Deputy Designated Safeguarding Lead job description

Job title: Deputy Designated safeguarding lead (Deputy DSL)

Reporting to: Designated Safeguarding Lead; Principal

Responsible for: All pupils and staff

Role purpose

The Deputy Designated Safeguarding Lead (DDSL) will assist the Designated Safeguarding Lead (DSL) in all matters of safeguarding and child protection across the school. They may take part in strategy discussions and inter-agency meetings and contribute to the assessment of children. The DDSL will also be the young carer lead for the school.

They will advise and support other members of staff on child welfare and child protection matters and liaise with relevant agencies such as the local authority and police.

As the school's Young Carers Lead, the Deputy Designated Safeguarding Lead will have strategic and operational responsibility for identifying, supporting and advocating for pupils who have caring responsibilities within their families. They will ensure that young carers are recognised, their needs are understood, and appropriate support is provided in line with statutory safeguarding guidance and the school's commitment to inclusion and pupil wellbeing.

The postholder will coordinate and develop provision for young carers across the school, including facilitating support groups, delivering targeted interventions, organising enrichment activities, trips and events, and promoting opportunities that reduce barriers to participation and achievement. They will work collaboratively with families, staff, external agencies and young carer support services to ensure pupils receive appropriate help and access to available resources. The Young Carers Lead will also raise awareness amongst staff, maintain accurate records, contribute to relevant policies and procedures, and monitor the impact of support for young carers across the school.

Duties and responsibilities

Managing referrals

- Supports DSL in referring cases of suspected abuse to the local authority children's social care
- Support staff who make referrals to local authority children's social care
- Support DSL in referring cases to the Channel programme where there is a radicalisation concern
- Support staff who make referrals to the Channel programme
- Support DSL in referring cases where a crime may have been committed to the police

- Keep detailed, accurate and secure written records of concerns and referrals

Working with staff and other agencies

- Support DSL in ensuring staff can access and understand the school's child protection and safeguarding policy and procedures (especially new and part time staff)
- Inform the DSL (and Principalin their absence) of safeguarding issues, especially ongoing enquiries into whether a child is at risk of harm, and police investigations
- Support the DSL in liaising with staff on matters of safety, safeguarding, and when deciding whether to make a referral
- Act as a source of support, advice and expertise for staff
- Understand the assessment process for providing early help and intervention
- Develop a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference
- Support the DSL when required by attending and contributing to child protection case conferences effectively when required to do so.

Training

- Undergo training to develop and maintain the knowledge and skills required to carry out the role
- Undergo Prevent training and be able to:
    * Support the school in meeting the requirements of the Prevent duty
    * Provide advice and support to staff on protecting children from the risk of radicalisation
- Undergo training on female genital mutilation (FGM) and be able to:
    *Provide advice and support to staff on protecting and identifying children at risk of FGM
    *Report known cases of FGM to the police, and help others to do so
- Refresh knowledge and skills remain up to date with any developments relevant to the role
- Obtain access to relevant resources
- Undertake Refresher DSL training every 2 years as currently required
- Support the DSL in ensuring the school's child protection policies are known, understood and used appropriately
- Work with the governing board to ensure the school child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly
- Support the DSL in ensuring the safeguarding policy is available and easily accessible to everyone in the school community
- Support the DSL in ensuring that parents have read the safeguarding policy, and are aware that referrals about suspected abuse or neglect may be made, and the role of the school in this

- Link with the local safeguarding children board to make sure staff are aware of training opportunities and the latest local policies on safeguarding
- Be alert to the specific needs of children in need, those with special educational needs and young carers
- Encourage a culture of listening to children among all staff, ensuring that children's feelings are heard where the school puts measures in place to protect them.

Other areas of responsibility

- Where children leave the school, work with the DSL to securely transfer their child protection file to their new school as soon as possible, separately from the main pupil file
- Undertake safer recruitment training and support the school to follow best practice
- Alongside the DSL, monitor the single central record and ensure it complies with all relevant legislation
- Assist the DSL in producing safeguarding reports to the governing board
- Model best practice and uphold the principles of confidentiality and data protection at all times.

The Deputy DSL will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

During term time, the DDSL should always be available during school hours for staff in the school to discuss any safeguarding concerns. Ideally this will be in person, but can also be via phone or video calling in exceptional circumstances.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the DDSL will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Person Specification

Criteria	Qualities
Qualifications and training	• GCSE (or equivalent) in English and maths • Degree (desirable) • Relevant DSL training – level 3
Experience	• Successful leadership and management experience in a school or other relevant organisation • Experience of managing safeguarding in a school or other relevant organisation, including: *Building relationships with children and their parents, particularly the most vulnerable *Working and communicating effectively with relevant agencies *Implementing and encouraging good safeguarding practice throughout a large team of people • Demonstrable evidence of developing and implementing strategies to help children and their families • Leading with young carers in education.

	• Experience of handling large amounts of sensitive data and upholding the principles of confidentiality
Skills and knowledge	• Expert knowledge of legislation and guidance on safeguarding and working with young people, including knowledge of the responsibilities of schools and other agencies • Ability to work with a range of people with the aim of ensuring the safety and welfare of children • Awareness of local and national agencies that provide support for children and their families • Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding concerns • Good IT skills • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships with staff and other stakeholders
Personal qualities	• Commitment to ensuring the safety and welfare of children • Uphold and promote the ethos and values of the school • Act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school • Ability to work under pressure and prioritise effectively • Maintain confidentiality at all times • Commitment to equality.