

Job Description for Designated Safeguarding Lead

Job Title:	Designated Safeguarding Lead
Contract Information:	Permanent contract Term Time plus 4 weeks 36.25 hours per week: 8.00am – 3.45pm, Monday – Friday (to include a 30-minute unpaid lunch break)
Responsible to:	Headteacher
Responsible for:	Safeguarding Team
Terms & Conditions:	NJC, Support Staff Terms and Conditions
Salary Range:	NJC Scale Points 36 – 40 FTE for which the full-time salary is £48,738 - £53,051 pro rata (actual salary £46,407 - £50,514) Starting scale point is dependent on experience.
Other:	3 months' notice period.

Background & Vision:

Our vision for 'World Class' schooling is one in which all pupils:

- Make outstanding progress in their learning, regardless of ability, gender, social background or ethnic origin.
- Are engaged in a curriculum suffused with memorable experiences and rich in opportunities for learning.
- Learn, with teachers, in an environment which is mutually respectful and promotes a shared enjoyment of learning.
- Develop social attitudes and behaviours founded upon the values of respect, responsibility, and resilience.
- Develop the transferable skills and attitudes necessary to thrive in the global economy of the 21st Century.

We believe that we will achieve this through a commitment to the principles of Excellence, Equity, Engagement, and Enterprise.

Values:

Our values are at the heart of what we do.

We believe that everyone excels everyday here at Hollingworth Academy. This ethos is built on our core values of **RESPECT**, **RESPONSIBILITY** and **RESILIENCE** and these values are at the heart of everything we do.

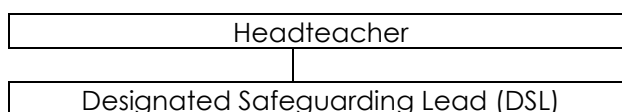
We believe that all of our pupils deserve an education that expands their life choices and enables social equity and mobility. We work hard to ensure that all of our pupils achieve their potential and truly believe in 'excellence for all'.

PURPOSE OF THE JOB

- To take lead responsibility for safeguarding and child protection.
- To support staff in carrying out their safeguarding duties and liaise closely with other safeguarding agencies.
 - To take lead responsibility in relation to safeguarding for;
 - Managing referrals and work with others
 - Training

- Raising awareness
- Line management of the safeguarding team
- To be a member of the schools Leadership Team.

ORGANISATIONAL CHART



CONTROL OF RESOURCES

Personnel: To ensure all employees have been trained in areas relating to safeguarding and child protection.

Financial: To follow the Academy financial procedures on all procurement matters.

Health & Safety:

The post-holder is responsible for their own health, safety and welfare and that of others within their care, in accordance with the school's policy and the Health and Safety at Work Act, 1974.

Training and Development:

The post-holder will be responsible for assisting in the identification of and undertaking their own training and development requirements, in accordance with the performance management framework.

Equipment/Materials:

- To be responsible for the safe use and maintenance of equipment/materials used by the post-holder.
- To adhere to rules and regulations relating to the use of ICT, email and internet/intranet access.
- The operation of general office equipment, ICT systems and the orderly storage of stationery and office supplies.

Relationships (internal and external):

- Internal:**
1. Teaching and support staff within the school
 2. Users of the school
 3. Voluntary helpers
 4. Pupils
 5. Governors

- External:**
1. Parents/Carers
 2. Visitors and customers
 3. Relevant agencies and organisations

MAIN DUTIES

- The DSL will take lead responsibility for all child protection matters arising at the School and will support all other members of staff in relation to any safeguarding or child protection concerns that arise.
- The DSL will undergo appropriate and regular training in order to fulfil their duties.
- The DSL has the status and authority within the School to carry out the duties of the post including committing resources, arranging training, supporting and directing other staff to safeguard and promote the welfare of children.
- The DSL is responsible for maintaining an overview of safeguarding within the school, to maintain open channels of communication with local statutory agencies and to monitor the effectiveness of policies and procedures in place.
- The DSL is responsible for receiving and reviewing child protection files from the Schools of pupils arriving at Hollingworth Academy, and for liaising with the DSL from those Schools, when appropriate, for the best care and the smooth transition of a pupil.

- The DSL is responsible for keeping detailed, accurate, secure records of concerns, allegations and referrals for any Child Protection issues.
- The DSL will communicate regularly with the Governor responsible for Safeguarding and will discuss with them any cases of concern. They will meet annually for a formal review of Safeguarding.
- The DSL will attend the relevant Governors' Committee / meetings to discuss Safeguarding practice in the School.
- The DSL will keep the Headteacher informed of all concerns and allegations relating to Safeguarding and Child Protection.

The Designated Safeguarding Lead (DSL) is expected to:

A. Manage referrals and work with others:

- To take lead responsibility for referring all cases of suspected abuse to the local authority Children's Social Care as required.
- To support staff who make referrals to local authority children's social care.
- To refer all cases of suspected abuse or risk of significant harm promptly to the local authority children's social care.
- To refer cases to the Channel programme where there is a radicalisation concern as required.
- To take lead responsibility for referring to the Local Authority Designated Officer (LADO) team all child protection concerns which involve a member of staff.
- To liaise with the Headteacher and Executive Assistant to ensure that where a member of staff is dismissed or resigns in circumstances where there has been actual harm or risk of harm to a child, referrals are made to the Disclosure and Barring Service or where appropriate, to the National College for Teaching and Leadership (NCTL).
- To liaise with the Headteacher for making prompt referrals to the police where a crime may have been committed which involves a child.
- To liaise with the Headteacher in respect of police investigations or investigations under section 47 Children Act 1989 which involve the School.
- To act as a source of support, advice and expertise to staff on matters of safety and safeguarding and when to make a referral by liaising with the relevant agencies.
- To promote supportive engagement with parents and/or carers in safeguarding and promoting the welfare of children, including early intervention where families may be facing challenging circumstances
- 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.

