

Wellesley Park Primary School



Job Description

Job Title:	Deputy Designated Safeguard Lead
Location:	Wellesley Park Primary School
Responsible to:	Headteacher

Main Job Purpose:

To support the Designated Safeguarding Lead (DSL) in promoting the safety, welfare and wellbeing of all pupils and maintaining a strong safeguarding culture throughout the school.

The Deputy Designated Safeguarding Lead will work closely with the DSL, Headteacher, staff, parents/carers and external agencies to ensure safeguarding and child protection procedures are implemented effectively and consistently.

In the absence of the DSL, or when the DSL is not on the school premises, the Deputy Designated Safeguarding Lead will assume operational responsibility for safeguarding and child protection matters, ensuring that statutory duties are fulfilled and that appropriate action is taken to safeguard pupils.

The Deputy Designated Safeguarding Lead will act as a key advocate for safeguarding throughout the school, supporting staff to understand and fulfil their safeguarding responsibilities and helping to ensure that children remain at the centre of all decision-making.

Key Responsibilities:

Managing Safeguarding Concerns and Referrals

- Support the DSL in the effective implementation of the school's safeguarding and child protection procedures.
- Act as a first point of contact for safeguarding concerns when the DSL is unavailable or not present on site.
- Undertake the responsibilities of the DSL in their absence, ensuring that safeguarding concerns are responded to promptly and appropriately.
- Make referrals to Children's Social Care, the Police, Early Help services and other relevant agencies where appropriate, in consultation with the DSL or independently when acting as lead.
- Ensure that safeguarding concerns are accurately recorded, monitored and followed through to conclusion.
- Maintain detailed, accurate and secure safeguarding records in accordance with statutory and school requirements.



- Ensure the safe transfer of safeguarding records when pupils move to another educational setting.

Working with Staff:

- Provide advice, guidance and support to staff on safeguarding and child protection matters.
- Support the DSL in ensuring that all staff understand and fulfil their safeguarding responsibilities.
- Promote a culture of vigilance where the welfare of children remains paramount.
- Support the induction of new staff, ensuring safeguarding procedures and expectations are clearly understood.
- Assist in the delivery of safeguarding updates and training for staff as required.

Working with Pupils, Families and External Agencies

- Work collaboratively with families to ensure children receive the support they require.
- Attend and contribute effectively to child protection conferences, Team Around the Child meetings, Early Help meetings, professional consultations and other safeguarding-related meetings.
- Liaise with external agencies including Children's Social Care, Health Services, Educational Psychologists, the Police and other safeguarding professionals to secure the best outcomes for pupils.
- Advocate for vulnerable pupils and ensure their needs are appropriately represented within multi-agency processes.
- Support the school's work with vulnerable groups, including pupils with SEND, pupils eligible for pupil premium, young carers and Children Looked After.

Safeguarding Leadership and Compliance

- Support the DSL in monitoring safeguarding practices and ensuring compliance with national guidance, local procedures and trust policies.
- Contribute to the annual review and ongoing development of safeguarding policies and procedures.
- Assist in maintaining safeguarding records, audits and monitoring systems.
- Support the preparation of safeguarding reports for governors, trustees and external agencies as required.
- Ensure safeguarding notices, information and resources remain current and accessible.
- Promote safeguarding, welfare and wellbeing throughout the school community.

Training and Professional Development

- Undertake appropriate Designated Safeguarding Lead training and maintain this through regular updates in line with statutory requirements.
- Maintain up-to-date knowledge of safeguarding legislation, guidance and local safeguarding procedures.
- Participate fully in safeguarding networks, training opportunities and professional development activities.
- Share safeguarding knowledge and best practice with colleagues across the school.



Attributes and Professional Contribution to the Community

- Demonstrate an unwavering commitment to safeguarding and promoting the welfare of children.
- Establish and maintain positive, professional relationships with pupils, families, colleagues and external agencies.
- Model the highest standards of confidentiality, professionalism and integrity.
- Promote an inclusive, supportive and nurturing school culture where pupils feel safe, valued and listened to.
- Contribute positively to the wider life and strategic development of the school.
- Uphold and promote the school's vision, values and ethos at all times.

Staffing Deployment and Development

- Support colleagues in understanding and implementing safeguarding procedures.
- Provide professional guidance and coaching relating to safeguarding practice where appropriate.
- Contribute to the continuous improvement of safeguarding systems and processes across the school.
- Work collaboratively with members of the Senior Leadership Team, pastoral staff and external professionals to strengthen safeguarding provision.

Quality Assurance

- Contribute to safeguarding audits, monitoring activities and self-evaluation processes.
- Monitor the effectiveness and impact of safeguarding procedures and interventions.
- Use safeguarding information and outcomes to identify areas for improvement and contribute to action planning.
- Support the development of effective systems that ensure safeguarding concerns are identified, recorded and acted upon consistently.

Other Responsibilities

- Undertake any additional duties commensurate with the grade and responsibilities of the post as reasonably directed by the Headteacher.
- Maintain confidentiality and comply with all safeguarding, data protection and information-sharing requirements.
- Promote equality, diversity, inclusion and anti-discriminatory practice.
- Comply with all Trust and school policies and procedures.
- Take reasonable care for personal health and safety and that of others.

Special Factors

- The role forms part of the SENDCo responsibilities and should be undertaken alongside the strategic leadership of SEND across the school.
- When the Designated Safeguarding Lead is absent or off-site, the Deputy Designated Safeguarding Lead will assume operational responsibility for safeguarding and child protection matters, ensuring that children remain protected and that statutory requirements are met.
- The post-holder is expected to maintain availability during school hours to fulfil safeguarding responsibilities effectively.



Safeguarding Statement

As this post involves significant safeguarding responsibilities, the post-holder will be required to undertake enhanced safeguarding training and maintain up-to-date knowledge of statutory safeguarding requirements. The successful applicant will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before appointment is confirmed.

I have read the above job description and fully understand my roles and responsibilities:

Signed:

Dated:

