

## **Job Title: Designated Safeguarding Lead (DSL)**

### **Core purpose of the role:**

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 including reporting to all CP meetings, and contribute pro-actively 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. They will ensure that all staff undertake training relevant to their role/statutory training to ensure that the school meets its statutory duty to train all staff annually, providing regular updates as required.

**Responsible to:** The Governing Body / Headteacher

The lead DSL is: Rosie Walford

The Deputy DSLs are: Carl Iszatt (**SEND, medical and attendance responsibility**) , Beth Lewis (**emotional well-being responsibility**) and Rachael Bond (**behavior responsibility**)

If the lead DSL is not available, then the deputies will determine who will lead on any urgent safeguarding issue if this has not already been agreed.

### **Duties and responsibilities:**

The DSL team will meet regularly to reflect and review on safeguarding concerns across the school. They will ensure that there is recorded oversight to all safeguarding issues in the school through regular communication, training and contact.

### **Managing referrals**

- Use Cpoms effectively
- Refer cases of suspected abuse to the local authority children's services.
- Support staff who make referrals to the local authority children's services.
- Refer cases to the Channel programme where there are radicalisation concerns.
- 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.

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

- Ensure staff know the school's child protection and safeguarding policy and procedures, and where to get advice from if they are unsure.
- Keep a record of staff undertaking and confirming their understanding of the training/policy/procedure ensuring statutory duties are met.
- Inform the Head teacher of safeguarding issues, especially ongoing enquiries into whether a child is at risk of harm, and police investigations.
- Inform governors of actions that may be required to, for example, ensure security of the site
- 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 keeping a clear record of any decisions taken.
- Act as a source of support, advice and expertise for staff.
- 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.

### **Training**

- Undergo specific DSL training to develop and maintain the knowledge and skills required to carry out the role every two years and undertake the refresher each other year.
- Undergo Prevent training and be able to:
  - Support the school 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, including engagement with SSCP.
- Obtain access to relevant resources.

### **Raise awareness**

- Ensure the school's child protection policies are known, understood and used appropriately.
- Work with the governing body to ensure the 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 access to 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 the local safeguarding children partnership (SSCP) 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.
- 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.

### **Other areas of responsibilities**

- 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 keep a record of the transfer.
- Undertake safer recruitment training (lead DSL only) and support the school to follow best practice.
- Monitor the single central record and ensure it complies with all relevant legislation.
- Provide safeguarding reports 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 be via phone calling 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.

### **Person Specification**

<b>Criteria</b>	<b>Qualities</b>
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• GCSE (or equivalent) in English and mathematics</li> <li>• Degree (Desirable)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successful leadership and management experience in a school or other relevant organization</li> <li>• Experience of managing safeguarding in a school or other relevant organisation, including:</li> </ul>

	<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> <li>● Demonstrate evidence of developing and implementing strategies to help children and their families</li> <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>● High level of 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 wide 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>● Effective 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 use of AnyComms for emailing information securely</li> <li>● Effective communication and interpersonal skills</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>● Ability to work under pressure and prioritise effectively</li> <li>● Maintain confidentiality at all times</li> </ul>

	<ul style="list-style-type: none"><li>• Commitment to equality</li></ul>
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This job description may be amended at any time in consultation with the postholder.

Chair of governors' signature:

Date:

Postholder's signature:

Date: