

JOB DESCRIPTION

Effective Date: July 2019

Post Title:	Deputy Designated Safeguarding Lead
Post Holder	

MAIN PURPOSE OF JOB

The broad areas of responsibility for the Deputy Designated Safeguarding Lead is to support the Senior Designated Safeguarding Lead (DSL) in all child protection and safeguarding matters.

POSITION IN ORGANISATION

The post holder is accountable to the Headteacher.

MAIN ACCOUNTABILITIES and DUTIES

Specific Duties

Managing referrals

- Refer all cases of suspected abuse to the DSL, local authority children’s social care, Disclosure and Barring Service and/or the Police (in cases where a crime may have been committed).
- Liaise with the DSL to inform him or her of issues especially ongoing enquiries under section 47 and section 17 of the Children Act 1989 and police investigations.
- Act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.
- Keep an up to date database/register of CP, CIN and safeguarding incidents using the CPOMS system and hard copy files.

Managing CP/CIN/EH cases and Welfare Assessments

- Provide early help intervention through locally agreed common and shared assessment processes such as early help assessments.
- Have a working knowledge of how local authorities conduct a child protection case conference, child protection review conference, strategy meetings, core group meetings, early help and child in need meetings. Provide accurate reports, attend and contribute to these meetings effectively when required to do so.
- Work with other professionals in the school to monitor and track the welfare and progress of pupils on the safeguarding database.
- Ensure appropriate information is shared with key professionals in school and contribute to weekly meetings with Heads of Year and SENDCo to share and gather information as appropriate.
- Keep detailed, accurate, secure written records of safeguarding concerns and referrals using the CPOMS system and hard copy files.
- Provide other services with appropriate information to allow them to complete welfare assessments on pupils.

Raising Awareness

- Ensure the school child protection policies and procedures are known and used appropriately.
- 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.
- Assist the DSL to review the school child protection policy annually and ensure the procedures and implementation are updated and reviewed regularly.
- 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.
- Link with the local LSCB to make sure staff are aware of training opportunities and the latest local policies on safeguarding.
- Where children leave the school or college ensure their child protection file is transferred to the new school or college as soon as possible.
- Work with the DSL to plan and deliver compulsory safeguarding/Prevent training to ensure staff have access to and understand the child protection policy and procedures.

Supporting students

- Working with targeted students in order to support their access to education and their academic progress.
- Maintaining regular liaison with the relevant Head of Year, parents and outside agencies as appropriate.

The duties outlined above may be modified by the Headteacher, after consultation, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Health & Safety

You are required to be aware of and comply with the school's Health and Safety policy at all times and act proactively in all matters relating to health and safety.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Lynch Hill Enterprise Academy or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1998.

Safeguarding Children

In accordance with the Trust's commitment to follow and adhere to the most recent versions of the Department for Education's (DfE) guidance entitled "Keeping Children Safe in Education" and "Safeguarding Children and Young People and Young Vulnerable Adults Policy" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the Trust. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the Trust.

You are also required to know and comply with the most recent version of the DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People.' You are required to have satisfactory Enhanced DBS clearance with barred list information. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the school and uphold public trust and confidence at all times.

Signed: Date:

Person Specification

DEPUTY DESIGNATED SAFEGUARDING LEAD	Essential	Desirable
<p>Qualifications</p> <ul style="list-style-type: none"> ▪ Good basic level of education including GCSE or equivalent in Maths and English ▪ Evidence of further qualifications NVQ level 3, ELKLAN level 3, HLTA or Degree 	✓	✓
<p>Knowledge and Skills</p> <ul style="list-style-type: none"> ▪ Knowledge of the current educational framework ▪ Excellent interpersonal and communication skills, both written and spoken ▪ Ability to work independently, take initiative and manage change ▪ Competent ICT skills ▪ Manage workload effectively and prioritise tasks ▪ Behaviour management skills ▪ Ability to plan and implement learning strategies ▪ Ability to share knowledge to support colleague development ▪ Ability to work individually and as part of a team 	✓ ✓ ✓ ✓ ✓	✓ ✓
<p>Experience of:</p> <ul style="list-style-type: none"> ▪ Working in an educational setting ▪ Coaching and mentoring ▪ Learning strategies ▪ Multi-agency support 		✓ ✓ ✓ ✓
<p>Personal Qualities</p> <ul style="list-style-type: none"> ▪ High quality communication skills ▪ A sense of humour ▪ A flexible and adaptable approach ▪ A desire to continue to learn and develop within the role ▪ The ability to motivate others to perform and develop ▪ Resilience and determination to be successful ▪ Ability to work well under pressure ▪ Commitment to safeguard and promote the welfare of children and young people 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	