

JOB DESCRIPTION

POST TITLE:	DESIGNATED SAFEGUARDING LEAD
RESPONSIBLE TO:	Principal
GRADE:	Pt. 34-39 on the Support Staff Scale
WORKING WEEKS:	All year
PURPOSE OF POST:	As a member of the College's Senior Leadership Team, you will take lead responsibility for safeguarding and child protection, discharging the duties associated with the role of Designated Safeguarding Lead (DSL) including as set out in "Keeping Children Safe in Education" produced by the Department for Education. Co-ordinating the work of the College's Safeguarding Manager, Safeguarding Officers and counselling services, including having line management responsibility, you will support all members of staff in carrying out their safeguarding duties. You will also liaise closely with the College's pastoral teams and other external safeguarding agencies. In order for the safety and wellbeing of our students to remain key priorities, you will also be responsible for the development and effective implementation of the QE's safeguarding policies and practices so that the College demonstrates best practice in this area.

Key Responsibilities

Manage referrals

To refer cases:

- of suspected abuse and neglect to the local authority children's social care as required and support staff who make referrals to local authority children's social care
- to the Channel programme where there is a radicalisation concern as required and support staff who make referrals to the Channel programme
- where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required, and
- where a crime may have been committed to the Police as required

Working with others

- act as a source of support, advice and expertise for all staff
- act as a point of contact with safeguarding partners
- liaise with the principal to inform him or her of issues- especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations
- as required, 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 members of 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
- act as the College’s senior mental health lead and liaise with colleagues and external agencies where safeguarding concerns are linked to mental health
- promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children and young adults at risk, including where families may be facing challenging circumstances
- communicate regularly with the governor responsible for safeguarding, and provide appropriate information and training about the college’s safeguarding practices to the Local Governing Body
- work with the principal and relevant senior leaders, promoting educational outcomes by knowing the welfare, safeguarding and child protection issues that children in need are experiencing, or have experienced, and identifying the impact that these issues might be having on students’ attendance, engagement and achievement at college
- work closely and pro-actively with other members of the safeguarding team to identify vulnerable students and to implement appropriate actions to support their wellbeing and safety, including the creation of care and welfare plans and risk assessments for trips and visits
- understand the difficulties that children and young adults may have in approaching staff about their circumstances and consider how to build trusted relationships which facilitate communication
- ensure that students with safeguarding concerns are supported appropriately and sensitively

Information sharing and raising awareness

Ensure that:

- information is recorded, held, used and shared effectively and appropriately
- relevant data laws are understood and complied with
- safeguarding and child protection files and records are kept up to date, stored securely and appropriately, and kept confidential
- safeguarding records are clear, factual, thorough, made in a timely way and distinguish between observed concerns, professional opinion and historic information
- written records are made of all concerns, discussions and decisions made including the rationale for those decisions. This should include instances where referrals were or were not made to another agency such as LA children's social care or the Prevent programme etc
- information is shared as appropriate within the college and with other schools and colleges on transfer including in-year and with safeguarding partners, other agencies, organisations and practitioners
- each member of staff has access to, and understands, the college's child protection policy and procedures, especially new and part-time staff
- the college's child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with governing bodies regarding this
- the child protection policy is available publicly and parents/carers know that referrals about suspected abuse or neglect may be made and the role of the college in this
- there are effective links with the safeguarding partner arrangements to make sure staff are aware of any training opportunities and the latest local policies on local safeguarding arrangements
- relevant statutory returns, audits and requests for information are completed in a timely and accurate manner
- colleagues, students and other partners are made aware of local risks and how to protect students against them
- educational outcomes are promoted by sharing information about welfare, safeguarding and child protection issues that students who have or have had a social worker are experiencing with teachers and college leadership staff
- students are made aware of how to keep themselves safe, including when online

Training, knowledge and skills

Undergo training and arrange training, as appropriate, for DSL and deputy DSLs to:

