

<b>Job Title:</b>	Designated Safeguarding Lead (DSL)/Safeguarding Officer
<b>Directly reporting to:</b>	Headteacher
<b>Pay Scale:</b>	NJC Grade 7 – (£37,568 - £42,614)
<b>Hours/Weeks:</b>	Full-time, all year-round post. Required to work such hours as necessary to meet the demands of the role with a minimum number of hours to be worked of 37 hours per week. Annual leave will normally be taken during the school holidays in negotiation with the Headteacher.
<b>Responsible for:</b>	School Safeguarding Team

### **Job Purpose**

To be responsible for maintaining safeguarding services in which all staff understand the needs of vulnerable children at risk. The DSL will identify those at risk, refer appropriately to the relevant agencies, provide reports for partner agencies and develop a culture in which the safeguarding needs of children and adults are recognised and appropriately managed. The DSL will also advise and persuade the headteacher and governors on appropriate courses of action with complex cases.

### **Main Duties and Responsibilities**

The Designated Safeguarding Lead reports directly to the Headteacher and/or Deputy Head Teacher (Outcomes) and is the school's prominent support staff professional; at times reporting to the Senior Leadership Team and assisting the Headteacher in their duty to ensure the school meets its educational and safeguarding aims, whilst maximising the efficient and effective use of its available resources. The post-holder will also report indirectly to the Governing Body, to ensure the school complies with the Local Safeguarding Board procedures and delivers timely and accurate reports, policy updates and other requirements for the school to meet its statutory and regulatory obligations, including those pertaining to the DfE 'Keeping Children Safe in Education' guidance.

Working directly with children in need and their families in the community, the post-holder will also promote, strengthen and develop the potential of parents/carers and their children in order to prevent children becoming looked after and/or suffering significant harm.

### **Specific Tasks**

#### **Leadership and Communication**

- Work with the Senior Leadership Team and Governing Body, attending meetings where required, to provide advice, guidance, information and leadership, including the annual safeguarding report to governors which supports the school's aims and objectives and contributes constructively to School improvement planning.
- Contribute to strategic planning for safeguarding and provide advice and challenge to the Headteacher, Senior Leadership Team and Governing Board on the most effective safeguarding practices and procedures.
- Present complex and contentious issues to the headteacher and governors, seeking their support for appropriate/difficult courses of action you advise on

- Lead on development projects for the school directed by the Headteacher, providing effective reports and firm recommendations to governors
- Ensure all safeguarding procedures operate in accordance with the school's other policies and procedures.
- Ensure the effectiveness of School safeguarding services to maximise the positive impact on teaching and learning, safeguarding of children and extended services provision.
- To act as the school's 'Prevent' Officer to safeguard students who are vulnerable to radicalisation.
- To act as the school's E-Safety Officer, overseeing the school's approach to online safeguarding.
- Develop an on-going customer service focus that promotes the school's values and ethos.
- Day to day management and development of the safeguarding process and of key staff in the Safeguarding Team regarding such processes.
- Support all staff as part of the wider Safeguarding Team, giving regular advice and guidance where needed.
- Work closely with the Curriculum Leader for the Life Skills Programme within school to ensure that the curriculum is meeting the needs of the students for safeguarding. This will include: anti-bullying, child sexual exploitation, healthy relationships, drink/drugs and e-safety.
- When appropriate, to act as lead professional and coordinate Team Around the Child meetings.
- To collate and produce statistical information with regards to safeguarding and pupil groups.
- Oversee the management and delivery of the Early Help response.

#### **Policy and procedure:**

- Act as a champion of the school's safeguarding policy and procedures by ensuring all staff have access to and understand them.
- Induct new members of staff with regard to the School and Local Safeguarding Children Board (LSCB) safeguarding policies and procedures.
- Ensure the School's safeguarding policy is updated and reviewed annually in line with governance requirements.
- Ensure the School's E-Safety policy is updated and reviewed regularly.
- Ensure the safeguarding policy is available on the school website so that parents and students may see it.
- Ensure that all staff are aware of their responsibility to challenge behaviour of other staff which breaches the Staff Code of Conduct, with respect to safeguarding.
- Ensure all staff are conversant with the latest version of 'Keeping Children Safe in Education'.
- Work with the Senior Leadership Team to ensure School policies relating to areas of Safeguarding are up to date and relevant, including Attendance, Anti-Bullying, Anti-Racism and Behaviour.
- To support the care of children where their living arrangements are at risk of breakdown or where there is a need for early intervention.
- Ensure the safeguarding posters are displayed throughout the school with all points of contact clearly identified for students.
- Ensure visitors to the school are informed of the safeguarding teams and procedures.

### Reporting concerns:

- Recognise how to identify signs of abuse and when to make a referral.
- Ensure that relevant, detailed and accurate written records of referrals/concerns are kept and that these are stored securely through MyConcern.
- Respond appropriately to disclosures or concerns relating to the wellbeing of a child.
- Refer allegations or cases of suspected abuse to the relevant investigating agencies, ensuring they have access to the most relevant up to date information.
- Liaise with the Headteacher to inform him/her of any issues and on-going investigations.
- Report figures and trends in safeguarding behaviour amongst the student body (such as self-harm) to the Headteacher.
- Liaise regularly with the school Governor responsible for safeguarding.
- When students move school, ensure their safeguarding file is sent to the new establishment immediately and securely.
- Refer cases to the Channel Programme under the Prevent Duty where there is a radicalisation concern as required.
- Liaise with LA Safeguarding support through the Service Level Agreement.
- **It is not the role of the DSL to investigate allegations of abuse or neglect by members of staff working or volunteering with children in School.** This falls to the Headteacher or to the Chair of Governors where the allegation is against the Headteacher.

