

Role title: Designated Safeguarding Lead (DSL)

Reporting to: Headteacher/Head of provision

### **Role outline and accountabilities**

The purpose of this role is to take lead responsibility for child protection and wider safeguarding within the academy (including online safety). The DSL will ensure the academy's child protection policy and other safeguarding processes and procedures are embedded alongside other legislative documents in line with statutory requirements and local procedures.

As a member of the Senior Leadership Team, this role will work closely with Headteachers/Head of provision, Teachers and the Pastoral and Welfare Lead to help promote the educational outcomes for vulnerable children who are or have experienced safeguarding and child protection issues.

### **RESPONSIBILITIES**

#### *School*

- To act as Designated Safeguarding Lead in the academy and to respond to, and address any safeguarding and child protection matters raised; including making referrals to statutory agencies and safeguarding partners, taking part in strategy discussions and inter-agency meetings, and/or supporting other staff to do so.
- To provide day to day guidance to staff by acting as a source of support, advice and expertise for all to enable staff to discharge their responsibilities in safeguarding and to contribute to the assessment of children.
- To liaise with the Headteacher/Head of provision to inform them of issues – especially ongoing enquiries i.e. Police investigations / S47.
- To help promote educational outcomes by sharing the information about the welfare, safeguarding and child protection issues.
- To delegate safeguarding activities appropriately to trained deputies, however, the DSL will remain the ultimate lead for Child Protection.
- To provide welfare and attendance support and advice to vulnerable young people and their families as required. This includes direct work 1:1 and in groups with young people and parents/carers.
- Manage safeguarding data and produce safeguarding reports as required.
- To ensure robust risk management plans are in place.
- To understand the risks associated with online safety and have the relevant knowledge to keep children safe whilst they are online.
- To liaise with external agencies in initiating or coordinating Early Help assessment referrals for children and families and where appropriate act as the lead professional.
- To develop and maintain excellent working relationships with appropriate local partners to ensure quality delivery.
- To establish a learning environment where staff feel empowered to explore safeguarding issues, review the assessment of risk and identify cases for escalation with the appropriate action taken.
- Where required, refer concerns to the Local Authority or to other appropriate agencies to ensure children have access to specialist support in line with local and national procedures.
- To keep accurate, secure and well maintained written records of child protection and welfare concerns that are shared appropriately and where necessary with consent.
- Ensure staff keep good, clear and accurate secure written records by embedding recording requirements.
- To understand the importance of information sharing both within the academy and with key agencies / partnerships.
- To work innovatively to ensure that all staff, children & parents / carers are kept up to date on emerging safeguarding trends in order to prevent and protect children from abuse.
- Undertake some out of hours working on a rota basis.
- To carry out any other duties as requested by your manager.

- The full responsibilities of the DSL are set out in Annex C of KCSIE 2023.

#### *Specialist Services*

- The post holder will support the Lead Social Worker and DSL in the continual development and improvement of service delivery.
- To support transforming a service that is accessible and available to parents, carers and children throughout the school term and school holidays to build a successful family approach.
- To support in the delivery of the staff safeguarding induction.
- To support the delivery of annual safeguarding updates to all school staff.
- At regular intervals upkeep personal expertise and knowledge by undertaking training and learning in relation to the safety and welfare of children and young people.
- Personal continual professional development
- Attend external schools if necessary as part of a support package.
- Develop on-line resources and training as requested by the Headteacher/Head of provision or Lead Social Worker and DSL.
- Support and lead where required in the development of carer support services.

## Person specification

The person specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

Attributes	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> <li>• Experience in a similar role or substantial relevant experience in supporting children, young people and families</li> <li>• Evidence of being able to build and sustain effective working relationships with young people, staff, parents/carers and the community</li> </ul>	<ul style="list-style-type: none"> <li>• A recognised Social Work qualification, or working towards</li> </ul>
Knowledge and understanding	<ul style="list-style-type: none"> <li>• Knowledge of the Keeping Children Safe in Education (KCSiE) guidance</li> <li>• Understanding of the needs of vulnerable children, young people and their parents/carers</li> <li>• Knowledge of positive relationship building</li> <li>• Understanding of Safeguarding and Child Protection issues</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of and ability to apply in practice legislation, guidance and regulations and research underpinning social work practice</li> </ul>
Leadership and management	<ul style="list-style-type: none"> <li>• Experience of working effectively as a member of a team</li> <li>• Experience of liaising effectively with other organisations / agencies</li> <li>• Ability to inspire confidence in staff, students, parents, and others</li> <li>• Capability to deal sensitively with people and resolve conflicts</li> </ul>	
Skills and abilities	<ul style="list-style-type: none"> <li>• Excellent administration skills</li> <li>• Excellent IT skills and experience in all Microsoft packages</li> <li>• An ability to keep accurate and up to date records with high attention to detail</li> <li>• Ability to work under pressure and meet deadlines</li> <li>• Superb organisation skills and the ability to prioritise independently</li> <li>• Good communicator both verbally and in writing to a variety of audiences</li> <li>• Able to handle confidential and highly sensitive information</li> </ul>	<ul style="list-style-type: none"> <li>• The ability to assess the needs of children and families and develop care plans to meet these needs</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>• Access to a car with the appropriate business insurance cover</li> <li>• Have a professional, calming and reflective approach</li> <li>• Adaptability to changing circumstances</li> <li>• A commitment to inclusive education</li> <li>• Resilience</li> <li>• Empathy and respect towards others</li> <li>• Willing to work flexibly to support students</li> </ul>	<ul style="list-style-type: none"> <li>• Determination to succeed and the highest possible expectations of self and others</li> </ul>