**Operational Designated Safeguarding Lead (DSL) – Job Description**

## Purpose of the Post

To act as the main point of contact with day-to-day responsibility for safeguarding and child protection at Pencalenick School, in line with statutory requirements.  
  
The post holder plays a pivotal role in ensuring the safeguarding culture at Pencalenick is embedded, consistent, and robust, with particular sensitivity to the communication and interaction needs of our pupils. This includes developing policies, coordinating safeguarding activity, overseeing the school’s safeguarding team, and working proactively with internal and external stakeholders to ensure best practice.  
  
This postholder ensures the safeguarding offer is matched to need across our Explore, Discover and Investigate pathways and reflects both national policy and the local contextual risks facing our pupils.

## Reporting to

Deputy Headteacher – Safeguarding, Personal Development, Behaviour & Attendance

## Key Contacts

Pupils, parents/carers, class teachers, tutors, support staff, therapy team, external safeguarding agencies, Local Authority officers, CAMHS, Early Help Hub, MARU, Virtual School, Governors, and wider Special Partnership Trust personnel.

## Location

Based at Pencalenick School; travel to other Special Partnership Trust academies may be required.

## Pay and Hours

Salary - £30,965 | Hours: 37 hours per week, 52 weeks per year

## Main Duties and Responsibilities

### Managing Referrals

* • Refer cases of suspected abuse to local authority children’s social care and support staff in making referrals.
* • Refer cases to the Channel programme in relation to radicalisation concerns.
* • Act as the central DSL contact for all safeguarding concerns and work with staff to provide support and guidance during referrals.

### Working with Staff and Other Agencies

* • Act as a source of expertise and support for all staff.
* • Liaise with the Headteacher and relevant leaders on safeguarding issues including Section 47 enquiries and police investigations.
* • Coordinate safeguarding responses, particularly where complex SEND needs intersect with safeguarding risks.
* • Liaise with LADO and case managers regarding concerns about adults in school.
* • Promote engagement with parents and carers, including in challenging circumstances.

### Promoting Educational Outcomes

* • Identify children with a social worker and track their progress, attendance, and attainment.
* • Ensure teaching and curriculum pathways reflect the needs of vulnerable pupils, including those in care or previously looked-after.
* • Promote high aspirations for all children facing barriers linked to safeguarding or welfare concerns.

### Managing the Child Protection File

* • Maintain up-to-date child protection records with clear summaries, actions, decisions and outcomes.
* • Ensure safe transfer of records when pupils move between schools.
* • Control access to files, and share information in accordance with data protection and safeguarding policy.

### Raising Awareness

* • Ensure staff are familiar with the school’s child protection policy and procedures.
* • Review the school’s safeguarding and child protection policy annually in liaison with governors.
* • Promote safeguarding awareness throughout the school community.

### Training

* • Undertake DSL training every two years and refresh safeguarding knowledge annually.
* • Complete Prevent awareness training and provide regular updates to staff.
* • Coordinate safeguarding induction for new staff and ongoing CPD for existing colleagues.

### Providing Support to Staff

* • Support colleagues in understanding their safeguarding responsibilities.
* • Provide informal and formal safeguarding supervision to team members.
* • Support staff with a focus on linking safeguarding and educational outcomes.

### Understanding the Views of Children

* • Promote a culture of listening and trusted relationships with pupils.
* • Take account of children’s wishes and feelings when responding to safeguarding concerns.

### Holding and Sharing Information

* • Understand and apply principles of data protection and GDPR in safeguarding contexts.
* • Ensure accurate and secure records are kept.
* • Share information effectively within and beyond the school, where appropriate.

## General Responsibilities

* • Demonstrate and promote the values of Pencalenick and Special Partnership Trust at all times.
* • Uphold the school’s safeguarding policy and code of conduct.
* • Attend staff meetings and training, contributing to the continuous improvement of the provision.
* • Maintain confidentiality and manage sensitive information responsibly.
* • Commit to personal professional development and reflective practice.