



# Job Description

<b>Job Title:</b>	Designated Safeguarding Lead (DSL)
<b>Location:</b>	Mowmacre Hill Primary School
<b>Grade:</b>	HeadTeacher / Head of School
<b>Responsible To:</b>	CEO
<b>Key Relationships/ Liaison with:</b>	Safeguarding and Behaviour Lead, Director of Primary Education, School Improvement Partner, Deputy Designated Safeguarding Leads Office Managers / Attendance Officer / Pastoral Teams
<b>Job Purpose:</b>	Take lead responsibility and be accountable for safeguarding and child protection within the school.
<p>Discovery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The term “Designated Safeguarding Lead” (DSL) is used in the Keeping Children Safe in Education document and refers to the person accountable for overseeing the safety and wellbeing of the children in the care of their setting.</p> <p><b>MAIN DUTIES AND RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>• To take lead responsibility and be accountable for all safeguarding and child protection (including online safety) matters arising at the School and to support all other staff in dealing with any child protection concerns that arise</li> <li>• To be given the time, funding, training, resources, status and authority within the School to carry out the duties of the post including committing resources, and where appropriate, supporting and directing other staff to safeguard and promote the welfare of children</li> <li>• Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact</li> <li>• To be providing advice and support to staff, liaising with the Local Authority, and working with a range of other agencies.</li> </ul> <p><b>LINE MANAGEMENT DUTIES AND RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>• The Designated Safeguarding Lead will have line management responsibility for the Deputy Designated Safeguarding Lead</li> </ul> <p><b>MANAGE REFERRALS</b></p> <p>The designated safeguarding lead is expected to:</p> <ul style="list-style-type: none"> <li>• Refer cases of suspected abuse to the local authority children’s social care as required.</li> <li>• Support staff who make referrals to local authority children’s social care.</li> <li>• Refer cases to the Channel programme where there is a radicalisation concern as required and support staff who make referrals to the Channel programme</li> <li>• Refer cases where a person is dismissed or has left due to risk/harm to a child to the Disclosure and Barring Service as required.</li> <li>• Refer cases where a crime may have been committed to the Police as required.</li> </ul> <p><b>WORKING WITH OTHERS</b></p>	

The designated safeguarding lead is expected to:

- Act as a source of support, advice and expertise for all staff
- Liaise with all staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.
- As required, liaise with the LADO and the LLRSB at the local authority for child protection concerns (all cases which concern a staff member); and
- Liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.
- Act as a source of support, advice, and expertise for staff.
- Ensure that relevant staff are aware of the children who have or have had a social worker are, understanding their academic progress and attainment, and maintaining a culture of high aspirations for this cohort of pupils

### **INFORMATION SHARING AND MANAGING THE CHILD PROTECTION FILE**

The Designated Safeguarding Lead is expected to:

- Ensure that child protection files are kept up to date (information should be kept confidential and stored securely).
- Keep detailed, accurate, secure written records of concerns and referrals on CPOMS
- Where children leave the school or college (including in year transfers) ensure the child protection file is transferred to the new school or college as soon as possible, and within 5 days for an in-year transfer or within the first 5 days of the start of a new term. This should be transferred separately from the main pupil file, ensuring secure transit, and confirmation of receipt should be obtained.

### **RAISE AWARENESS**

The Designated Safeguarding Lead is expected to:

- Ensure that all staff have access to, understand and use appropriately the school's child protection policies.
- Ensure the school's Child Protection Policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with the Advisory Board regarding this.
- Ensure the Child Protection Policy is available publicly and parents know referrals about suspected abuse or neglect may be made and the role of the school in this.
- Link with the local safeguarding partnership to make sure staff are aware of training opportunities and the latest local policies on safeguarding.

### **TRAINING, KNOWLEDGE AND SKILLS**

The Designated Safeguarding Lead will:

- Undergo training to provide them with the knowledge and skills required to carry out the role. This training should be updated at least every two years and certificates given to the school as evidence.
- Undertake Prevent awareness training.
- Keep their knowledge and skills up to date (through bulletins, attendance at Discovery DSL network meetings, keep informed about national and local safeguarding developments) at regular intervals, as required, but at least annually, to allow them to understand and keep up with any developments relevant to their role
- 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
- Understand the lasting impact that adversity and trauma can have, including on children's behaviour, mental health and wellbeing, and what is needed in responding to this in promoting educational outcomes

- Have a working knowledge of how the local authority 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
- Understand and support the school 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.
- 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
- Recognise the additional risks that children with special educational needs and disabilities (SEND) face online, for example, from online bullying, grooming and radicalisation and are confident they have the capability to support children with SEND to stay safe online
- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school may put in place to protect them.

