

St Edmund Champion Catholic School

Job Description

POST:	Senior Designated Safeguarding Lead
RESPONSIBLE TO:	Principal and Vice Principals
SALARY:	Grade 5-Full time
KEY RELATIONSHIPS:	Principal, Vice Principals, Heads of Year, Form Tutors, Other Designated Safeguarding Leads, Safeguarding Support Team, SENCO
LOCATION:	St Edmund Champion School, Erdington
WORKING PATTERN:	To be negotiated
DISCLOSURE LEVEL:	Enhanced - St Edmund Champion Catholic School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.
LEVEL OF SUPERVISION:	<ol style="list-style-type: none">1. Regularly supervised with work checked by supervisor2. Left to work within established guidelines subject to scrutiny by supervisor3. Plan own work to ensure the meeting of defined objectives

Members of staff at St Edmund Champion Catholic School will role model the Catholic values of the school at all times and support the school in delivering on its vision and ethos in a professional, positive and constructive manner. They are required to follow all policies and procedures as directed as well as have a clear understanding of the school code of conduct. Having high standards and expectations for all pupils to succeed is the minimum expectation.

St Edmund Champion Catholic School is part of the St John Paul II Multi Academy Trust

Core Job Purpose

The senior DSL will take lead responsibility for safeguarding and child protection across the school (including online safety and understanding the filtering and monitoring systems in place).

They will take part in strategy discussions and inter-agency meetings, and contribute to the assessment of children.

They will advise and support other members of staff on child welfare, safeguarding and child protection matters, and liaise with relevant agencies such as the local authority and police.

Some safeguarding activities may be delegated to deputies, but the senior DSL will retain ultimate lead responsibility for safeguarding and child protection.

Duties and Responsibilities

Managing referrals

- Refer cases of suspected abuse and neglect to the local authority children's social care
- Support staff who make referrals to the local authority children's social care
- Refer cases to the Channel programme where there is a radicalisation concern
- Support staff who make referrals to the Channel programme
- Refer cases to the Disclosure and Barring Service where a person is dismissed or leaves due to risk or harm to a child
- Refer cases to the police where a crime may have been committed
- Refer pupils to various counselling, mentoring services that the school buys in to as necessary

Working with staff and other agencies

- Act as a source of support, advice and expertise for all staff
- Act as a point of contact with the safeguarding partners
- Inform the headteacher of safeguarding issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations, and the requirement for pupils to have an appropriate adult
- Liaise with the case manager and the local authority designated officer(s) (LADO) for child protection concerns in cases which concern a staff member in conjunction with the Principal (or Chair of Governors as required)
- Liaise with staff on matters of safety, safeguarding and welfare (including online and digital safety), and when deciding whether to make a referral by liaising with relevant agencies so that children's needs are considered holistically
- Be the senior mental health lead and have oversight of the mental health first aider team particularly where safeguarding concerns are linked to mental health
- Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances
- Work with the headteacher and relevant strategic leads, taking lead responsibility for promoting educational outcomes by:
 - Knowing the welfare, safeguarding and child protection issues that children in need are experiencing, or have experienced
 - Identifying the impact that these issues might be having on children's attendance, engagement and achievement at school
- The above includes:

- Ensuring the school knows which children have or have had a social worker, understanding their academic progress and attainment, and maintaining a culture of high aspirations for this cohort
- Supporting teaching staff to provide additional academic support and/or reasonable adjustments to help these children reach their potential
- Oversight of deputy DSLs as well as line management of other members of the safeguarding team ensuring their skillsets and knowledge base around safeguarding and child protection are continuously up to date
- Attend police panel meetings

Managing the child protection file

- Ensure child protection files are kept up to date
- Keep information confidential and store it securely
- Make sure records include:
 - A clear and comprehensive summary of the concern
 - Details of how the concern was followed up and resolved
 - A note of any action taken, decisions reached and the outcome
- Ensure files are only accessed by those who need to see them, and that where a file or content within it is shared, this happens in line with information sharing advice as set out in Keeping Children Safe in Education (KCSIE)
- Where children leave the school (including in-year transfers):
 - Ensure their child protection file is securely transferred to the new school as soon as possible, separately from the main pupil file, with a receipt of confirmation, and within the specified time set out in KCSIE
 - Consider whether it would be appropriate to share any additional information with the new school before the child leaves, to help it put appropriate support in place

Raising awareness

- Ensure each member of staff has access to, and understands, the school's child protection policy and procedures, especially new and part-time staff
- Work with the governing board to ensure the child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly
- Ensure the child protection policy is available publicly and parents and carers are aware that referrals about suspected abuse or neglect may be made and the role of the school in this
- Link with the safeguarding partner arrangements to make sure staff are aware of any training opportunities and the latest local policies on local safeguarding arrangements
- Help promote educational outcomes by sharing information with teachers and school leadership staff about the welfare, safeguarding and child protection issues that children who have or have had a social worker are experiencing
- Ensure Principal, governors, directors and CEO are kept up to date with safeguarding data including CPOMs analysis.

