



Robert Blake

Self-discipline | Motivation
Aspiration | Respect | Togetherness

POST: Designated Safeguarding Lead

REPORT TO: Assistant Principal

CONTRACT INFORMATION:

- **Salary: Grade 10 (£37,280 - £41,771)**
- **All year round (annual leave to be mainly taken during school holidays)**
- **37 hours a week. Specific hours by negotiation.**

Main Purpose of Job:

The Designated Safeguarding Lead should take lead responsibility for safeguarding and child protection (including online safety and understanding the filtering and monitoring systems and processes in place). They should adhere to the KCSIE guidance and any other relevant documentation.

Additional responsibilities include providing advice and support to other staff on child welfare, safeguarding and child protection matters, taking part in strategy discussions and inter-agency meetings, and/or supporting other staff to do so, and contributing to the assessment of children. Be the Senior Mental Health Lead.

Complete holiday welfare calls, manage the safeguarding inbox, do welfare door knocks and attend strategy and other necessary meetings.

Main Responsibilities and Duties:

- Primary contact for all Safeguarding and Child Protection matters.
- Responsibility for arranging and delivering Safeguarding training to specialist staff as necessary and deliver training to all staff following updates on statutory guidance.
- Challenge adults to be vigilant and record concerns in an appropriate manner.
- Review site safety with the School Business Manager.
- Oversee staff and student risk assessments and safety plans.
- Oversee Children Looked After students and work with external bodies to support them.
- Oversee student welfare during and in preparation for fire alarms, lockdown and critical incident procedures for more vulnerable students.
- Be the Designated Senior Mental Health Lead.
- As Mental Health Lead attend half termly meetings with MHST / CAMHs and have responsibility for all referrals.
- Be the lead on STEER.
- Be aware of local and national trends that may increase vulnerability of young people.
- Ensure Alternative Provisions are appropriate regarding safeguarding.
- Liaise with external agencies: Police, Escape Lines, FIS, school nurse, etc.
- Coordinate E-safety needs across the school.

- Be the primary / tertiary links regarding all Safeguarding concerns.
- Organise /conduct safeguarding assemblies that link to vulnerabilities in the community, in school, and on stress and anxiety.
- Line Management of Deputy Safeguarding Officer, Parent and Family Support Assistant, Young Carer lead, counsellor and support with caseloads.
- Attend strategy meetings, TACs, TAFs as needed.
- Attendance of Team within School meetings (advising from Safeguarding perspective)
- Attendance of Child Protection and Children In Need regular review meetings
- Lead on restorative / mediation and coordination of meetings.
- Liaise with the behaviour team on bullying issues – persistent bullying, racial or homophobic and follow ups.
- Liaise with SEMH Manager regularly regarding ELSA, Counselling and other interventions.
- Liaise with other safeguarding teams across the United Learning Trust and Somerset Council, completing audits where necessary.
- Refer cases of suspected abuse to the CSC, Prevent, etc.
- Lead on delivering safeguarding training to staff and keep policies updated and shared.
- Understand the assessment process for providing early help intervention.
- Encourage a culture of listening to children among all staff, ensuring that children’s views are heard where the school puts measures in place to protect them.
- Coordinate internal logistics and liaise with United Learning regarding agendas for United Learning Trust Safeguarding reviews.
- Ensure policy compliance for all Safeguarding policies, including Prevent, etc.
- Any other duties as required commensurate with the role.

Monitoring and Reporting

- Monitor on mobile phone initiatives guided by government advice and guidance.
- Daily monitoring, liaising and actioning of Safeguarding system.
- Give weekly Safeguarding / welfare updates to Principal / SLT or more frequently if needed.
- Produce safeguarding reports for governors and senior leaders half termly regarding internal Safeguarding reports, police referrals, LADO referrals, social care referrals, etc.
- The designated safeguarding lead is responsible for ensuring that child protection files are kept up to date. Information should be kept confidential. Records should include:
 - a clear and comprehensive summary of the concern
 - details of how the concern was followed up and resolved
 - a note of any action taken, decisions reached and the outcome.

Working with Parents/Carers

- Be a source of support to parents when needed.
- Contribute to the half-termly newsletter to parents highlighting how to keep their child safe at home and in the community.
- Promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including where families may be facing challenging circumstances.
- Check in with vulnerable families and attend statutory meetings during holiday periods, in conjunction with the Principal.

Professional Development

- Keep relevant training up to date.
- Attend supervision.
- Attend relevant courses / conferences as appropriate.

Facts and Figures:

Robert Blake School is an 11-16 Secondary School with approximately 1060 students and 140 staff.

Decision Making:

Decision making on all areas of Safeguarding and Child Protection.

Physical Effort and Working Conditions:

Normal school office working environment with frequent and prolonged use of ICT.

Contacts and Relationships:

Able to maintain positive, purposeful relationships with students, staff, and stakeholders of Robert Blake School at all times. Daily contact possible with a number of school staff to advise, direct, and influence courses of action.

Regular contact with Somerset Council and outside agencies.

Regular meetings with relevant agencies.

Knowledge, Skills and Experience:

Designated safeguarding qualification.

Advanced safeguarding training to include Prevent Duty training.

Demonstrable experience in the role or in a school setting.

Knowledge of safeguarding legislation - understanding of differing types of abuse and neglect.

Communication and interpersonal skills - strong communication skills, active listening, and empathy.

Ability to work under pressure - the DSL role can be demanding and requires the ability to handle sensitive situations calmly and effectively.

Organisation skills - ability to manage records, co-ordinating with agencies and implementing policies.

Contactable during out of hours / holidays (if absolutely necessary).