



STOKE PARK  
— SCHOOL —

# DESIGNATED SAFEGUARDING LEAD – SAFEGUARDING STRATEGIC LEAD RECRUITMENT PACK





Thank you for your interest in a career with The Futures Trust. We hope that this recruitment pack provides you with all the information you need to start your journey with us.

The Futures Trust is a growing Trust with four primary schools and five secondary schools located in Coventry, Warwickshire and Leicestershire. We have 8,000 pupils in our schools and over 1,000 colleagues work for the Trust supporting our school community.

The Trust is committed to building brighter futures for everyone. This commitment is underpinned by 3 clear values:

### **1. Students first**

Teachers and leaders totally focused upon the educational benefit of our students.

### **2. It's about learning**

Students, teachers and leaders focused upon developing and improving their learning.

### **3. No barriers**

No excuses, only support to ensure student, teachers and leaders maximise their achievement.

It is an exciting time to join the Trust. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn and grow.

If you join The Futures Trust team, you will be part of a professional learning community totally focussed upon learning and dedicated to ensuring learners achieve their potential and build their own bright future. We look forward to hearing from you.





Stoke Park School is a thriving school that is committed to Building Brighter Futures for all of its students.

A crucial part of Building Brighter Futures is providing a high-quality educational experience delivered through an academic curriculum and an exceptional programme of enriching experiences. We are looking to expand our team of dedicated professionals who excel in their field.

*Natalie Rock, Headteacher*

<b>JOB TITLE:</b>	<b>DSL – SAFEGUARDING STRATEGIC LEAD</b>
<b>OPPORTUNITY:</b>	<p>This is an exciting time to join Stoke Park School. As the School’s Designated Safeguarding Lead (DSL) you will have responsibility for safeguarding, welfare and child protection matters, including online safety.</p> <p>As a member of the Senior Leadership Team, you will support and direct staff to safeguard the school community and promote student welfare so that students can thrive in a safe and supportive school environment.</p>
<b>REPORTING TO:</b>	Headteacher
<b>LOCATION:</b>	Based at Stoke Park School with a requirement to travel to work at schools in the Trust.
<b>SALARY/HOURS:</b>	<p>Grade 8, 37 hours/42 weeks per annum                  £37,344 - £47,987 per annum                  (Role has flexibility to be held by a Teaching member of staff)</p>
<b>BENEFITS – ENHANCING WORKING LIVES:</b>	<ul style="list-style-type: none"> <li>● Competitive rates of pay</li> <li>● Extensive professional development opportunities across the Trust</li> <li>● Career pathways across the Trust</li> <li>● Teacher/Local Authority Pension Schemes</li> <li>● Online retail discount</li> <li>● Employee Assistance Programme</li> <li>● Family Friendly policies to support family &amp; carer commitments</li> <li>● Flexible Working Arrangements</li> </ul>

## JOB DESCRIPTION

### Job Purpose

The postholder is the School's Designated Safeguarding Lead (DSL) with responsibility for safeguarding, welfare and child protection matters, including online safety.

As a member of the Senior Leadership Team, they support and direct staff to safeguard the school community and promote student welfare so that students can thrive in a safe and supportive school environment.

They are responsible for effective liaison with external services and will provide support, advice and guidance to staff on safeguarding issues, take part in strategy discussions, inter agency meetings and contribute to the assessment of children

### Duties and responsibilities

#### Leadership and Raising Awareness

- Work with colleagues to develop the School's safeguarding culture and practices, championing safeguarding and student welfare at senior leadership level and across the School, sharing best practice and monitoring and evaluating the effectiveness of the School's safeguarding arrangements.
- As part of this, encourage a culture of listening to children and taking account of their wishes and feelings in any measures the School may put in place to protect them.
- Help promote educational outcomes by sharing the information about the welfare, safeguarding and child protection issues that children, including children with a social worker, are experiencing, or have experienced, with teachers, school and leadership staff.
- Be a source of support, advice and expertise for staff.
- Work in partnership with internal and external colleagues, including those from the LSCB, to ensure that the school meets statutory and local requirements in relation to safeguarding.
- Ensure the School's Child Protection policies are known, accessible, understood and used appropriately.
- Work with the Headteacher to agree and implement actions in response to issues arising, updates to statutory guidance, best practice, legislation, audit reports and recommendations from external bodies including Ofsted.
- Liaise with the Headteacher and ensure that they are kept up to date and aware of any issues, especially any ongoing enquiries under Section 47 of the Children Act 1989 and police investigations.
- Direct and support teachers, tutors and support staff working directly with identified students with additional safeguarding and welfare needs.
- Liaise with the Board of Trustees and the Trustee with responsibility for safeguarding and provide reports, enabling the Board of Trustees to question and maintain oversight of the School's practices.
- Work in partnership with colleagues to help to secure the school's safer recruitment practices and HR practices pertaining to safeguarding.
- Link with the LSCB to make sure staff are aware of training opportunities and the latest local policies on safeguarding.
- Be alert to the specific needs of children in, those with special educational needs and young carers.

