



Job Description

Job Title: Designated Safeguarding Lead

Responsible to: Local governing Body and Trustees of the Special Partnership Trust

1. Main function of the job

To take the **lead responsibility** for safeguarding and child protection (including on-line safety) in the school by:

- managing referrals
- working with others
- delivery of effective training
- raising the awareness of safeguarding/child protection
- acting as the main point of contact within the setting for safeguarding and child protection
- ensuring child protection files are transferred to new schools/settings if/as appropriate
- ensure they/the deputy safeguarding lead(s) is/are available during term time; to arrange adequate and appropriate cover arrangements for any out of hours/out of term activities

Managing referrals:

The designated safeguarding lead will be expected to:

- refer cases of suspected abuse to the local authority children's social care as required;
- support staff who make referrals to local authority children's social care;
- refer cases to the Channel programme where there is a radicalisation concern as required;
- support staff who make referrals to the Channel programme;
- refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required; and
- refer cases where a crime may have been committed to the Police as required

Work with others:

The designated safeguarding lead will be expected to:

- act as a point of contact with the three safeguarding partners;
- liaise with the head teacher to inform him or her of issues- especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations;
- as required, liaise with the "case manager and the designated officer(s)" (LADO) at the local authority for child protection concerns in cases which concern a staff member;
- liaise with staff (especially pastoral support staff, school nurses, IT Technicians) on matters of safety and safeguarding (including online and digital safety) and when deciding whether to make a referral by liaising with relevant agencies; and
- act as a source of support, advice and expertise for all staff

Training:

The designated safeguarding lead (and all deputies) will undergo training to provide them with the knowledge and skills required to carry out the role. This training will be updated at least every two years.

The designated safeguarding lead will undertake Prevent awareness training.

In addition to the formal training set out above, their knowledge and skills will be refreshed (this might be via e-bulletins, meeting other designated safeguarding leads, or simply taking time to read and digest safeguarding developments) at regular intervals, as required, and at least annually, to allow them to understand and keep up with any developments relevant to their role so they:

- understand the assessment process for providing early help and statutory intervention, including local criteria for action and local authority children's social care referral arrangements
- have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so;

- ensure each member of staff has access to, and understands, the school's or college's child protection policy and procedures, especially new and part time staff;
- are alert to the specific needs of children in need, those with special educational needs and young carers;111
- understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the General Data Protection Regulation.
- understand the importance of information sharing, both within the school and college, and with the three safeguarding partners, other agencies, organisations and practitioners.
- are able to keep detailed, accurate, secure written records of concerns and referrals;
- understand and support the school or college with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation;
- are able to understand the unique risks associated with online safety and be confident that they have the relevant knowledge and up to date capability required to keep children safe whilst they are online at school or college;
- can recognise the additional risks that children with SEN and disabilities (SEND) face online, for example, from online bullying, grooming and radicalisation and are confident they have the capability to support SEND children to stay safe online;
- obtain access to resources and attend any relevant or refresher training courses; and
- encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school or college may put in place to protect them

Raise awareness:

The designated safeguarding lead will:

- ensure the school's or college's child protection policies are known, understood and used appropriately and published upon the school's web site;
- ensure the school's or college's child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with governing bodies or proprietors regarding this;
- ensure the child protection policy is available publicly and parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the school or college in this; and
- 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

Child protection files:

The designated safeguarding lead will:

- Where children leave the school or college the designated safeguarding lead should ensure their child protection file is transferred to the new school or college as soon as possible (within 5 days)
- Ensure this file is transferred separately from the main pupil file, ensuring secure transit, and confirmation of receipt should be obtained
- Receiving schools and colleges should ensure key staff such as designated safeguarding leads, are aware as required
- consider if it would be appropriate to share any information with the new school or college in advance of a child leaving. For example, information that would allow the new school or college to continue supporting victims of abuse and have that support in place for when the child arrives

Availability:

The designated safeguarding lead will:

- be always be available (during school or college hours) for staff in the school or college to discuss any safeguarding concerns
- arrange for the deputy safeguarding lead to be available/in school if the designated lead will not be available
- define the arrangements for adequate and appropriate cover arrangements for any out of hours/out of term activities

2. Skills required

The designated safeguarding lead will have:

- The ability to foster good relationships with parents/carers, children and adults working/volunteering with children within the setting
- An interest in the well-being of children and in safeguarding and child protection matters
- A willingness to challenge opinion, where necessary, and to drive the child protection agenda
- Strong listening skills and the ability to deal with sensitive situations with integrity
- The confidence and good judgment to manage situations relating to the poor conduct/behaviour of others towards a child
- Sound understanding of the safeguarding agenda

3. Main Tasks

The designated safeguarding lead will through their identified roles and responsibilities safeguard children by:

- Implementing, promoting and reviewing the Safeguarding and Child Protection Policies and Procedures within the setting
- Acting as the main point of contact within the setting, 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.
- Ensuring all staff are familiar with, and adhere to the Safeguarding and Child Protection Policy that is in place and know the procedures to follow and who to go to should the need arise. This will also be included as part of the staff induction programme.
- Providing support, advice and guidance to any other staff on an ongoing basis or on any specific safeguarding issue as required.
- Implementing, maintaining and updating the policy and procedures on an annual basis or as required.
- Ensuring that all relevant contact names and numbers are known to staff and displayed in an accessible place at all times.
- Keeping 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.
- Ensuring all relevant information around Safeguarding and Child Protection is communicated to the staff team through staff meetings ensuring safeguarding is a standalone agenda item at all meeting including meetings held by the LGB.
- Providing guidance on relevant matters to all staff members as appropriate and promoting best safeguarding practice at all times.
- Advocating the importance of Safeguarding and Child Protection to parents so that they know we have their child's best interests at the heart of our practice.
- Monitoring child attendance, including non-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.
- Representing the key link to statutory agencies (Social Care or Police) during and following any formal investigations that may have to take place. This includes maintaining confidential records of reported cases, action taken, liaising with the statutory agencies and ensuring they have access to all necessary information.
- Liaising with local children's services and our LSSCB as necessary
- Advocating the importance of Safeguarding and Child Protection to parents, staff, volunteers and students.
- Ensuring that when on leave or absent from work for any significant period, that the role of DSL is suitably covered by the Deputy DSL or another suitably trained member of staff.

For support and advice, the Designated Safeguarding lead will contact:

- South West Child Protection Procedures www.swcpp.org.uk
- Local Safeguarding Children Board Website www.safechildren-cios.co.uk
- LADO – 01872 326536
- MARU – 0300 1231116
- MARU (Out of hours) – 01208 251300
- Police – 101