- provide the knowledge and skills required to carry out the role, including an awareness of Prevent
- develop expertise so you can support and advise staff and help them feel confident on welfare, safeguarding and child protection matters. This includes specifically to ensure that staff are supported during the referrals processes and how to consider how safeguarding, welfare and educational outcomes are linked, including to inform the provision of academic and pastoral support
- identify, understand and respond to specific needs that can increase the vulnerability of children and young adults, as well as specific harms that can put them at risk, and the processes, procedures and responsibilities of other agencies, particularly local authority children's social care
- understand the assessment process for providing family help and statutory intervention, including local criteria for action and local authority children's social care referral arrangements
- 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
- understand the importance of the role the designated safeguarding lead has in providing information and support to local authority social care in order to safeguard and promote the welfare of children and young adults at risk, understand the lasting impact that adversity and trauma can have, including on children's behaviour, mental health and wellbeing, and what is needed in responding to this in promoting educational outcomes
- be alert to the specific needs of children in need, those with special educational needs and disabilities (SEND), those with relevant health conditions and young carers
- understand the importance of information sharing, both within the college, and with safeguarding partners, other agencies, organisations and practitioners
- understand and support the college with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children and young adults from the risk of radicalisation
- understand the unique risks associated with online safety and be confident that you have the relevant knowledge and up to date capability required to keep students safe whilst they are online at college
- recognise the additional risks that students with special educational needs and disabilities (SEND) face online, for example, from bullying, grooming and radicalisation

and are confident they have the capability to support students with SEND to stay safe online

- develop knowledge and skills to encourage a culture of listening to children and young adults and taking account of their wishes and feelings, among all staff, and in any measures the college may put in place to protect them
- obtain access to resources and attend or participate in any relevant or refresher training courses or activities in order to understand and keep up with any developments relevant to the role
- co-ordinate and manage the filtering and monitoring systems and processes in place including conducting reviews and audits, so that appropriate and timely actions and interventions can be implemented to safeguard students and members of staff

General Duties

1. To respect confidential issues linked to home/student/teacher/college work and to keep confidences as appropriate.
2. To support and promote the ethos and wider life of the College and to make a contribution to this shared responsibility.
3. To be informed about the financial basis of the operation of the College and to assist in seeking ways of deploying and maintaining resources to the maximum benefit of the students.
4. To supervise the use and care of the College equipment by the students and to ensure their adherence to relevant health and safety regulations.
5. Ensure that you work in line with all the Academy/Trust policies and procedures and ensure that you are aware of your obligations under these.
6. Behave according to the relevant Trust Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
7. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
8. You are required to safeguard and promote the welfare of children/students for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.
9. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.

10. This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment, the employee will be subject to rechecking as required from time to time by the Trust.
11. Any other duties of a similar nature related to this post that may be required from time-to-time, as directed by the Principal.

Person Specification

Key

- A - Application Form including letter of application
- S - Selection process
- R - Employment references
- C - Certificates
- D - Enhanced Disclosure and Barring Service Criminal Records Check

	Application	Essential / Desirable	Stage Identified
	Qualifications and Education		
1.	Minimum of five subjects at GCSE level (grades A*-C or 4 and above), or equivalent	E	A, C
2.	Degree or equivalent	D	A, C
	Statutory or role specific requirements		
3.	Level 3 DSL training certificate	D	A, C
	Experience		
4.	Experience of managing safeguarding in a school/college or other relevant organisation	E	A, S
5.	Demonstrable evidence of developing and implementing strategies to help children/young people and their families	E	A, S
6.	Experience of handling large amounts of sensitive data and upholding the principles of confidentiality	E	A, S
7.	Experience of providing training, guidance and support to others	E	A, S
8.	Able to establish good collaborative relationships and networks	E	A, S, R
	Knowledge & Skills		
9.	Expert knowledge of legislation and guidance on safeguarding and working with children/young people, including knowledge of the responsibilities of colleges and other agencies	E	A, S

10.	Ability to work with a range of people with the aim of ensuring the safety and welfare of children and young people.	E	A, S
11.	Awareness of local and national agencies that provide support for children/young people and their families	E	A, S
12.	Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding concerns	E	A, S
13.	Effective communication and interpersonal skills	E	A, S
	Personal Attributes		
14.	Act with integrity, honesty, loyalty and fairness		A, S, R
15.	Commitment to own professional development and willingness to undertake training	E	A, S, C
16.	Ability to reflect on and develop own practice	E	A, S, R
17.	Persistence and resilience	E	S, R
18.	Commitment to safeguarding students and suitability to work with young people	E	S, R, D
19.	Ability to build effective working relationships with staff, students and other stakeholders	E	S, R
20.	Ability to work in ways that promote equality of opportunity, participation, diversity and responsibility	E	S, R
21.	High level of personal effectiveness including good organisational, planning and prioritisation skills and ability to meet deadlines	E	A, S, R

Employment references will be requested prior to the selection process and any issues arising from these will be discussed at interview. All appointments are subject to satisfactory references.