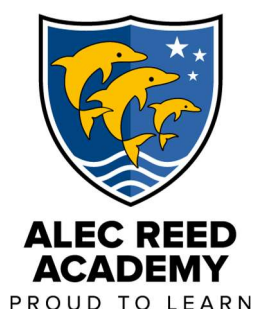


Name		Alec Reed Academy Job Description
Date drafted	June 2025	
Date reviewed		



The purpose of this Job Description is to set out in general terms the management, purpose and responsibilities of a specific job at the ARA.

It is not intended to be a comprehensive listing of every task that an ARA employee might be called upon to undertake.

Neither is it a legal document, although it may be referred to in Contracts of Employment.

MANAGEMENT DETAILS

Job Title	Deputy Designated Safeguarding Lead
Location/work base	
Grade	
Reporting to:	The Board of Trustees through the Principal & CEO
Line Manager	Designated Safeguarding Lead
Posts directly supervised:	
Staff or contractors indirectly supervised	SaFE Workers

THE MAIN PURPOSE OF THE JOB

Purpose:

The main purpose of the Deputy Designated Safeguarding Lead role is to support the Designated Safeguarding Lead to ensure that appropriate arrangements for keeping children and young people safe are in place at Alec Reed Academy.

SPECIFIC DUTIES AND RESPONSIBILITIES

The DDSL role was first outlined in the 2018 KCSIE. The DDSL should be trained to the same standard as the DSL and the role is pivotal when implementing the government's statutory guidance [Keeping Children Safe in Education](#) (KCSIE, 2015, updated 2024).

A DDSL has, in combination with the DSL the status and authority to commit resources to safeguarding actions and issues. They're also required to support and direct staff on safeguarding matters. The DDSL will have shared responsibility for safeguarding and child protection (including online safety).

Manage referrals

- In liaison with the DSL, refer cases of suspected abuse to the local authority children's social care
- support staff who make referrals to local authority children's social care
- refer cases as required to the Channel programme (PREVENT Team) where there is a radicalisation concern
- support staff who make referrals to the Channel programme
- refer cases where a crime may have been committed to the Police as required

Work with others

- Liaise with senior staff Academy wide to inform of issues especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations
- liaise with staff (especially pastoral support staff, school nurses, Helpdesk, and SENDCOs on matters of safety and safeguarding (including online and digital safety) and when deciding whether to make a referral by liaising with relevant agencies; and act as a source of support, advice, and expertise for all staff.

Training

- The Deputy Designated Safeguarding Lead must undergo training to provide them with the knowledge and skills required to carry out the role. This must include DSL training, updated at least every two years
- the Deputy Designated Safeguarding Lead should undertake Prevent 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 deputy 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:
 - 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 child protection policy and procedures, especially new and part time staff are alert to the specific needs of children in need, those with additional educational needs and young carers
 - can keep detailed, accurate, secure written records of concerns and referrals

- understand and support ARA 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
- can 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 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 ARA may put in place to protect them.

Raise Awareness

- Working with the DSL ensure ARA's child protection policies are known, understood and used appropriately
- support with the delivery of whole staff training across the academy
- to ensure staff are confident in reporting Safeguarding incidents and using CPOMs
- Support the DSL to ensure ARA'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
- support the DSL 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 ARA in this; and
- link with the local LSCB to make sure staff are aware of any training opportunities and the latest local policies on local safeguarding arrangements.

Child protection file

- Where children leave ARA ensure their child protection file is transferred to the new school or college as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit, and confirmation of receipt should be obtained. Receiving schools and colleges should ensure key staff such as designated safeguarding leads and SENCOs or the named person with oversight for SEND in colleges, are aware as required
- in addition to the child protection file, the Deputy 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.
- Take appropriate and legal action in case of non-compliance/non-cooperation/failure to fulfil responsibilities in relation to unauthorised absence

Other duties and responsibilities

- Meet parents and pupils (including regular and unannounced home visits) to investigate safeguarding concerns.
- Attend meetings, contribute to CYP meetings and attend local authority/social care meetings.

- Monitor and record the outcomes of meetings
- Maintain electronic casework records and paper files (CPOMs)
- Undertake investigations and provide the best evidence as necessary for support actions.
- Report on the effectiveness of Academy policies/procedures/strategies in relation to whole Academy safeguarding.
- Ensure to safeguard and promote the welfare of children and young people, and follow the Academy's policies and the staff code of conduct.
- Whilst at work, to take reasonable care for own health & safety and others who may be affected by their work and to co-operate with the governing body and its management to enable them to maintain a safe and healthy workplace
- Any other reasonable ad hoc works, administration or services required.