#### Supporting Policies and Practices in School

- Work with the Headteacher to ensure that the DSL or Deputy DSL is always available during School hours for staff in the School to discuss any safeguarding concerns, and arrange adequate and appropriate cover arrangements for any out of hours/out of term activities.
- Maintain accurate, detailed, up to date and secure student Child Protection records and in-house documentation, managing these in accordance with the Data Protection Act and General Data Protection Regulations.

- Where children leave the school ensure that their Child Protection file is transferred to the new school or college as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt should be obtained.
- Deliver annual safeguarding training to all staff, and ensure that an appropriate level of safeguarding training is maintained throughout the year in accordance with the school's culture of vigilance; addressing specific matters in a timely manner and linking with the LSCB to identify training opportunities.
- Provide support to ensure that the safeguarding policies and procedures are in place and are reviewed.
- Take the lead responsibility for online safety, understanding the filtering and monitoring systems of the School's network and ICT facilities and action accordingly.
- Review school level policies on an annual basis, including the Child Protection Policy.
- Ensure that on commencing work all new members of staff have received an appropriate level of safeguarding induction, and that each member of staff has access to and understands the School's Child Protection Policy and Procedures.
- Ensure parents, Governors and other appropriate members of the school community have access to appropriate safeguarding documentation.
- Ensure that the School website meets requirements in relation to safeguarding; including ensuring that the Child Protection Policy is available publicly, making parents aware of the fact that referrals about suspected abuse or neglect may be made and of the role of the School in this.
- Undertake safer recruitment training and support the School in implementing statutory requirements, procedures and best practice.
- Working in partnership with colleagues in HR, monitor the Single Central Record and ensure that it is compliant.
- Be the school's Educational Visits Co-ordinator.

### **Managing Referrals**

- Refer/ensure cases of suspected abuse are referred to the appropriate body, supporting staff and students through this process as required.
- Refer/ensure concerns of potential radicalisation are referred to Channel and/or the appropriate body, and support staff through this process as required.
- In the event that an allegation of abuse is made against a member of staff or a volunteer, liaise with colleagues in HR and work with them to refer to the Police and / or Designated Officer at the Local Authority as required.
- In the event that a referral is made in accordance with Part Four of Keeping Children Safe in Education, work with HR and the designated Case Manager as required.
- In the event that a person is dismissed or has left their role in school due to a risk/harm to a child, work with the HR Lead to refer the case to the Disclosure and Barring Service.
- Oversee the management of the CPOMS reporting system, monitoring its effectiveness and training staff as required.
- Refer cases where a crime may have been committed to the Police as required including Female Genital Mutilation.
- Keep detailed, accurate and secure written records of concerns and referrals.

### **Multi Agency Working**

- Ensure the school is effectively represented at Child Protection, Children in Need and other conferences focused on supporting the needs of students and their families.
- Ensure that the outcomes of these meetings are appropriately communicated, that actions are carried out within deadlines and are effectively monitored.
- Co-ordinate the work of colleagues and external agencies, allocating resources and supporting so that the team(s) working with vulnerable students provide effective support.
- Understand the assessment process for providing early help and intervention.

### **Preventing Radicalisation**

- Lead the School's efforts to safeguard students from potential radicalisation in accordance with the Prevent Duty and Channel Duty Guidance for England and Wales.
- Advise and support staff, students and parents with matters relating to Prevent, ensuring that staff are appropriately trained and are aware of the referral processes.

- Liaise with the Police and associated Prevent coordinators to ensure students receive annual age appropriate educational opportunities through workshops, visits/visitors and assemblies.

### **Line Management**

- The DSL is responsible for the day to day management and performance management of the Safeguarding and Wellbeing Assistant

### **Availability**

- During term time the DSL (or a deputy) should always be available during school hours for staff to discuss any safeguarding concerns. Ideally this will be in person but can also be via phone or video calling in exceptional circumstances.

