

<b>Job Title:</b>	Designated Safeguarding Lead (DSL)
<b>Location:</b>	[insert school name here]
<b>Grade:</b>	Headteacher
<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 the 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>	

## **WORKING WITH OTHERS**

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