as a DSL training and as a mental health lead.

General

- Uphold and promote the values and ethos of OHC ensuring an inclusive and welcoming environment.
- Adhere to all safeguarding, child protection, and confidentiality policies and procedures.
- Participate in ongoing professional development and training to enhance skills and effectiveness in the role.
- Act as a positive role model for students, parents, carers and colleagues.
- Undertake any other duties as required to support the wider college community and meet the needs of students.

Area	Requirement	Essential/Desirable
Qualifications		
	Training in safeguarding and child protection	Essential
	Designated Safeguarding Lead (DSL)	Essential
	Additional qualifications in SEND, mental health, or family intervention	Desirable
Abilities, Skills & Knowledge	Experience working with children and families, preferably within an educational or social care setting	Essential
	Knowledge of the challenges faced by students, parents and carers with SEND and the ability to offer practical support	Essential
	Strong communication and interpersonal skills, with the ability to build trusting relationships with families from diverse backgrounds	Essential
	A thorough understanding of safeguarding policies and procedures, with a	Essential

	commitment to child welfare and protection	
	Experience or training in safeguarding and child protection, with the ability to act as a Deputy Designated Safeguarding Lead (DDSL)	Essential
	Ability to work both independently and collaboratively as part of a multi-disciplinary team	Essential
	A proactive and empathetic approach, with strong problem-solving skills and resilience in challenging situations	Essential
	Ability to maintain accurate records and manage confidential information in line with GDPR and safeguarding requirements	Essential
	Knowledge of local support services and ability to liaise with external agencies to support families	Desirable
	Experience in delivering training or workshops for parents and staff on relevant topics	Desirable