

# The Westgate School Job Description:

## Deputy Designated Safeguarding Leader

### Responsible to:

**Designated Safeguarding Leader**

### Purpose:

Support the Designated Safeguarding Leader and the Safeguarding Team in ensuring that all safeguarding responsibilities are fulfilled in a timely and professional manner with high levels of emotional intelligence.

### Key Responsibilities:

Together with the DSL, you will be responsible for leading and implementing safeguarding procedures and training across the whole school. These duties may be modified by the Head Teacher, with agreement, to reflect or anticipate changes in the role.

1. Lead the Safeguarding Team within the school in the absence of the DSL.
2. To ensure that any reports that are made to the Safeguarding Team are acted upon in a timely and efficient manner.
3. If any concerns are made about the Head Teacher to ensure this is reported to the Governors of the school immediately as per the Whistleblowing Policy in the absence of the DSL.
4. Undertake relevant training in relation to the DDSL post and keep up to date with changes in legislation.
5. Ensure that the Safeguarding Team are informed of any changes to legislation in the absence of the DSL.
6. Ensure that safeguarding policies, procedures and practices across the school adhere to statutory requirements.
7. Ensure that all staff are aware of procedures in reporting any welfare or safeguarding concerns to Safeguarding Team.
8. Ensure that the Governor in charge of Safeguarding is kept up to date with any changes in legislation in the absence of the DSL.
9. Liaise with the Headteacher to inform her of any issues, especially serious safeguarding matters, Section 47 enquiries and police investigations in the absence of the DSL.
10. To contact and respond to parents as necessary in the interests of the students and the school, adopting protocols agreed with the Head Teacher in the absence of the DSL.
11. Liaise with external agencies on safeguarding issues and coordinate attendance of the most appropriate school representative at meetings in the absence of the DSL.
12. To attend students reviews and other meetings with outside agencies as and contribute to any external meetings concerning students and to feed back to the appropriate staff in school.
13. Liaise with the Police Liaison Officer where appropriate.
14. Support the SENDCo in leading and managing processes and procedures for EHCPs, Annual Reviews and Multi-Disciplinary meetings.
15. Ensure that all safeguarding records are up to date, accurate and stored securely separate to the students' main file. If a student with safeguarding concerns moves to another educational establishment, ensuring that any records are transferred to that establishment.
16. To be on call out of school hours including weekends/holidays if deemed necessary on a pre-agreed rota.
17. To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.
18. To be the link person with all external agencies regarding pastoral care to ensure that all Safeguarding regulations and procedures are followed.

### Staff Management:

1. Be involved in safeguarding decision making and policy development across the school.
2. Ensure that SLT are made aware of any proposed changes to the safeguarding structure and to consult with them before implementation in the absence of the DSL.
3. Ensure all staff, including contractors, are trained effectively in safeguarding in line with KCSIE guidelines and that this training is updated on at least an annual basis.
4. To kindly challenge individuals where practice is not aligned with values, ethos or protocols.

### Transition Coordination:

1. Visit Primary Schools to meet with staff and students, to discuss and record primary staff information, including reviewing Year 6 attendance.
2. Ensure that any safeguarding concerns with potential new students are acted on and the Pastoral and Safeguarding Team are made aware.
3. Assist in the organisation of Year 7 Tutor grouping, ensuring a balance of students needs in each form group/community.

### **Student Guidance and Support:**

1. Ensure access to a range of support through the Safeguarding Team for students and ensure they understand how to access this support.
2. To ensure that the Safeguarding Team investigates any allegations made by a student or parent/carer of a breach of our Child Protection (Safeguarding) Policy, and that they are dealt with in a timely manner, ensuring that accurate records and detailed statements are kept.
3. Keep accurate reports of vulnerable student needs and provide appropriate intervention and recovery programmes.
4. Contact parents to discuss safeguarding concerns and hold interviews with students referred as appropriate.
5. To involve outside agencies when necessary and ensure parents are kept informed to discuss student vulnerabilities and disclosures made.
6. Challenge outside agencies and report above if you feel wrong decisions have been made.
7. Ensure that relevant members of staff are kept informed of student vulnerabilities and needs.
8. Arrange regular meetings with the appropriate member of SLT to share information and best practice.

### **Confidentiality**

During your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Westgate School or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation and you will be required to know when or what information can be shared and in what circumstances it is appropriate to do so.

### **Data Protection**

During your employment, you will have access to data and personal information that must be processed in accordance with the terms and conditions of UK GDPR 2018.

### **Safeguarding Children**

In accordance with the School's commitment to follow and adhere to the Department for Education's guidance entitled "Keeping Children Safe in Education" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the School. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the School community and outside agencies, and exercise sound professional judgment, which always focuses upon the best interests of the students and the school.

You are also required to know and comply with the DfE document 'Guidance for Safer Working Practice for working with Children and Young People'. You are required to have satisfactory Enhanced DBS clearance. Your role requires you to always observe and maintain appropriate professional boundaries and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and always despatch your duty of care appropriately. You will be expected to present a consistently positive image of the School and uphold public trust and confidence at all times.

### **Freedom of Information**

The post holder must be aware that any information held by the School, in theory, could be requested by the public, including emails and minutes of meetings. It is, therefore, essential that records are accurately recorded and maintained in accordance with the School's policies and procedures.

### **No Smoking / Intoxicants Policy**

No smoking or intoxicants are permitted in any part of the premises or grounds managed, leased or owned by The Westgate School. No smoking or intoxicants are permitted in School vehicles or in any vehicle parked on School premises. Smoking of any product and the consumption of alcohol are strictly forbidden.