

JOB TITLE: Designated Safeguarding Officer (DSO)

ROLE OVERVIEW

Job Title: Designated

Safeguarding Officer (DSO)

Grade: EC6

Activity: Regulated

Faculty: Student Services

Responsible to: Designated
Safeguarding Leads (DSL/DDSL)

Functional Links with:

Resilience Officers, Personal
Tutors, Tutorial Area Managers,
Faculty Management Groups,
Assistant Principals

KEY ROLE OBJECTIVES

The Designated Safeguarding Officer is a key support role within the College, reporting directly to the Deputy Designated Safeguarding Lead and working with the designated Faculty Management Groups, Tutorial Area Managers, Personal Tutors, and Resilience Officers to ensure effective and efficient management of safeguarding in line with regulatory and legislative requirements and with full regard for the College's Safeguarding, Equality Diversity & Inclusion, and Health and Safety requirements.

Aims:

- To have energy, passion, and enthusiasm for the safeguarding of our learners.
 - To support the college safeguarding leads to ensure the highest quality safeguarding provision is accessible to our learners.
 - To provide support, intervention and triage of safeguarding referrals ensuring the best possible outcomes for our learners
 - To support the dissemination of best practice in safeguarding practice across the College
- To be a role model in the Student Services Department, an ambassador of best practice to staff within a professional culture and climate of continuous improvement.
 - To be willing to work flexibly to support the safeguarding of our learners.

MAIN RESPONSIBILITIES

1. Collaborate with and support the Safeguarding Leads for Exeter College as the Designated Safeguarding Officer
2. To play a key role in the operational safeguarding response within the college.
3. To create and develop resources for tutors to deliver to our learner body via the Personal Development Programme (PDP).

4. To support the development and delivery of training opportunities to increase safeguarding competence to all key college stakeholders.
5. To provide tailored safeguarding support, advice and guidance to Faculty Management Groups, wider staff, and learners with designated faculties
6. To attend all multi-agency meetings (e.g. EH, CIN, CP) relating to learners open to these services.
7. To attend staff meetings, safeguarding meetings and Support & Conduct meetings when required.
8. To work with the Safeguarding Leads to ensure the college complies with relevant legislation and practice related to all issues surrounding Child Protection, Safeguarding and the prevention of radicalisation.
9. To work with the Safeguarding Leads in maintaining, reviewing, and developing the College's safeguarding policies, procedures and operating systems, including CPOMs.
10. Collect and analyse data, ensuring it is accurate, and used appropriately to adjust priorities and inform service.
11. To support the DDSL with the preparation of management reports and papers as required to meet internal, external needs and the Governing Body.
12. To continually promote a cross-college culture where safeguarding is recognised as everyone's responsibility.
13. To provide cover for the DDSL as required, including being on-call as part of a safeguarding rota.
14. To undergo and regularly update continuous professional development to ensure the appropriate level of safeguarding knowledge and skill is maintained.
15. To undertake all other appropriate duties as directed by the DDSL to support and ensure the College fulfils its safeguarding responsibilities.

MANDATORY DUTIES

1. Responsibility for safeguarding and promoting the welfare of children, young people and vulnerable adults that use the centre.
2. Commitment to Equal Opportunities.

ADDITIONAL DUTIES

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the Exeter area and may need to travel overseas.

This job description is current at the below date. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.

Reviewed: March 2024

Person Specification

JOB TITLE – Designated Safeguarding Officer (DSO)

Assessment Criteria

- Evaluated on application form (A) and/or interview (I)

Experience

Essential Criteria:

- Working knowledge of safeguarding policies, procedures, and legislation (A)
- Liaising with outside agencies, families, staff, and learners (A/I)
- Maintain and provide accurate records where appropriate (A)
- Contributing data and information to Department level reports (A/I)
- Managing and prioritising caseload based on risk (I)
- Undertaking of dynamic risk assessment (A/I)
- Applying a calm, non-judgemental approach (I)
- Working knowledge of GDPR and its relationship to safeguarding (A/I)
- Good understanding of the additional vulnerabilities of identified groups within the college (A/I)
- Ability to professionally challenge decision making across a wide range of stakeholders (A/I)

Desirable Criteria

- Experience of working in a college setting (A)

Skills and Abilities

Essential Criteria:

- The ability to communicate effectively with students and staff at all levels (A)
- The ability to build and maintain effective working relationships across a wide range of stakeholders (I)
- To encourage and support learners (A/I)
- To use appropriate software packages e.g., Microsoft, CPOMs etc. (A)
- Excellent oral, written, and interpersonal skills (A/I)
- Attention to detail (A)
- Ability to maintain accurate records (A)

Personal Qualities

Essential Criteria:

- Deep and demonstrable resilience (I)
- Ability to work under pressure in a systematic and well-organised manner (I)
- Driven to be an exceptional support to the management team (I)
- To provide excellent role modelling (I)
- To be a cross-college team player (I)

Desirable Criteria

- Track record as a pro-active professional (I)
- To have a holistic and cross-college approach (I)

Qualifications

Essential Criteria

- Appropriate L3 academic/vocational qualification (I)
- Level 3 Child Protection and Safeguarding (I)

Desirable Criteria

- Professional qualification (I)

Mandatory Requirement

Essential Criteria

- Commitment to safeguarding and promoting the welfare of children and adults (I)
- Responsibility for promoting equality of opportunity and access to all, irrespective of age, background, race, gender, religion, ability, disability, or sexuality. (I)

Reviewed: March 2024

OUR VALUES ARE WHAT MAKE US, US!

VISION: To be an exceptional College

MISSION: To shape futures by delivering world-class education and training for our city and region

AMBITION

- We are challenged and encouraged to push boundaries to enable us to realise our ambitions
- We are brave and take decisions that transform lives and foster achievement for all
- We are agile, future-focused and embrace digital technology and learning
- We believe in impact; we are passionate about our community and environment and continue to make big changes in order to play our part in creating a sustainable city and College

COLLABORATION

- We collaborate with others to ensure we grow, thrive and initiate brilliance
- We are bold and innovative; we listen to and learn from others in pursuit of the exceptional
- We care about place; we collaborate with others to ensure success for our community that has national impact
- We believe that we are stronger together and actively seek out partnerships that make a difference and help us enrich our College

ENERGY

- Our expertise, passion and actions energise and enthuse those around us
- We care and support our people and our community. We believe that we excel when we are empowered, engaged and enjoy our time at College
- We are curious; we focus on solutions, not problems
- We are proud of our achievements and actively seek out opportunities to celebrate these and set ourselves our next challenge.