

ST MARGARET'S SCHOOL

Designated Safeguarding Lead / Full time

Salary dependent on experience

Start date: April or September 2024

We are seeking an excellent Designated Safeguarding Lead. The DSL will set the highest of standards in safeguarding across the school and lead the deputy DSL team.

We would welcome applicants with expertise in safeguarding with young people, either from their work in schools or in social work or similar work background.

The DSL will be pivotal for our pastoral work, making a difference to young people across the school. They should be an excellent communicator, who is able to manage sensitive and privileged information with discretion. They will have the ability to work in a team and under their own initiative and demonstrate flexibility when dealing with sensitive cases.

To apply for this vacancy, please visit our website:

<https://www.stmargarets-school.org.uk/work-with-us>

Closing date for applications: Monday 15 January

Interviews to be held: Tuesday 23 January

Suitable candidates may be interviewed before the closing date and St Margaret's School reserves the right to withdraw the position if an early appointment is made.

St Margaret's School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. St Margaret's School is an equal opportunities employer.

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Job Description for Designated Safeguarding Lead

St. Margaret's School has a named Designated Safeguarding Lead ('DSL') and a named Deputy DSL. Any named Deputy must be a suitably senior member of staff.

Responsibilities

- The DSL will take responsibility for promoting positive safeguarding procedures and practice within the School, including both the Senior School and the Junior School.
- The DSL will be approachable to the staff and student body so that possible safeguarding concerns can be raised and discussed.
- The DSL will work closely with the SMT, the pastoral team (including Heads of Section and Heads of Year), the well-being team, medical staff and boarding staff to ensure concerns are raised appropriately, in a timely fashion and that staff are supported through this as necessary and kept informed as appropriate.
- The DSL will attend all CP and CIN meetings or co-ordinate other staff members' attendance as necessary.
- The DSL will take a lead on scanning for changes and developments in legislation, guidance and best practice so that these can be reflected as appropriate in the School's policy, procedures and materials.
- The DSL will receive information from, and offer advice to, staff, volunteers, children and young people, parents and carers about concerns relating to child protection issues and maintain secure records of this information.
- The DSL will assess this information promptly and take appropriate action. They must be familiar with national and local safeguarding legislation and guidance, with procedures for investigating the abuse of children.
- They must know how to contact, and establish links with the School's Local Child Protection Consultation Hub and the relevant people within children's and adult services or police.
- They will assess the safeguarding development needs of all staff and volunteers and coordinate the training and deliver the training as necessary.
- The DSL will oversee the operation and management of the School's online reporting system (MyConcern) for pastoral concerns
- The DSL will oversee the operation and management of the School's online reporting system (Confide) for Low Level concerns
- They will liaise as appropriate with the School's nominated Governor with special responsibility for Safeguarding, meanwhile bearing in mind that safeguarding is the responsibility of the whole Governing Body and not solely this individual.
- They will keep all staff and volunteers informed of good practice and new legislation and guidance.
- They will have strong training, supervision and consultation skills.
- They will monitor the number of safeguarding concerns; keep confidential records at their disposal and feedback on the quality of their safeguarding work. They will take the lead on reviewing and updating the School's Safeguarding/Child Protection Policy and any related policies and procedures which the School may publish from time to time.

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- In accordance with the School's Safeguarding/Child Protection Policy, the DSL must receive Child Protection training at least every two years.

The Designated Safeguarding Lead should act with reference to Annex B of 'Keeping Children Safe in Education' (Sept 2019) as below:

Annex B: Role of the Designated Safeguarding Lead

This person should have the appropriate status and authority within the School to carry out the duties of the post. They should be given the time, funding, training, resources and support to provide advice and support to other staff on child welfare and child protection matters, to take part in strategy discussions and inter-agency meetings, and/or to support other staff to do so, and to contribute to the assessment of children.

Managing referrals

The Designated Safeguarding Lead is expected to:

- Refer cases of suspected abuse to the local authority children's social care;
- Be responsible for making referrals to the Local Authority Designated Officer (LADO)
- Support staff who make referrals to local authority children's social care;
- Refer cases to the Channel programme where there is a radicalisation concern;
- Support staff who make referrals to the Channel programme;
- Refer cases to the Disclosure and Barring Service where a person is dismissed or leaves due to risk/harm to a child; and
- Refer cases to the police where a crime may have been committed.