B. Undertake training:

- The DSL should undergo training to provide them with the knowledge and skills required to carry out the role. This training should be updated at every two years.
- The DSL should undertake Prevent awareness training.
- In addition to the formal training set out above, their knowledge and skills should be refreshed (this might be via e-bulletins, meeting other designated leads, or simply taking time to read and digest safeguarding developments) at regular intervals, as required, but at least annually, to allow them to understand and keep up with any developments relevant to their role.
- Understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments.
- Have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so.
- Ensure each member of staff has access to and understands the school's child protection policy and procedures, especially new and part time staff.
- Be alert to the specific needs of children in need, those with special educational needs and young carers.
- Be able to keep detailed, accurate, secure written records of concerns and referrals.
- Understand and support the school or college with regards to the requirements of the Prevent duty and are able to provide advice and support to staff on protecting children from the risk of radicalisation.
- Obtain access to resources and attend any relevant or refresher training courses.
- Encourage a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the school may put in place to protect them.
- Undertake safer recruitment training and support the school to follow best practice.

In addition to the above;

- The DSL will liaise with the Executive Assistant to ensure that all new Staff and Governors receive appropriate induction in relation to the School's Safeguarding and Child Protection policy and practice, including other key Safeguarding policies.
- The DSL will arrange whole school staff training in Child Protection on a regular basis – at least annually.
- The DSL will be responsible for providing Staff and Governors with regular updates on Safeguarding and Child Protection as appropriate.
- The DSL will liaise with the Executive Assistant to maintain a record of staff training.
- The DSL will work with the Headteacher to oversee training and information provided for Staff, parents and pupils relating to Online Safety.

C. Raise awareness:

- To ensure the School's Safeguarding and Child Protection Policy, and its implementation, is reviewed at least annually, taking into account available and up to date legislation, guidance and best practice, and to liaise with the Headteacher, Governors and staff to ensure the policy is applicable to and understood by all Staff at Hollingworth Academy.
- To ensure the Safeguarding and Child Protection Policy is available publicly and is published on the School Website.
- To maintain links with the Rochdale Safeguarding Children Board to ensure staff are aware of training opportunities and the local policies on safeguarding.
- To ensure that staff and pupils are aware of the policies and procedures in place if they have a concern.
- To help promote educational outcomes by appropriately sharing information about the welfare, safeguarding and child protection issues that children who have or have had a social worker are experiencing with other staff

OTHER:**Child protection file:**

Where children leave the school or college ensure their child protection file is transferred to the new school or college as soon as possible. This should be transferred separately from the main pupil file, ensuring secure transit and confirmation of receipt should be obtained.

Audit:

Ensure that the school safeguarding audit published by the Rochdale Borough Children's Safeguarding Partnership is completed annually, returned by deadline and actions/ improvements identified and implemented as part of the School Development Plan.

Single Central Record:

The DSL will implement a process for oversight of the single central record to ensure it complies with statutory guidance.

Availability:

During term time the designated safeguarding lead should always be available (during school hours) for staff in the school to discuss any safeguarding concerns. Whilst generally speaking the designated safeguarding lead would be expected to be available in person, it is a matter for individual schools and colleges, working with their designated safeguarding lead to define what "available" means and whether in exceptional circumstances availability via phone and/or Skype or other such medium is acceptable.

It is matter for individual schools and the designated safeguarding lead to arrange adequate and appropriate cover arrangements for any out of hours/out of term activities.

General Responsibilities:

- The post-holder must perform their duties in accordance with the school's Equal Opportunities Policy; be aware of, support and ensure equal opportunities for all; and have due regard to the Public Sector Equality Duty.

- To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To contribute to the school ethos, values, aims and development/improvement plan.
- To attend meetings within the Trust, at its Academies and external events as required.
- To participate in training and other learning activities and performance development as required.
- To maintain confidentiality always in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- Work and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
- To understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children's welfare at all times, reporting any concerns to the Designated Safeguarding Officer immediately.
- To carry out their duties with due regard to current and future school/Trust policies, procedures and relevant legislation. These will be drawn to the post-holder's attention during the recruitment process, induction, staff code of conduct, ongoing performance development and through Trust communications.
- The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Hollingworth Academy expects employees to work flexibly within the framework of the duties and responsibilities above. This means that the post-holder may be expected to carry out work that is not specified in the job profile but which is commensurate with the grade of the role within the remit of the duties and responsibilities.

This job description will be reviewed to reflect the plans, growth and development of the academy.

Information for all applicants / postholders:

Hollingworth Academy are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

The successful candidate will have to meet the person specification and will be required to apply for an enhanced DBS disclosure and all other pre-employment checks outlined in Keeping Children Safe in Education. All appointments are subject to Safer Recruitment practices.

We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

Signed	Postholder	Date
Signed	Line Manager	Date