



FUKUOKA INTERNATIONAL SCHOOL
INCLUDE • EMPOWER • IMPACT

Job Title: Deputy Safeguarding Lead

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Reports To: Safeguarding Lead and Head of School

Introduction:

Fukuoka International School lives its guiding principles of INCLUDE, EMPOWER, IMPACT. The DSL is expected to embrace and promote the mission of Fukuoka International School at all times. They are expected to represent the school to the highest professional standards.

The DSL is responsible for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact and will adhere to and ensure compliance with the relevant Safeguarding / Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the DSL identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to FIS's Safeguarding Lead or to the Head of School so that a referral can be made accordingly to the relevant third party services.

Key Responsibilities:

1. Assist in Safeguarding Oversight:

- Collaborate with the SGL and the HOS in developing, implementing, and reviewing safeguarding policies and procedures.
- Provide support in ensuring staff members are well-versed in and adhere to safeguarding guidelines.

2. Training and Awareness:

- Support FIS in delivering regular training sessions for staff in enhancing their understanding of safeguarding responsibilities.
- Assist in offering guidance and support to staff regarding recognizing and reporting safeguarding concerns.

3. Risk Assessment and Management:

Revised: December 2024

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- Contribute to the identification and assessment of potential safeguarding risks within the school.
- Work closely with the SGL and HOS to implement effective strategies for managing and mitigating identified risks.

4. Case Management:

- Assist in overseeing the management of safeguarding cases, ensuring that protocols are followed and actions are in line with established policies.

5. Record-Keeping:

- Contribute to maintaining accurate and confidential records related to safeguarding concerns, investigations, and outcomes.
- Ensure that relevant information is shared appropriately with involved staff members.

6. Communication:

- Serve as a secondary point of contact for staff, students, parents, and external agencies on safeguarding matters.
- Foster open communication channels to create a supportive and trusting environment.

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