### **Professional Development:**

- Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role of Designated Safeguarding Lead are up to date, including undertaking formal training annually and regularly refreshing knowledge and skills via e-bulletins, meeting other DSL's, taking time to read and digest safeguarding developments.
- Be a professional role model, and understand and promote the aims and the values of the School.
- Be prepared to undertake such other duties as may reasonably be required by the Head Teacher

## PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria	Measured By
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to degree level upper second or first class or equivalent experience</li> <li>• Level 2 Working Together to Safeguard Children trained</li> <li>• Full driving licence and own transport</li> </ul>	<ul style="list-style-type: none"> <li>• Level 3 safeguarding trained</li> <li>• Prevent awareness trained (or must be undertaken prior to commencing)</li> </ul>	Application Form Certificates
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Outstanding communication skills; both effective verbally and in writing. Able to adapt to the range of audiences and contacts associated with the role.</li> <li>• High levels of discretion and sensitivity, understanding the need for confidentiality and appropriate sharing of information.</li> <li>• Able to co-ordinate, motivate and develop colleagues.</li> <li>• Able to work collaboratively and effectively as part of a team.</li> <li>• Able to demonstrate positive leadership and to embed cultural change</li> <li>• Proven ability to develop effective professional working relationships with stakeholders at all levels.</li> <li>• Able to keep detailed, secure and accurate records, and to manage information in accordance with the Data Protection Act and General Data Protection Regulations.</li> <li>• Competent in reviewing, measuring, monitoring and evaluating the effectiveness of safeguarding practice.</li> <li>• Able to plan for the efficient and effective use of available resources.</li> <li>• Able to effectively use ICT systems.</li> </ul>		Application Form Interview Written Test

<p><b>Skills and Abilities continued</b></p>	<ul style="list-style-type: none"> <li>• Can prioritise and work well under pressure; meeting deadlines and exercising attention to detail whilst managing high volume work.</li> <li>• Able to contribute towards the development and maintenance of policies and procedures.</li> <li>• A reflective practitioner who is both proactive and responsive.</li> <li>• Able to relate effectively to students, staff and parents.</li> <li>• Able to maintain own professional development, to research, implement and share best practice.</li> <li>• Able to work with external agencies and to manage and monitor referrals.</li> <li>• Able to deliver relevant and timely training and communications to stakeholders to secure their understanding and practice.</li> </ul>		
<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>• At least 2 years' experience of delivering effective safeguarding whilst undertaking a welfare role within education</li> <li>• Of working with young people within a diverse environment</li> <li>• Experience of multi-agency working with young people and of communicating effectively with relevant agencies</li> <li>• Recent relevant in-service training in related current educational practice</li> <li>• Working with colleagues to develop and secure safeguarding practice</li> <li>• Building relationships with children and their parents</li> <li>• Deciding when to make referrals to a range of agencies and seeing them through</li> <li>• Reviewing, measuring, monitoring and evaluating the effectiveness of safeguarding practice</li> </ul>	<ul style="list-style-type: none"> <li>• Management of CPOMS Safeguarding Software</li> <li>• Directing or managing colleagues</li> </ul>	<p>Application Form Interview</p>
	<ul style="list-style-type: none"> <li>• Expert knowledge of safeguarding and welfare, including comprehensive</li> </ul>		<p>Application Form</p>



<p><b>Knowledge and understanding</b></p>	<p>knowledge of Working Together to Safeguard Children and Keeping Children Safe in Education.</p> <ul style="list-style-type: none"> <li>• Of the responsibilities of schools and other agencies</li> <li>• The assessment process for providing early help and intervention</li> <li>• Of how Local Authorities conduct a child protection case conference and a child protection review conference</li> <li>• Expert knowledge of safeguarding and welfare, including comprehensive knowledge of Working Together to Safeguard Children and Keeping Children Safe in Education.</li> <li>• Of the responsibilities of schools and other agencies</li> <li>• The assessment process for providing early help and intervention</li> <li>• Of how Local Authorities conduct a child protection case conference and a child protection review conference</li> <li>• An understanding of the need for high academic outcomes to increase the life chances of all young people</li> <li>• Knowledge of how to promote and implement the principles of inclusion</li> <li>• Knowledge of initiatives at a national level and their impact on school development</li> <li>• Clear understanding of safeguarding children and evidence of recent training</li> <li>• Knowledge of school systems and structures</li> <li>• Relevant data protection legislation and regulations including the Data Protection Act and the General Data Protections Regulations</li> <li>• The importance of information sharing</li> <li>• The unique risks associated with online safety</li> </ul>		<p>Interview</p>
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<b>Other requirements</b>	<ul style="list-style-type: none"><li>• Willingness to undertake annual training, child protection training at least every two years and to remain up to date with local and national developments through network meetings, email updates and reviewing documents on an ongoing basis</li><li>• A willingness to offload the high-pressure nature of the role through professional guidance and support</li><li>• A professional role model who is committed to their own professional development and to developing others</li></ul>		Interview
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## HOW TO APPLY

CLOSING DATE:	Thursday 23 January 2025
INTERVIEWS:	w/c Monday 27 January 2025

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team on tel: 02477 102134.

To apply for this post, please download an application form from [HERE](#) and return to [recruitmentadmin@thefuturestrust.org.uk](mailto:recruitmentadmin@thefuturestrust.org.uk)

On application please read the following policies found [HERE](#)

- Stoke Park Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Suitability Policy
- GDPR Privacy Notice for Applicants

The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.

The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.