

Job Description

POST HELD:	Designated Safeguarding Lead
SALARY SCALE:	SO2 – PO2 (£32418.00 - £37722.00) pro rata Depending on experience
WORKING HOURS:	32.5 hours weekly – term-time plus 5 days
REPORT TO:	Headteacher
RESPONSIBLE FOR:	All matters of safeguarding within the school

OVERALL PURPOSE OF THE ROLE

The Designated Safeguarding Lead (DSL) will take the lead role in all matters of safeguarding within the school in order to create and maintain an overarching approach to children's well-being in which all children feel safe, happy and want to succeed. The DSL will therefore encourage an ethos of listening to children; taking account of their wishes and feelings and taking the necessary action to ensure that the voice of the child is heard. The DSL will ensure that safeguarding policies and procedures are developed and maintained to the highest standards so that children's safety is actively promoted and rigorously pursued.

The DSL will act as the main point of contact for all safeguarding enquiries and ensure that the school's systems for child protection and welfare are robust and understood by all stakeholders. They will be responsible for safeguarding training for all staff, school governors and other relevant adults.

The DSL will also ensure that there are clear lines of communication between the school and families and will work with external agencies to direct families to additional help and support where necessary.

The DSL will be a member of the school's Senior Leadership Team (SLT) and report to the Headteacher. They will line manage the school's learning mentor.

MAIN ACTIVITIES

Management of Safeguarding Duties

- To use initiative, knowledge and skills to maintain and continually improve standards of safeguarding. The DSL will bring any serious issues or concerns to the attention of the Headteacher as soon as they are aware of the issue.
- To work closely with the Senior Leadership Team and the SENDCo to ensure that safeguarding policy and procedures are followed to promote the welfare of children across the school.
- To respond in a timely manner to safeguarding concerns that are reported to them.
- To report concerns to appropriate agencies in accordance with agency referral procedures. When the involvement of Children's Services is required, to make initial contact via MASH and to complete the MARF
- To attend ICPC, strategy meetings, case conferences, CIN meetings, network and core group meetings when required in order to deliver the school's response to serious safeguarding issues and represent the views of the child
- To collate information and prepare reports and minutes for these meetings, consulting with other staff in the preparation of those reports as needed

- To lead and contribute to the vulnerable pupil tracker and meetings about the tracker, ensuring that members of SLT are aware of new concerns or family issues that may affect a child's attendance, behaviour or well-being at school, so that appropriate support can be made available
- To pass on any information or actions decided at meetings and conferences to appropriate members of teaching and support staff
- To meet and advise parents of concerns (where appropriate), as well as gather and record relevant information
- To work with senior staff and the SENDCo on safeguarding cases, children in care and vulnerable families within the school, using their own initiative, knowledge and skills to manage cases accordingly. To work unsupervised and/or with a minimum of supervision at times
- To maintain detailed and accurate electronic and paper records, including chronologies of high profile cases that are highly confidential, but can be accessed by appropriate professionals
- To ensure that safeguarding policies are updated and compliant with all statutory guidance
- To ensure that the school is compliant with Ofsted requirements in relation to safeguarding so that the school is well-prepared for an Ofsted safeguarding visit. To ensure that case studies are kept that demonstrate the positive impact that safeguarding work has had upon the experience of children and families
- To complete an annual self-assessment safeguarding in education audit and report outcomes for the school to governors and the LADO. To report the outcomes of the audit to SLT and school governors.
- To liaise with and support the work of the school-based and external attendance officers to follow up on persistent absence and poor punctuality where there are safeguarding concerns
- To support the School Business Manager in ensuring the Single Central Record is kept up to date and no one is able to access the school without appropriate employment and vetting checks and/or risk assessments. This includes staff, volunteers, external consultants, agency workers, contractors and people hiring the facilities.

Parental Support Duties

- To contribute to improved outcomes for children and families at James Cambell Primary
- To establish supportive, non-judgemental relationships with families in order to work towards agreed goals as identified through a pre-assessment check or the Common Assessment Framework (CAF)
- To work on a multi-agency basis to ensure appropriate support is accessed to meet identified needs and achieve best outcomes for the child
- To initiate and co-ordinate services and make appropriate referrals to agencies identified within the CAF
- To support and assist families to access and use services within the London Borough of Barking and Dagenham and the wider community
- To work with the Learning Mentor to deliver a range of services for families, including drop-ins, parent groups and parenting programmes in the school
- To support family members to recognise and develop their own skills and self-confidence in order to benefit their children and local community services
- To listen to the views of parents, children and young people and ensure their views are considered in the delivery of services
- To line manage the school's Learning Mentor and support them in their role, including mentoring and nurture of children

Knowledge, understanding, training and dissemination duties

- To keep personal training and knowledge up to date so that there is a strong understanding of what staff at school need to do in order to ensure that school policies and procedures are compliant with statutory regulations and are regularly updated to ensure best practice

- To distribute and share information regarding safeguarding to staff and keep a record of staff to ensure that they have read and understood any review of procedures and/or updates when new or amended information/ polices - statutory and non-statutory legislation comes into force.
- To ensure that all staff and school governors are appropriately trained in safeguarding annually so that the school organisation is compliant in terms of their statutory safeguarding duties. To deliver high quality and appropriate safeguarding training to a variety of audiences including governors, school based staff, volunteers, parents and children where appropriate.
- To report to SLT, governor, parent and community groups on a regular basis in order to report the impact of safeguarding practices and procedures.
- To prepare, review and amend safeguarding policies and procedures to ensure they reflect any statutory changes in legislation to enable best practice.
- To source and liaise with outside agencies to provide specialist bespoke safeguarding training for staff, governors, parents and children.
- To disseminate key training and knowledge across the school to key people in order to strengthen overall provision and achieve consistently high standards of safeguarding.
- To assist in the support of new members of staff through induction into the school's policies for safeguarding and welfare.
- To attend and feedback to appropriate personnel on meetings associated with the safeguarding and welfare of pupils.
- To have an excellent working knowledge of the London Child Protection Procedures and the Children Act 2004, in particular the section relevant to children in need, as well as the latest 'Keeping Children Safe in Education document'
- To understand and support the school with regards to the requirements of the Prevent duty and be able to identify and document cases of suspected radicalisation and refer cases to the Channel Programme where radicalisation is a concern.
- To ensure all staff are trained in the Prevent duty.
- To compile and maintain safeguarding training records for staff.

Working with outside agencies

- To maintain and build positive and supportive relationships with all relevant external agencies that are relevant to safeguarding, including:
 - Children's Services
 - Health and medical services
 - Police
 - Local authority representatives.

5. General responsibilities and accountabilities:

- To ensure compliance with all appropriate legislation and school policies.
- To ensure compliance with and actively promote the Equalities and Diversity Policy and School Code of Professional Ethics.
- To uphold the values of the school
- To ensure compliance with and actively promote Health and Safety at work legislation.
- To comply with all aspects of the Data Protection Act.

- To take responsibility for continuing self-development and participate in training and development activities.
- To respect and maintain confidentiality at all times (wherever possible) when working with staff, governors, community groups children and families.
- As a member of the school's SLT, to provide advice and support for a wide range of leadership and management issues affecting the whole school outside their safeguarding responsibilities.

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Line Manager within the grading level of the post and the competence of the post holder.