# WITHERSLACK GROUP JOB DESCRIPTION

**POST TITLE:** Designated Safeguarding Lead

**JOB PURPOSE**

* To take lead responsibility for safeguarding within the school
* To ensure the implementation of the school’s Child Protection Policy and other safeguarding processes and procedures in addition to contributing to the school fulfilling its statutory duties with respect to s157 of the Education Act 2002, s94 of the Education and Skills Act 2008 and in addition to all other statutory documents [e.g. Keeping Children Safe in Education, Working Together to Safeguard Children
* To contribute to effective partnership working between all those involved with providing safeguarding services for children.
* To provide day-to-day advice and guidance to schools staff to enable them to discharge their responsibilities in safeguarding all children and young people they work with.

**KEY RESPONSIBILITIES**

* Update at least annually the school Child Protection Policy, ensuring that it reflects national and local procedures
* Ensure that all staff have access to and understand the schools Child Protection Policy and procedures
* Deliver safeguarding induction to all new school staff
* Deliver annual safeguarding updates to all school staff
* Respond appropriately to disclosures of abuse or other concerns which relate to the well-being of a child, in line with local and national procedures
* Where appropriate, refer concerns to the Local Authority children’s social care or to other appropriate agencies and ensure that concerns are acted on.
* Ensure that children who are victims of abuse are supported appropriately and sensitively in the school environments.
* Ensure robust Risk Management Plans are in place where required
* To liaise with external agencies in initiating or co-ordinating Early Help Assessment referrals for children
* When appropriate, act as lead professional and coordinate Team Around the Family/Early Help meetings.
* Maintain detailed, accurate, robust and secure written records in relation to welfare concerns and referrals
* Understand the importance of information sharing, both within school, with the three safeguarding partners, other agencies, organisations and practitioners
* To understand and support the school with regards to the requirements of the Prevent duty and provide advice and support to staff on protecting children from the risk to radicalisation
* To encourage a culture of listening to children and taking into account their wishes and feelings, among all staff, in any measures the school may put in place to protect them
* To work with the Head Teacher and Teaching staff to help promote the educational outcomes of children who are or have experienced child protection/welfare issues
* To understand the unique risks associated with online safety and have the relevant knowledge and up to date capability required to keep children safe whilst they are online at school
* Where required, liaise with statutory agencies e.g. the Police and Social Care and ensure they have access to all necessary information if requested.
* To continue to develop knowledge and expertise in all aspects of legislation and national and local requirements affecting the safety and welfare of children and young people. This will involve undertaking child protection and additional training as required.
* Take lead role in managing the transfer of Child Protection records and ensuring that any safeguarding and child protection records are obtained for new starters to the school
* Manage safeguarding data and produce safeguarding data reports as required.

GROUP SAFEGUARDING

This post is subject to an Enhanced Disclosure check.

*Witherslack Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  As part of the selection process we will undertake checks to ensure that you do not pose of risk of harm to children and young people.*

*The post-holder will be expected to contribute to safeguarding children and young people and promoting their welfare of children in accordance with the agreed Child Protection Policy for the setting. In the Children’s homes, where the Designated Safeguarding Lead or the deputy Designated Safeguarding Lead is not available, and then it would be reported to the person on call.*

**REVIEW**

This job description will be reviewed at least once per year and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the establishment in relation to the post holder's professional responsibilities, duties and grading.

ACKNOWLEDGEMENT

Employee Signature...............................................

(Print Name) .................................................... Date .................................................

Manager Signature...............................................

## (Print Name) .................................................... Date .................................................

**Person Specification for the post of:** Designated Safeguarding Lead

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|  | **Essential** | **Desirable** |
| **Experience** | * At least 3 years’ experience in a DSL or safeguarding role * Experience of working with children and young people * Previous management experience | * Experience of children with communication difficulties, ASD and ADHD * Experience working with children and young people with SEN * Experience of working with children and young people with challenging behaviour |
| **Education / Training / Qualifications** | * A comprehensive portfolio of CPD related to Safeguarding and Child Protection | * Leadership related Qualification |
| **Special Knowledge** | * Demonstrable knowledge of the principals involved in giving advice and guidance to children, including the place of confidentiality. * Knowledge of the responsibilities of agencies towards vulnerable children such as the Child Protection Procedures and intervention work. * Demonstrable knowledge of the range of additional support/agencies which can be of assistance to vulnerable children and families. * Detailed knowledge and understanding of Safeguarding and Child Protection including relevant national policies and their application in practice. * Demonstrable experience of acting as a source of support, advice and expertise for staff * Understand relevant data protection legislation and regulations * Up to date knowledge of online safety and risks posed to children in the virtual world and how this can cross over into the real world | * Carrying out risk assessment * Understanding of barriers to learning, including behaviour management strategies |
| **Skills – Disposition** | * Ability to produce concise and complex reports * Demonstrable experience of working effectively with vulnerable children within an education setting or other related area * Extensive experience of working effectively with the parents /carers of children * Ability to prioritise and manage own workload * Ability to meet reporting deadlines * Ability to work as part of a team * Ability to use recording databases, word processing packages and the internet * Flexibility to work irregular hours, on rare occasions, to meet the needs of children, young people and their families * Must have a current driving license, access to a car and to be prepared to travel to meetings and appointments. * A commitment to equal opportunities and an awareness of the way in which discrimination affects the achievement and inclusion of children from minority ethnic communities. |  |
| **Working Arrangements & Personal Availability** | * Flexibility * Full Time Hours of work 42.6 per week * Full UK Driving Licence * Willingness to undertake training and development |  |