

# Job Description

## Designated Safeguarding Lead



Job Category: Educational Support Staff  
Reports to: Deputy Headteacher and Headteacher  
Line manages: Inclusion Team and Safeguarding Team

### **Purpose of the Role**

The Designated Safeguarding Lead is the person appointed to take lead responsibility for child protection issues in school. The person fulfilling this role must be a senior member of the school's leadership team.

### **Key Duties and Responsibilities**

#### **Overall**

- Take lead responsibility for safeguarding and child protection at the school.
- Contribute to creating a safe and welcoming learning environment.
- Ensure that child protection policies and procedures are understood by all staff members and are implemented correctly.
- Provide comprehensive induction training to new staff, governors and volunteers with the aim to strengthen their safeguarding skills and experience.
- Identify pupils who may be at risk and use the correct protocol to reduce these risks.
- Respond appropriately to disclosures or concerns relating to the wellbeing of a pupil.
- Refer cases of suspected child protection issues to the appropriate investigating agency.
- Work closely with staff on safeguarding and child protection matters, ensure that staff members understand when it is necessary to make a referral.
- Understand the assessment process for providing early help and intervention, and take the lead when early help is appropriate.
- Keep detailed, accurate and secure written records of concerns and referrals.
- Be alert to, and understand, the specific needs of vulnerable pupils.
- Encourage a culture of listening to pupils and taking into account their wishes and feelings.
- Collaborate and effectively implement child protection plans.
- Monitor pupils at risk of harm or those that have been subject to harm, providing support and ensuring their welfare.
- Review and monitor any cause of concern relating to the welfare of pupils.
- Act as the first point of contact for staff members raising safeguarding and child protection concerns.
- Receive regular safeguarding and child protection updates, ensuring the school complies with all relevant legislation.

#### **Multi-Agency Work**

- Have a working knowledge of local plans for the transition to the new multi-agency arrangements led by the three safeguarding partners (the LA and a clinical commissioning group and a chief officer of police from within the LA), and act as the main point of contact with the safeguarding partners.
- Have a working knowledge of how LAs conduct a child protection case conference and be able to attend these, as well as effectively contribute to these when required.
- Refer cases of suspected abuse to the LA and children's social care services (CSCS), and to the police where appropriate.
- Where radicalisation is a concern, refer cases to the Channel programme.
- Support staff members who make referrals to external agencies.
- Liaise with the LA and follow up any referrals made, ensuring the school aids the LA's work where necessary.
- Where necessary, securely transfer child protection files, and any additional safeguarding information considered appropriate, to other educational establishments, ensuring that confirmation of receipt is obtained.
- Contribute to inter-agency plans to provide additional support to pupils subject to child protection plans.
  - Attend and contribute effectively to 'Child in Need' meetings and child protection conferences, including those taking place out of normal working hours.

- Ensure that the actions resulting from meetings are carried out in a coordinated way.
- Work closely with the governing board to create effective safeguarding policies and protocols.
- Maintain up-to-date contact details of previously-LACs' LA personal advisors, liaising with them as appropriate.

### **Training**

- Undertake training to provide them with the knowledge and skills required to carry out the role. This training should be updated at least every 2 years.
- Undertake Prevent awareness training.
- Training should provide DSL's with a good understanding of their own role, and the processes, procedures and responsibilities of other agencies, particularly children's social care, so they:
  1. understand the assessment process for providing early help and statutory intervention, including local criteria for action and local authority children's social care referral arrangements.
  2. 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;
  3. ensure each member of staff has access to, and understands, the school's or college's child protection policy and procedures, especially new and part time staff;
  4. are alert to the specific needs of children in need, those with special educational needs and young carers;
  5. understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the General Data Protection Regulation; - awaiting confirmation from LSCP re content inclusion in inter-agency sg course
  6. understand the importance of information sharing, both within the school and college, and with the three safeguarding partners (Lincolnshire County Council, Lincolnshire Police & Clinical Commissioning Groups), other agencies, organisations and practitioners;
  7. are able to keep detailed, accurate, secure written records of concerns and referrals;
  8. understand and support the school or college with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation;
  9. are able to understand the unique risks associated with online safety and be confident that they have the relevant knowledge and up to date capability required to keep children safe whilst they are online at school or college;
  10. can recognise the additional risks that children with SEN and disabilities (SEND) face online, for example, from online bullying, grooming and radicalisation and are confident they have the capability to support SEND children to stay safe online;
  11. obtain access to resources and attend any relevant or refresher training courses; and
  12. encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school or college may put in place to protect them.
- In addition to the formal training set out above, their knowledge and skills should be refreshed (this might be via e-bulletins, meeting other designated safeguarding leads, or simply taking time to read and digest safeguarding developments) at regular intervals, as required, and at least annually, to allow them to understand and keep up with any developments relevant to their role.'