#### **AVAILABILITY**

- During term time the Designated Safeguarding Lead will always be available (during school hours) for staff in the school to discuss any safeguarding concerns. Whilst generally speaking the Designated Safeguarding Lead (or deputy) would be expected to be available in person. In exceptional circumstances availability via phone and or Teams or other such mediums is acceptable.
- For any out of hours/out of term activities the Designated Safeguarding Lead is responsible for creating a rota inclusive of all Deputy DSL's to ensure that adequate and appropriate cover arrangements can be made.

#### **SPECIAL FACTORS:**

**Subject to the duration of the need, the special conditions given below apply:**

The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.

This post is subject to a check being carried out at an Enhanced level by the Disclosure Barring Service regarding any previous criminal record.

**This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time in line with Keeping Children Safe in Education without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.**

**Discovery Schools Academies Trust is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Disability Discrimination Act 1995 to accommodate a suitable disabled candidate.**

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

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



# Job Description

<b>Job Title:</b>	Deputy Designated Safeguarding Lead
<b>Location:</b>	Mowmacre Hill Primary School
<b>Grade:</b>	Deputy Headteacher L9
<b>Responsible To:</b>	Designated Safeguarding Lead (Head teacher / Head of School)
<b>Key Relationships/ Liaison with:</b>	Head of Safeguarding and Pupil-Wellbeing Other Deputy Safeguarding Leads
<b>Job Purpose:</b>	Take responsibility for safeguarding and child protection within the school and lead in one area of safeguarding, promoting and raising awareness of this area amongst staff, parents and children.

Discovery is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Deputy DSLs must be trained to the same standard as the designated safeguarding lead. Whilst the activities of the designated safeguarding lead can be delegated to appropriately trained deputies, the ultimate lead responsibility for child protection, remains with the designated safeguarding lead, this lead responsibility should not be delegated.

#### MAIN DUTIES AND RESPONSIBILITIES:

- Along with the lead DSL's and other deputy DSL's take responsibility for safeguarding and child protection.
- They will be given the time, funding, training, resources, and support to provide advice and support to other staff on child welfare and child protection matters
- To take part in strategy discussions and inter-agency meetings – and/or to support other staff to do so – and to contribute to the assessment of children.

#### MANAGE REFERRALS

The deputy designated safeguarding lead is expected to:

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

#### WORKING WITH OTHERS

The designated safeguarding lead is expected to:

- Act as a source of support, advice, and expertise for staff.
- Act as a point of contact with the safeguarding partners
- Liaise with the Designated safeguarding lead to inform them of issues- especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations
- Liaise with all staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.
- 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 designated safeguarding lead to promote educational outcomes by knowing the welfare, safeguarding and child protection issues that children in need are experiencing, or have experienced, and identifying the impact that these issues might be having on children's attendance, engagement, and achievement at school. This includes:
- Ensuring that the relevant staff know which children have or have had a social worker, understand their academic progress and attainment, and maintain a culture of high aspirations for this cohort
- Support teaching staff to provide additional academic support or reasonable adjustments to help children who have or have had a social worker reach their potential, recognising that even when statutory social care intervention has ended, there is still a lasting impact on children's educational outcomes.

### **INFORMATION SHARING AND MANAGING THE CHILD PROTECTION FILE**

The Deputy Designated Safeguarding Lead is expected to:

- Ensure that child protection files are kept up to date (information should be kept confidential and stored securely).
- Keep detailed, accurate, secure written records of concerns and referrals on CPOMS.
- Where children leave the school or college (including in year transfers) ensure the child protection file is transferred to the new school or college as soon as possible, and within 5 days for an in-year transfer or within the first 5 days of the start of a new term. This should be transferred separately from the main pupil file, ensuring secure transit, and confirmation of receipt should be obtained.

