

Job Description



Job Title: Designated Safeguarding Lead
(Penrice Academy / Poltair School)

Responsible to: Executive Headteacher of Penrice and Poltair /
Headteacher of Penrice

Direct Supervisory Responsibility: Heads of Year
Pastoral Teams
Assistant Headteachers

Indirect Supervisory Responsibility: All staff

Main Purpose of the Job

The Designated Safeguarding Lead (DSL) has the ultimate lead responsibility for child protection across both Penrice Academy and Poltair School. The post-holder will be expected to maintain and build on the already Outstanding Safeguarding practice. Of the upmost importance is developing a safeguarding culture that permeates every aspect of school life.

Main Duties and Responsibilities

Manage Referrals

- Refer cases of suspected abuse to the local authority children's social care as required.
- Support staff and have overall responsibility for referrals to local authority children's social care.
- Refer cases to the Channel programme where there is a radicalisation concern as required.
- Refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required.
- Refer cases where a crime may have been committed to the Police as required.

Work with others

- Act as a point of contact with all relevant Outside Agencies.
- Liaise with the Executive Headteacher to keep them informed of issues - especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.
- As required, liaise with the "LADO" at the Local Authority for child protection concerns in cases which concern a staff member.
- Liaise with staff (especially pastoral support staff, IT Technicians, SENCOs, and Senior Mental Health Leads and Lead PSHE staff) on matters of safety and safeguarding (including online and digital safety) and when deciding whether to make a referral by liaising with relevant agencies.
- Act as a source of support, advice and expertise for all staff.

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Training

- 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.
- 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.
- Ensure each member of staff has access to, and understands, the Academy's child protection policy and procedures, especially new and part time staff.
- Be alert to the specific needs of children in need, those with special educational needs and young carers.
- Understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the General Data Protection Regulation.
- Understand the importance of information sharing, both within the Academy and other agencies, organisations and practitioners.
- Able to keep detailed, accurate, secure written records of concerns and referrals.
- Understand and support the Academy with regards to the requirements of the Prevent duty and be able to provide advice and support to staff on protecting children from the risk of radicalisation.
- Working closely with the Academy Lead for online safety, able to understand the unique risks associated with online safety and is confident that they have the relevant knowledge and up to date capability required to keep children safe whilst they are online at school.
- Recognise the additional risks that children with SEN and disabilities (SEND) face online, for example, from online bullying, grooming and radicalisation and is confident they have the capability to support SEND children to stay safe online.
- Obtain access to resources and attend any relevant or refresher training courses.
- Ensure that all staff in the Academy receive annual Level 2 training and at least monthly Safeguarding updates, taking into account local safeguarding issues.
- Encourage a culture, among all staff, of listening to children and taking account of their wishes and feelings in any measures the Academy may put in place to protect them.

Raise Awareness

- Ensure the Academy's child protection and safeguarding policies are known, understood and used appropriately.
- Ensure the Academy's safeguarding policies are reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this.
- Ensure the safeguarding policies are available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the Academy in this.
- Make sure staff are aware of any training opportunities and the latest policies on local safeguarding arrangements.
- Help promote educational outcomes by sharing the information about welfare, safeguarding and child protection issues that children are experiencing, or have experienced, with teachers and Academy leadership staff.





Children in Care (CiC)

- Working closely with the designated teacher for children in care, ensure that all statutory arrangements for CiC are adhered to.
- Ensure that staff know who these children are, understand their academic progress and attainment and maintain a culture of high aspirations for this cohort.
- In addition, support teaching staff to identify the challenges that children in this group might face and the additional academic support and adjustments they could make to best support these children.

Child Protection Record Keeping

- Working with the DDSL and the Safeguarding team, ensure that all child protection records are thorough and detailed and adhere to statutory requirements.
- Ensure that all child protection files are transferred to any new educational setting within the statutory timeframe.

Other General Responsibilities

- To attend staff meetings and Trust-based INSET as required.
- The post holder is responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
- To be aware of and work in accordance with the Trust's child protection policies and procedures, in order to safeguard and promote the welfare of children and young people, and to raise any concerns relating to such procedures that may be noted during the course of duty.
- To remain aware of and work in accordance with all relevant Trust working practices, policies and procedures.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Trust's Equal Opportunities Policy and Code of Conduct, Disciplinary and Grievance Policies and national legislation (including Health and Safety and Data Protection).
- To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and students 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.
- To undertake any other duties as reasonably required by the Executive Headteacher, Headteacher or Governors, to ensure the efficient and effective operation of the Academy.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This job description is current at the date of appointment but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