### **Other Duties**

- Undertake other duties from time to time as are reasonably required.

### **General**

- The postholder is expected to fully engage with the Trust's performance management process.
- To demonstrate the core values of the school and Trust at all times.
- To attend staff meetings and Trust-based INSET as required.
- The postholder is required to carry out the duties in accordance with our Equal Opportunities policies.
- The postholder is required to carry out the duties in accordance with our Health & Safety policies and procedures.

- To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
- The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

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

Name: \_\_\_\_\_

**CIT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to references and an enhanced DBS disclosure check. Applicants will also be subject to a Social Media presence check.**

# Person Specification.

## Designated Safeguarding Lead



Factor	Essential	Desirable	
<b>Qualification</b>	<ul style="list-style-type: none"> <li>GCSE (or equivalent) in Maths and English or the equivalent level of competency.</li> </ul>	<ul style="list-style-type: none"> <li>Degree or equivalent level of qualification</li> </ul>	A, D
<b>Experience</b>		<ul style="list-style-type: none"> <li>Experience of working with children who have additional needs in an educational setting</li> <li>Experience of working with children who display challenging behaviour</li> <li>Experience of working in a safeguarding role.</li> </ul>	A, I, R
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>A basic knowledge of signs of child abuse</li> <li>Experience of working effectively with parents/carers, children, external professionals and other agencies</li> <li>Enthusiasm</li> <li>Versatility</li> <li>Be resilient and demonstrate ability to work calmly under pressure</li> <li>Hardworking and reliable</li> <li>To be able to demonstrate effective decision making ability</li> <li>Computer literate with proven ability to use Microsoft Word, Excel and PowerPoint with good keyboard skills.</li> <li>Have good organisational skills and the ability to manage time effectively</li> <li>Ability to prepare reports/records/data as required</li> <li>Act as a role model to our young people</li> <li>Ability to act in a professional manner when dealing with the school's stakeholders</li> <li>Excellent behaviour management techniques and skills</li> <li>Knowledge of statutory requirements and other legislation relating to Safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of child protection procedures</li> <li>Knowledge of basic first aid</li> <li>Experience of participating and contributing to multi-agency work</li> <li>Experience of being a Designated Safeguarding Lead/Deputy Designated Safeguarding Lead</li> </ul>	A, I, R
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>To complete a Disclosure &amp; Barring Service Disclosure.</li> <li>Ability to engage effectively with young people.</li> <li>Ability/desire to work collaboratively to effect school improvement.</li> <li>Commitment to enhancing teaching and learning.</li> <li>Enthusiasm.</li> <li>Flexibility and adaptability.</li> <li>Ability to work calmly under pressure.</li> <li>Ability to work as part of a team.</li> <li>Willingness to take a full part in the life of the school.</li> </ul>	<ul style="list-style-type: none"> <li>Be motivational and have high aspirations for oneself and for our pupils.</li> <li>Hold a full driving licence.</li> <li>Ability/willingness to drive a minibus.</li> </ul>	A, I, R

	<ul style="list-style-type: none"><li>• Be hardworking and reliable.</li><li>• Be a good timekeeper.</li><li>• Candidates should indicate a commitment to equal rights regardless of age, gender, orientation, ethnicity or religion.</li></ul>		
--	---	--	--

*\*Assessment Method – details how the criteria will be assessed*

**A** = Application Form, **I** = Interview, **R** = References, **D** = Documentary Evidence