Work with others

The Designated Safeguarding Lead is expected to:

- Act as a point of contact with the three safeguarding partners;
- Liaise with the headteacher or principal to inform him or her of issues – especially ongoing enquiries under Section 47 of the Children Act 1989 and police investigations, and the requirement for pupils to have an appropriate adult;
- Liaise with the 'case manager' and the local authority designated officer(s) (LADO) for child protection concerns in cases which concern a staff member;
- Liaise with staff (e.g. pastoral support staff, the School Nurse, IT Technicians, and the SENCO) on matters of safety and safeguarding (including online and digital safety) and when deciding whether to make a referral by liaising with relevant agencies so that children's needs are considered holistically; and
- Act as a source of support, advice and expertise for all staff.

Training

The Designated Safeguarding Lead should 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. The Designated Safeguarding Lead should undertake awareness training.

In addition to the formal training set out above, their knowledge and skills should be refreshed (this might be via e-bulletins, meeting other Designated Safeguarding Leads, or simply taking time to read and digest safeguarding developments) at regular intervals, as required, and at least annually, to allow them to understand and keep up with any developments relevant to their role so they:

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- 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 have a working knowledge of how local authorities 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
- ensure each member of staff has access to, and understands, the School's Child Protection Policy and procedures, especially new and part time staff
- are alert to the specific needs of children in need, those with special educational needs and young carers
- understand relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the General Data Protection Regulation
- Understand the importance of information sharing, both within the School and with the three safeguarding partners, other agencies, organisations and practitioners
- are able to keep detailed, accurate, secure written records of concerns and referrals
- 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
- are able to 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
- can recognise the additional risks that children with SEN and disabilities (SEND) face online, for example, from online bullying, grooming and radicalisation and are confident they have the capability to support SEND children to stay safe online
- obtain access to resources and attend any relevant or refresher training courses; and
- 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.

Raising awareness

The Designated Safeguarding Lead should:

- ensure the School's child protection policies are known, understood and used appropriately
- 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 governing bodies or proprietors regarding this
- 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 in this
- link with the local Child Protection Consultation Hub to make sure staff are aware of training opportunities and the latest local policies on local safeguarding arrangements

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- they will in conjunction with SMT, determine the most appropriate schedule for staff refresher training. All staff must be trained regularly in line with advice from the Child Protection Consultation Hub. They will maintain the register of safeguarding training for all staff including teaching, support and other members of staff.

The School will ensure that there is adequate time, funding, supervision and support to enable the DSL to fulfil his or her child welfare and safeguarding responsibilities effectively.

Child Protection File

Where children leave the School (including in year transfers) the Designated Safeguarding Lead should ensure their child protection file is securely transferred to the new school or college as soon as possible, separately from the main pupil file, with a confirmation of receipt, and within the specified time set out in KCSIE. Receiving schools and colleges should ensure key staff such as Designated Safeguarding Leads and SENCOs or the named person with oversight for SEN in colleges, are aware as required. In addition to the child protection file, the Designated Safeguarding Lead should also consider if it would be appropriate to share any information with the new school or college in advance of a child leaving. For example, information that would allow the new school or college to continue supporting victims of abuse and have that support in place for when the child arrives.

Availability

The Designated Safeguarding Lead (or a deputy) should always be available (during working 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 or Zoom or other such media is acceptable.

The Designated Safeguarding Lead will also arrange adequate and appropriate cover arrangements for any out of hours activities.

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Designated Safeguarding Lead – Person Specification

The person appointed will have the following qualifications, experience, knowledge and skills

Qualifications:	Essential	Desirable
Relevant professional qualifications which support the expertise of safeguarding field (i.e. Social Services, Police, NHS, Education or other relevant field working with children)	√	
Degree / Designated Safeguarding Lead Level 3		√
Experience and knowledge of safeguarding:		
Knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities of schools and other agencies	√	
Effectively use School systems and policies to monitor and support the safety and welfare of all students and staff at the School.	√	
To have experience / training in MyConcern / Confide		√
Experience of working with children and young people in an educational setting		√
School Leadership and Management Experience:		
Experience of leading staff or teams in relation to safeguarding		√
Experience of taking an active involvement in working with a range of external agencies, policies and protocols		√
Professional Development:		
Evidence of appropriate professional development for the role of Designated Safeguarding Lead	√	
Evidence of recent experience of working within the field of safeguarding	√	
Professional Attributes:		
Demonstrate an understanding, awareness and empathy for the needs of the students within the school and how these could be met	√	
Excellent written and oral communication skills	√	
Be able to take timely and effective action where required	√	
Be able to work effectively as part of a strong team	√	
Professional Skills:		
Set high expectations which inspire, motivate and challenge students	√	
Promote good progress and outcomes by students	√	
Fulfil wider professional responsibilities within school	√	
Ability to manage difficult situations in a professional and sensitive manner which demonstrates support and mutual respect	√	
Ability to deliver training when required		√