Training

- Undergo training (at least every 2 years) to gain the knowledge and skills required to carry out the role and meet the expectations set out in KCSIIE, including those outlined in the 'Training, knowledge and skills' section of annex C
- Undertake Prevent awareness training
- Refresh knowledge and skills at regular intervals and at least annually
- Oversee any external safeguarding reviews that take place in school
- Keep accurate records of staff safeguarding training
- Ensure staff are fully trained in matters relating to positive handling, searching pupils, monitoring and searching devices etc.

Providing support to staff

- Support and advise staff and help them feel confident on welfare, safeguarding and child protection matters
- Deliver (or facilitate) appropriate safeguarding and child protection training, including online safety, and staff responsibilities in relation to filtering and monitoring
- Support staff during the referrals process
- Support staff to consider how safeguarding, welfare and educational outcomes are linked, including to inform the provision of academic and pastoral support
- Be the senior mental health first aider for school
- Have oversight of the vulnerable pupils list
- Provide supervision for deputy DSLs

Understanding the views of children

- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, and in any measures the school may put in place to protect them
- Understand the difficulties that children may have in approaching staff about their circumstances and consider how to build trusted relationships which facilitate communication

Holding and sharing information

- Understand the importance of information sharing, both within the school, with other schools and colleges on transfer, and with the safeguarding partners, other agencies, organisations and practitioners
- Understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR)
- Keep detailed, accurate, secure written records of concerns and referrals
- Have overall oversight of CPOMs
- Provide necessary paperwork for any permanent exclusion meetings
- Complete the annual S175 audit

Filtering and monitoring

- Understand the filtering and monitoring systems and processes in place in the school, including how to manage them effectively and escalate concerns when identified
- Make sure that the filtering and monitoring systems and processes block harmful and inappropriate content without unreasonably impacting teaching and learning

- Review filtering and monitoring provision at least annually

Note that the DSL may carry out filtering and monitoring responsibilities alongside IT staff, other senior leaders, and the governing body

Other areas of responsibility

- Oversight of the medical directory for students ensuring students have the correct medication including when going on trips
- Oversee the vaccination programme in school
- Be the designated teacher for looked after children and have oversight of looked after children including ensuring proper attendance at PEP meetings (whether this is attending personally or allocated to a proper member of staff in conjunction with Principal)
- Oversight of in year admissions liaising with administrative team as necessary
- Ensure that matters around keeping children safe are part of the PSHE and pastoral programme including supporting in the planning of super learning days.

The DSL will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

The DSL should always be available during school hours for staff in the school to discuss any safeguarding concerns. Ideally this will be in person, but can also be via phone or video call in exceptional circumstances.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the DSL will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

The post holder may be required to work some hours after school and evenings in order to engage with parents and attend external agency meetings as required. He/she will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

The post holder is expected to take responsibility for own attendance and know the school procedures around health and safety, taking all reasonable measures and precautions to safeguard themselves.

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned by the Headteacher. The person will also be required to meet the standards set out in the St John Paul II Multi Academy code of conduct.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The post holder will be subject to performance objectives agreed annually with the relevant body and these objectives will be reviewed annually.

All staff will be qualified to work with children and to have undertaken relevant DBS checks.

Person Specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> ● Appropriate education qualifications ● DSL Training ● Mental Health training (Will be provided if necessary)
Experience	<ul style="list-style-type: none"> ● Successful leadership and management experience in a school or other relevant organisation ● Experience of managing safeguarding in a school or other relevant organisation, including: <ul style="list-style-type: none"> ○ Building relationships with children and their parents, particularly the most vulnerable ○ Working and communicating effectively with relevant agencies ○ Implementing and encouraging good safeguarding practice throughout a large team of people ● Demonstrable evidence of developing and implementing strategies to help children and their families ● Experience of handling large amounts of sensitive data and upholding the principles of confidentiality
Skills and knowledge	<ul style="list-style-type: none"> ● Expert knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities of schools and other agencies ● Ability to work with a range of people with the aim of ensuring the safety and welfare of children ● Awareness of local and national agencies that provide support for children and their families ● Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding concerns ● Good IT skills, including previous use of safeguarding reporting systems (The school uses CPOMS for reporting and Securus for filtering and monitoring) ● Effective communication and interpersonal skills ● Ability to communicate a vision and inspire others ● Ability to build effective working relationships with staff and other stakeholders

**Personal
qualities**

- Commitment to ensuring the safety and welfare of children
- Commitment to upholding and promoting the ethos and values of the school
- Integrity, honesty and fairness
- Ability to work under pressure and prioritise effectively
- Commitment to maintaining confidentiality at all times
- Commitment to equality
- Understanding of the Catholic Ethos of the school and multi academy