### **RAISE AWARENESS**

The Deputy Designated Safeguarding Lead is expected to:

- Ensure that all staff have access to, understand and use appropriately the school's child protection policies.
- Ensure the school's Child Protection Policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly, and work with the Advisory Board regarding this.
- Ensure the Child Protection Policy is available publicly and parents know referrals about suspected abuse or neglect may be made and the role of the school in this.
- Link with the local safeguarding partnership to make sure staff are aware of training opportunities and the latest local policies on safeguarding.

### **TRAINING, KNOWLEDGE AND SKILLS**

The Designated Safeguarding Lead will:

- Undergo training to provide them with the knowledge and skills required to carry out the role. This training should be updated at least every two years and certificates given to the school as evidence.
- Undertake Prevent awareness training.
- Keep their knowledge and skills up to date (through bulletins, attendance at Discovery DSL network meetings, keep informed about national and local safeguarding developments) at regular intervals, as required, but at least annually, to allow them to understand and keep up with any developments relevant to their role
- 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
- Understand the lasting impact that adversity and trauma can have, including on children's behaviour, mental health and wellbeing, and what is needed in responding to this in promoting educational outcomes
- Have a working knowledge of how the local authority 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

- Understand and support the school with regards to the requirements of the Prevent duty and can provide advice and support to staff on protecting children from the risk of radicalisation.
- 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
- Recognise the additional risks that children with special educational needs and disabilities (SEND) face online, for example, from online bullying, grooming and radicalisation and are confident they have the capability to support children with SEND to stay safe online
- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school may put in place to protect them.

#### **AVAILABILITY**

- During term time the Deputy Designated Safeguarding Lead will always be available (during school hours) for staff in the school to discuss any safeguarding concerns. Whilst the Designated Safeguarding Lead (or deputy) would be expected to be available in person. In exceptional circumstances availability via phone and/or TEAMS or other such mediums is acceptable.
- For any out of hours/out of term activities the Deputy Designated Safeguarding Lead will be part of a rota to ensure that adequate and appropriate cover arrangements can be made.

Depending upon Deputy Designated Safeguarding Lead area of expertise, they may be a Deputy Designated Safeguarding Lead for a specific area.

Laura Hackett is the Deputy Designated Safeguarding Lead for LAC/PLAC. Estelle Ewing for Online Safety. Muhammed Patel for Attendance. Matthew Peet for Mental health

#### **Deputy DSL for LAC and PLAC**

The Deputy DSL for LAC and PLAC will:

- Work with local authorities to promote the educational achievement of registered pupils who are looked after
- Promote the educational achievement of children who have left care through adoption, special guardianship or child arrangement orders or who were adopted from state care outside England and Wales
- Ensure the school's behaviour management policy sufficiently flexible to respond to looked-after and previously looked-after children's challenging behaviour in the most effective way.
- Ensure the school's policies are sensitive to their needs, e.g. in accessing out of school hours learning, teaching and Learning, interventions and resources
- Ensure that appropriate staff have the information they need in relation to a child's looked after legal status (whether they are looked after under voluntary arrangements with consent of parents, or on an interim or full care order) and the child's contact arrangements with birth parents or those with parental responsibility.
- Have information about the child's care arrangements and the levels of authority delegated to the carer by the authority looking after him/her.
- Have details of the child's social worker and the name of the virtual school head in the authority that looks after the child.
- Ensure all staff should have the skills, knowledge and understanding to keep previously looked after children safe.
- Work together with all agencies to ensure prompt action is taken when necessary to safeguard these children

- Ensure there are no unintended barriers to LAC and PLAC pupils' admission to the school.
- Consider any issues arising because of the number of LAC and PLAC pupils and report to the Designated Safeguarding Lead.
- Ensure LAC and PLAC make the expected or better levels of progress over the past twelve months in line with their peers (i.e. educational, social and emotional progress)
- Consider patterns of attendance and exclusions for LAC and PLAC pupils (LAC DSL must inform the Virtual School where looked after children are absent without authorisation).
- Review the PEP regularly to make sure it is up-to date and clear about what has or has not been taken forward, noting what resources may be required to further support the child and from where these may be sourced
- Ensure that no looked-after child should miss out on the opportunity of a school trip as a result of delays in obtaining a permission slip.

