



## **Job details**

**Job title:** Designated safeguarding lead (DSL)

## **Main purpose**

The DSL will take lead responsibility for safeguarding and child protection across the school. 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 and child protection matters, and liaise with relevant agencies such as the local authority and police.

Some safeguarding activities may be delegated to deputies, although the DSL will retain lead responsibility for the work of deputies and will ensure it is completed to the highest standard.

The DSL is: Miss Vincent

The Deputy DSLs are: Miss Heller, Mr Nash and Mrs Price

## **Duties and responsibilities**

### **Managing referrals**

- Refer cases of suspected abuse to the local authority children's social care.
- Support staff who make referrals to local authority children's social care.
- Refer cases to the Local Authority and if agreed support the Channel programme where there are radicalisation concerns.
- Support staff who make referrals to the Channel programme.
- Refer cases to the Disclosure and Barring Service where a person is dismissed or left due to risk or harm to a child.
- Refer cases where a crime may have been committed to the police.
- Keep detailed, accurate and secure written records of concerns and referrals in line with school policy and statutory guidance, including all those received from external agencies or safeguarding partners.

### **Working with staff and other agencies**

- Ensure staff can access and understand the school's child protection and safeguarding policy and procedures (especially new and part time staff).
- Keep a record of staff undertaking and confirming their understanding of the training/policy/procedure ensuring statutory duties are met. Escalate through the schools capability or disciplinary process where staff are not following policy or procedure.
- Inform the headteacher of safeguarding issues, especially ongoing enquiries into whether a child is at risk of harm, and police investigations.
- Liaise with the case manager and the local authority's designated officer for child protection concerns in all cases where a member of school staff is involved.
- Liaise with staff on matters of safety, safeguarding, and when deciding whether to make a referral.

- Act as a source of support, advice and expertise for staff.
- Record and recommend actions required as a result of referral in form a safeguarding partner or external agency e.g. PNN1.
- Understand the assessment process for providing early help and intervention. Pro-actively seek access to Early Help as a route to support children and families, if appropriate.
- Develop a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference.
- Attend and contribute to child protection case conferences effectively when required to do so.
- Develop knowledge of learning from serious case reviews and apply this to practice and policy.

## Training

- Undergo training to develop and maintain the knowledge and skills required to carry out the role every two years.
- Refresh knowledge and skills at least annually through training/updates so as to remain up to date with any developments relevant to the role locally and nationally.
- Undergo Prevent training and be able to:
  - Support the school or college in meeting the requirements of the Prevent duty.
  - Provide advice and support to staff on protecting children from the risk of radicalisation.
  - Lead the completion of the PREVENT toolkit evaluation and lead on actions identified.
- Undergo training on female genital mutilation (FGM) and be able to:
  - Provide advice and support to staff on protecting and identifying children at risk of FGM.
  - Report known cases of FGM to the police, and help others to do so. Ensure that teachers understand and are able to act upon the statutory duty for teachers to report FGM.
- Refresh knowledge and skills at least annually so remain up to date with any developments relevant to the role.
- Obtain access to relevant resources.

## Raise awareness

- Ensure the school's child protection policies are known, understood and used appropriately and effectively. Hold staff to account for the following of the policy.
- Work with the governing board to ensure the school child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly.
- Ensure the safeguarding policy is available and easily accessible to everyone in the school community.
- Ensure that parents have read the safeguarding policy, and are aware that referrals about suspected abuse or neglect may be made, and the role of the school in this.
- Link with Southampton Children's Safeguarding partnership and LA officers to make sure staff are aware of training opportunities and the latest local policies on safeguarding
- Be alert to the specific needs of children in need, those with special educational needs and young carers, children looked after and any other vulnerable groups.
- Encourage a culture of listening to children among all staff, ensuring that children's feelings are heard where the school puts measures in place to protect them.
- Ensure that staff understand the need to identify concerns through contextual awareness relating to individual pupils.
- Support staff to proactively raise concerns understanding the need for immediate action in some cases and clear record to be kept.

- Ensure that staff are aware of the whistleblowing policy and how to use it if required.

### Other areas of responsibility

- Ensure that staff behaviours do not compromise the safeguarding culture at the school.
- Ensure that the curriculum supports the development of appropriate knowledge and skills to help children recognise risk and develop strategies to keep themselves and where appropriate others safe. This includes on line risks, or risks through use of technology.
- 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 keeping record of the transfer using SCC templates provided for this.
- Take responsibility for the secure destruction of electronic files once receipt is acknowledged and keep a record of the destruction.
- Undertake safer recruitment training and support the school to follow best practice.
- Monitor, with other identified leaders and governors the single central record and ensure it complies with all relevant legislation.
- Provide safeguarding reports at least annually to the governing board.
- Model best practice and uphold the principles of confidentiality and data protection at all times.

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.

During term time, 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 in exceptional circumstances. Out of term/hours the DSL will have agreed a plan for cover and notified childrens services of any arrangements that differ from term time contact details.

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.

### Person specification

Criteria	Qualities
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• GCSE (or equivalent) in English and mathematics</li> <li>• Degree – education/social care</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successful leadership and management experience in a school or other relevant organisation</li> <li>• Experience of managing safeguarding in a school or other relevant organisation, including:               <ul style="list-style-type: none"> <li>○ Building relationships with children and their parents, particularly the most vulnerable</li> <li>○ Working and communicating effectively with relevant agencies</li> <li>○ Implementing and encouraging good safeguarding practice throughout a large team of people</li> </ul> </li> <li>• Demonstrable evidence of developing and implementing strategies to</li> </ul>

	<p>help children and their families</p> <ul style="list-style-type: none"> <li>• Experience of handling large amounts of sensitive data and upholding the principles of confidentiality</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Expert knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities of schools and other agencies</li> <li>• Ability to work with a range of people with the aim of ensuring the safety and welfare of children</li> <li>• Awareness of local and national agencies that provide support for children and their families</li> <li>• Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding concerns</li> <li>• Good IT skills, including previous use of CPOMs</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to communicate a vision and inspire others</li> <li>• Ability to build effective working relationships with staff and other stakeholders</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to ensuring the safety and welfare of children</li> <li>• Uphold and promote the ethos and values of the school</li> <li>• Act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Maintain confidentiality at all times</li> <li>• Commitment to equality</li> </ul>

**Notes:**

This job description may be amended at any time in consultation with the postholder.

**Last review date:** 17<sup>th</sup> September 2019

**Next review date:** Upon issue of revised SCC model job description for DSLs or 17<sup>th</sup> September 2020 (whichever comes earlier)

**Headteacher/line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_