



ROBERTSBRIDGE COMMUNITY COLLEGE JOB DESCRIPTION

Job Title:	Safeguarding Officer & Deputy Designated Safeguarding Lead (DDSL)
Pay Scale:	East Sussex Single Status Grade 9
Last updated	September 2024
Responsible to:	Designated Safeguarding Lead (DSL)
Hours	37 hours per week, 43 weeks per year

Job Purpose (Main purpose of the role)

Work as part of the school Safeguarding team as a deputy DSL. To assist the Designated Safeguarding Lead (DSL) in the day-to-day management, administration, and coordination of safeguarding across all year groups (Year 7-11) in the school. To liaise with both students and parents/carers around welfare needs. To take a lead on cases and work with SLT and the pastoral team to support issues around safeguarding.

Key Responsibilities and tasks

To be the Deputy Designated Safeguarding Lead (DDSL)

- Contribute to the implementation, promotion and review of the College’s Safeguarding and Child Protection Policies and Procedures.
- Act as a point of contact within the College, receiving and acting upon any reported concerns. This includes ensuring that the completed paperwork is accurate, correct, fully completed and reviewed as necessary and stored in a secure and safe place.
- Ensure all staff are familiar with and adhere to the College’s Safeguarding and Child Protection Policies.
- Ensure that all relevant contact names and numbers are known to staff and displayed in an accessible place at all times.
- Keep abreast of developments and understanding the latest information on data protection, confidentiality and other legal issues that impact on the protection of children, including attending appropriate regular training and ensuring all staff have appropriate and up to date training.
- Provide guidance on relevant matters to all staff members as appropriate and promote best safeguarding practice at all times.
- Assist in the monitoring of child attendance, accidents logs, pre-existing injury reports, concern forms and incident forms to exclude any possible child protection issues. Ensure any relevant information is recorded and acted upon accordingly.
- Represent the key link to statutory agencies during and following any formal investigations that may have to take place.
- Liaise with local children’s services as necessary.
- Advocate the importance of Safeguarding and Child Protection to parents, staff, volunteers and students.
- Ensure that when on leave or absent from work for any significant period, that the role of DDSL is suitably covered by another suitably trained member of staff.
- Deputise for the Designated Safeguarding Lead (DSL) in their absence.

Other areas of responsibility

- Where children leave the school, securely transfer their child protection file to their new school as soon as possible, separately from the main pupil file and via MyConcern if the receiving school uses this system.
- Read safeguarding files for any new starters and upload a summary to MyConcern.
- To maintain the College’s ‘Safeguarding Team’ poster as required.
- Provide safeguarding reports to the Headteacher or SLT on demand.
- Model best practice and uphold the principles of confidentiality and data protection at all times.

Working with Students

- To respond appropriately and provide actions around the disclosures of concerns which relate to the health, safety and wellbeing of a child.
- To identify those students and families for whom support is required and liaise with other professionals, both internally and externally.
- To provide support to students in the school who may be experiencing problems at school or at home.
- To refer to existing counselling and support services where appropriate using the agreed school procedures.
- To provide specific therapeutic support for vulnerable students to reduce their wellbeing risk.
- To provide a safe space and opportunities for students to self-refer if they are concerned about their own wellbeing.
- To liaise with staff responsible for attendance and where necessary liaise with the appropriate external agencies if a Child Protection concern is raised or if a child who is looked after (LAC) or child with Social Care involvement is absent from school.
- To encourage a culture of listening to young people and taking account of their wishes and feelings on any measure the school might have taken to protect them.
- To support the care of children where their living arrangements are at risk of breakdown (including Local Authority placements).
- To provide academic and pastoral mentoring to LAC and coordinate the implementation of agreed action plans following PEP and review meetings.

Working with Systems

- To work, in collaboration with the Designated Safeguarding Lead (DSL), in the facilitation and development of safeguarding and child protection policies, training and procedures and guidance for the school.
- To receive and coordinate referrals, arranging action and reviewing services for children and families.
- To assist in the management of the College's safeguarding system through monitoring reports, updating actions and ensuring accurate, confidential, and up to date documentation on all cases of safeguarding and child protection.
- To seek information from previous schools if students transfer both through transitioning from Primary schools and through arriving as mid-year admissions.
- Contribute to the quality assurance mechanisms in place to monitor, review and evaluate arrangements for the protection of children.
- Support the development and maintenance of the Single Central Vulnerable Learner Register that includes those who are 'At Risk', are Looked After Children and children and families with known Social Care involvement.
- To maintain records of interventions and meetings and communicate these effectively with relevant parties.
- To assist in the monitoring and review of the implementation of the relevant policies and documentation and procedures to ensure they are adhered to, remain current and fit for purpose.

Working with Staff

- To act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether or not to make a referral by liaising with relevant agencies.
- To contribute to service development, including responsibility of the delivery of safeguarding training to new staff as part of their induction package.
- To contribute to the coordination and delivery of training for pastoral, and whole staff training.
- To provide direct support to pastoral support leaders.
- To liaise and coordinate with colleagues within the school and outside organisations regarding the Common Assessment.

- To assist in coordinating with Pastoral teams across the school to monitor the welfare of young people who are known to have Child Protection concerns or those who may be at risk.
- To jointly lead development of effective administrative systems to ensure that all referrals are systematically logged and tracked so that from the point of referral to closure of a case there exists clear records of all actions and communications made by the school.
- To ensure that all referrals are monitored so that intervention and actions take place in a timely manner.
- To ensure that logs of referrals exist to provide data reports indicating trends in CP issues and referrals where they exist.

Working with Families and External Agencies

- To liaise with outside agencies regarding individual students and develop effective interagency communication networks and systems.
- Work closely with Children and Families Social Workers along with developing links with and utilising resources of the community as part of agreed plans for children.
- Attend and participate in Child Protection Conferences and planning and Review meetings whilst working closely with colleagues in Children's Services as required, some of which may take place out of normal working hours. This will include negotiating between child, family and commissioning worker to identify the support package required.
- Plan and complete professional assessments of need and risk in respect of parents and carers using the Department of Health and the Local Authority criteria for children in need and significant harm.
- Take the responsibility to coordinate the multi-agency approach to prevent and address child protection issues and children in need within the setting.
- To work directly with children in need and their families in the community in order to 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.
- To provide support and guidance to carers and provide planned interventions as part of agreed plans for children.

Professional Responsibilities and Expectations

- To maintain confidentiality at all times.
- To liaise with the Designated Safeguarding Lead (DSL) to inform him or her of issues especially ongoing enquiries under Section 47 of the Children Act 1989 and police investigations.
- To undertake appropriate Child Protection Training every year in order to:
 - Understand the assessment process for providing Early Help and intervention, e.g., through locally agreed common and shared assessment processes such as early help assessments.
 - Have a working knowledge of how the LA conducts Child Protection Case Conferences and be able to attend these effectively when required to do so.
 - Have a working knowledge of best practice in supporting students who are LAC to ensure that they are not disadvantaged in their education.
 - Ensure each member of staff has access to and understands the school's Child Protection Policy and Procedures, especially new and part time staff.
- To undertake any other CPD relevant to the post with particular reference to the local Children's Safeguarding Board's annual priorities for Child Protection and Safeguarding.
- To ensure that the school is always presented positively within and beyond the school.
- To promote good practice by encouraging and championing the policies and procedures.
- To participate in the school's performance management procedures.

Data Protection

- Be aware of your responsibilities under the Data Protection Act whilst carrying out your duties.

Additional duties

- Work within the framework of the school ethos, adhering to the Code of Conduct for staff at all times.
- Maintain high standards of professional behaviour and presentation.
- Any other duties commensurate with the grade which may be required from time to time.
- All staff are expected to take part in necessary training and staff development.

Child Protection and Safeguarding Policy

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with the College's Child Protection and Safeguarding Policy, and the requirement to report to the Child Protection Officer any concerns relating to the safety or welfare of children.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Signed:	Post Holder:	Date:
Signed:	Headteacher:	Review Date:

PERSON SPECIFICATION

Essential key skills and abilities

These criteria will be assessed at the application and interview stage

- Demonstrate knowledge of the 'levels of intervention' framework, and continuum of need.
- Explain the principles involved in giving advice and guidance to pupils, including the stance on confidentiality.
- Demonstrate how to write action plans for pupils, maintain accurate records and create complex safeguarding reports.
- Show how they would motivate pupils by establishing empathetic and supportive working relationships.
- Work as part of a team as well as independently, using their initiative.
- Demonstrate knowledge of the responsibilities of agencies towards vulnerable pupils.
- Explain the additional support which can be of assistance to vulnerable pupils and families.
- Clearly and concisely articulate concepts.
- Excellent verbal and written communication skills.
- Excellent time management and organisation.
- High expectations of self and professional standards.
- A commitment to CPD.
- The ability to maintain successful working relationships with other colleagues.

Essential education and qualifications

These criteria will be evidenced via certificates, or at interview

- Educated to GCSE level or equivalent including Maths and English.

Essential knowledge

These criteria will be assessed at the application and interview stage

- Excellent knowledge of Microsoft Office and SIMS.
- Good knowledge of the working of a school.
- Knowledge of Child Protection Procedures within an educational environment (e.g., KCSiE; online safety; child-on-child harm etc)

Essential experience

These criteria will be assessed at the application and interview stage

- Experience of working in an educational environment.
- Experience of Working effectively with vulnerable pupils.
- Experience of managing child protection cases and investigations.
- Experience of Liaising with a range of agencies and professionals to support pupils.
- Experience of working effectively with parents to safeguard pupils.
- Experience of tracking data.

Other essential criteria

These criteria will be assessed at the application and interview stage

- Able to plan and take control of situations.
- Committed to contributing to the wider school and its community.
- Capable of handling a demanding workload and successfully prioritising work.
- Committed to protecting the welfare of young people.

- Professionally assertive and clear thinking.
- Able to work flexibly in addition to managing a demanding workload.
- Resilient, logical and systematic.
- Good communicator with people from different backgrounds.
- Ability to demonstrate commitment to Equal Opportunities.
- Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge.

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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Function	Applicable to role
Using display screen equipment	Yes
Working with children/vulnerable adults	Yes
Moving & handling operations	No
Occupational Driving	No
Lone Working	Yes
Working at height	No
Shift / night work	No
Working with hazardous substances	No
Using power tools	No
Exposure to noise and /or vibration	No
Food handling	No
Exposure to blood /body fluids	No