### **Deputy DSL for Mental Health and Wellbeing**

Deputy DSLs for Mental Health and Wellbeing are not expected to be mental health professionals and they should never attempt to make a diagnosis of a mental health problem. However, due to their frequency of contact with children they are well placed to identify behaviours presenting as worrying or identify children who may be at risk of developing mental health issues. The Deputy DSL for Mental Health and Wellbeing will:

- Be aware of the School's early help offer and update when necessary
- Be knowledgeable and understand the Leicester, Leicestershire & Rutland Thresholds and Pathways Document.
- Develop a whole school approach to support mental health and wellbeing.
- Understand the link between mental health and behaviour including:
  - Mental health problems in children
  - Prevalence of mental health problems in children
  - Risk and protective/ resilience factors
- Be aware of the pupil groups known to be at higher risk of developing mental health difficulties including (LAC/PLAC, CIN/CP and those exposed to thematic and / or contextual safeguarding risks e.g. Child sexual exploitation (CSE), Child Criminal Exploitation (CCE), County Lines, Female Genital Mutilation (FGM)).
- Understand Adverse Childhood Experiences (ACEs) and how they may impact on wellbeing and mental health
- Ensure through PSHE pupils are taught about mental health and wellbeing
- Support staff recognise signs and symptoms of poor mental health in pupils
- Develop links with specialist mental health services
- Know what local and national help and support is available in order that these can be signposted to pupils and their families to access help and support

### **Deputy DSL for Online Safety**

The Deputy DSL for Online Safety will:

- Address any online safety incidents or concerns.
- Be aware of the of the potential for serious child protection/safeguarding issues to arise from:
  - Sharing of personal data
  - Access to illegal/inappropriate materials
  - Inappropriate on-line contact with adults/strangers
  - Potential or actual incidents of grooming
  - Online-bullying
- Attend the Online Safety DSL network each term and disseminate any required information to school staff.
- Ensure staff are kept up to date with procedures to follow in the event of online incidents.
- Liaise with the Trust Online Safety and Safeguarding lead and in the event of serious incidents/events.
- Liaise with Technical staff and receives weekly logs of online incidents from school technicians and use these reports to inform online safety developments.
- Work alongside the IT lead and blended learning champion to personalise the online safety curriculum in meeting the needs of the pupils.
- Meet yearly with Advisory Board's Online Safety Personnel to discuss Online Safety.

#### **Deputy DSL for Attendance**

Deputy DSL for Attendance will:

- Be responsible for supporting, monitoring attendance of vulnerable pupils throughout the school
- Work with education welfare officers, court officers, Inclusion Team and Child Missing Education Team to tackle persistent absence
- Make reasonable enquiries to establish the whereabouts of the child jointly with the local authority,
- Notify the LA of children who go missing from school, particularly on repeat occasions.
- Ensure, where reasonably practicable, for every pupil, the school will hold an emergency contact number for more than one person.
- Use their professional judgement and knowledge of the individual pupil to inform their decision as to whether welfare concerns should be escalated.
- Inform the local authority when removing a child from the school roll at standard and non-standard transition points.
- Where a parent/carer has expressed their intention to remove a child from school with a view to educating at home, a meeting will be coordinated with parents/carers and other professionals.
- Act as a contact to parents in relation to attendance and truancy.
- Where appropriate visit the homes of parents and pupils to encourage attendance.
- Work with attendance officers, teachers, senior leaders and parents/carers to investigate the reasons behind unexplained pupil absences.
- Compile reports on pupil attendance and feedback to Senior Leaders, DSL's and the Trust.
- Persistently challenge low pupil attendance within school and individual classes.
- Support parents to encourage positive attitudes to school, sharing information and providing the link between home and school.
- Review specific intervention and support around individual pupils and groups, with various levels of need, liaising with all who are or could be in contact with pupils.
- Ensure that pupil attendance information is logged on CPOMS and is accurately maintained and regularly reviewed.



**special conditions given below apply:**

The post holder will be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school.

This post is subject to a check being carried out at an Enhanced level by the Disclosure Barring Service regarding any previous criminal record.

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**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

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