### Multi Agency working:

- Ensure that students who are victims of abuse are supported appropriately and sensitively and that all actions from planning and intervention meetings are carried out and monitored.
- Attend and contribute effectively to all formal CP meetings and planning and review meetings; including those taking place out of normal working hours.
- Liaise and coordinate with colleagues and outside organisations to provide Early Help as soon as a problem emerges, at any point in a young person's life working and acting as Lead Professional as appropriate.
- Ensure that actions resulting from meetings are SMART and that they are carried out in a coordinated way; making the difference which was anticipated.
- To liaise with school staff in initiating multi-agency referrals for pupils.
- To liaise with primary feeder schools to ensure smooth transition for children who are currently working with multi-agencies, in support of the AHT (Pastoral/Engagement)

### Training:

- Ensure all staff have safeguarding induction within their first 7 days and receive frequent updates so that they are able to recognise and report any concerns immediately.
- Ensure basic training linked to KCSIE and Prevent is provided for any non-english speaking staff in their own language at least every 2 years.
- Attend relevant training every 2 years and on an annual basis, attend forums/conferences to reinforce and enhance safeguarding knowledge and practice.
- Work collaboratively with other DSLs from other Wolverhampton schools or wider afield, if beneficial.
- Maintain a robust safeguarding CPD package for all staff.

**Knowledge and skills:**

- Act as a source of support, advice and expertise within the school.
- Have a good working knowledge of how local Safeguarding Children Boards operate and be able to apply that knowledge to work effectively in partnership with other authorities if necessary.
- Ensure that staff members are following up to date procedures in line with National and Local expectations.
- Act with integrity; maintaining confidentiality and a “need to know” policy with respect to communication at all times

**General Duties:**

- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.

**Whole School Responsibilities**

- Participate in the discussion of whole School policies and to participate in the implementation of School policies and practices.
- Attend School events as required by the Headteacher and Senior Leadership Team including evening events.
- Work collaboratively across teams with colleagues and students to ensure the school operates as effectively as possible to achieve its safeguarding aims.
- Undertake reasonable additional tasks as required to support the needs of the school.

The post-holder will ensure, through professional development that they possess the necessary skills and knowledge to discharge their duties. Information which relates to the educational and financial activities of the school is confidential. The unauthorised disclosure of such information which would embarrass, harm or prejudice the school must not be made to any third party.

The above outlines the duties required for the time being to indicate the level of responsibility. It is not a comprehensive or exhaustive list and duties may be varied from time to time, which do not change the general character of the job or level of responsibility entailed.

**Designated Safeguarding Lead  
PERSON SPEC**

		E – Essential D – Desirable
<b>Qualifications</b>	Relevant professional qualifications which support the expertise of safeguarding field (ie, social services, Police, NHS or working with children)	E
	Degree or Higher Education qualification (or equivalent)	E
<b>Professional Development</b>	Evidence of appropriate professional development for the role of Designated Safeguarding Lead	E
	Evidence of recent experience of working with the field of safeguarding	E
	Has successfully undertaken appropriate statutory Child Protection Training (Level 2)	E
	Has successfully undertaken Child Protection Training at Level 3 (Designated Safeguarding Lead)	E
<b>Leadership and Management Experience</b>	To have substantial and current experience of leading staff and/or teams in relation to safeguarding	D
	To be able to demonstrate successful/effective leadership in school in a similar community/facing similar challenges	D
	To have taken an active involvement in working with a range of external agencies, policies and protocols	D
	To have had experience of and the ability to contribute to staff development across the secondary range	D
	To have experience of working with a wider network	D
<b>Skills/ Knowledge</b>	Good knowledge and understanding of safeguarding practice in the education sector to secure welfare of children	E
	To be able to advise, challenge and persuade colleagues and superiors effectively to a high level	E
	To be able to respond to challenge from superiors effectively to a high level	E
	To investigate complex cases and explain complex information to governors and other audiences to a high level	E
	To be able to effectively use school systems and policies to monitor and support the safety and welfare of all students and staff at the school	E
	To have experience/training in MyConcern	E
	To be able to demonstrate an understanding of the needs of the students at their school and how these could be met	E
	To have excellent written and oral communication skills	E
	Set high expectations which inspire, motivate and challenge students	E
	Excellent understanding of SEND policies and procedures	E
	Fulfil wider professional responsibilities	E
	Working knowledge of ICT packages such as MS Office	E
	Working knowledge of school procedures	E
	Good organisational and time management skills	E
Experience of liaising and planning with staff	E	
<b>Personal Qualities</b>	Continue to promote the school's strong educational philosophy and values	E
	Inspire trust in the school community	E

	Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people	E
	Demonstrate personal and professional integrity, including modelling values and vision	E
	Prioritise, plan and organise yourself and others	E
	Think analytically and creatively and demonstrate initiative in solving problems	E
	Be aware of own strengths and areas for development and listen to, and reflect constructively and act upon as appropriate, feedback from others.	E
	Manage and resolve conflict	E
	Think actively and creatively and demonstrate initiative to solving problems	E
	Promote good progress and outcomes by students	E
	Able to communicate well with others	E
	Flexible approach to people and situations	E
	Demonstrate a capacity for sustained hard work with energy and vigour	E
	Excellent attendance and punctuality record	E
	Personal presence and high expectations	E
	Good sense of humour	E