

## **JOB DESCRIPTION**



**Job Title: Designated Safeguarding Lead**

**Level: Grade 8 point 29-33**

**Responsible to: Vice Principal**

### **Key Purpose:**

To take responsibility for all safeguarding and child protection matters arising at the School and to support all other staff in dealing with any child protection concerns that arise;  
To be responsible for promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact;  
To be available for staff to discuss any safeguarding concerns.

### **Main Responsibilities and Responsibilities:**

#### **Managing Referrals**

To take lead responsibility for:

- referring all cases of suspected abuse of any pupil at the School to children's social care; supporting staff who make referrals to local authority children's social care;
- referring to the Local Authority Designated Officer (LADO) team all child protection concerns which involve a member of staff;
- as required, liaise with the case manager and the designated officer at the local authority for child protection concerns (all cases which concern a staff member);
- taking part in strategy discussions and inter-agency meetings and/or to supporting other staff to do so and to contribute to the assessment of children;
- referring cases to the Channel programme (and supporting staff who make referrals) where there is a radicalisation concern.
- making referrals to the Disclosure and Barring Service where a member of staff is dismissed or resigns in circumstances where there has been actual harm, or risk of harm, to a child
- making referrals to the police where a crime may have been committed which involves a child.
- to liaise with the Principal or Vice Principal 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 deciding whether to make a referral by liaising with the relevant agencies.

#### **Raising awareness:**

- Ensure that all staff receive the statutory Safeguarding training on an annual basis
- ensure the School's child protection policy, and the implementation of it, is reviewed at least annually and is up to date and liaise with the Governors about this;
- ensure that parents are aware that referrals about suspected abuse or neglect may be made to children's social care and the School's role in this;
- maintain links with Warrington Local Safeguarding Children Board to ensure staff are aware of training opportunities and the local policies on safeguarding ; and
- where children leave the School 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. The DSL is responsible for ensuring that reasonable steps are taken to effect secure transit and for obtaining confirmation of receipt from the new school or college.

**Preventing radicalisation:**

In accordance with the Prevent Duty Guidance for England and Wales and Channel Duty Guidance: Protecting vulnerable people from being drawn into terrorism (2015) the DSL has the following responsibilities:

- acting as the first point of contact for parents, pupils, teaching and support staff and external agencies in all matters relating to the Prevent Duty;
- co-ordinating Prevent Duty procedures in the School;
- undergoing appropriate training on the Prevent Duty such as the Home Office 'Workshop to Raise Awareness of PREVENT training
- assessing the training needs of the staff in relation to the PREVENT Duty and maintaining an ongoing programme on the PREVENT Duty for all staff including induction training for all new employees and keeping records of staff training.
- Liaising with the local PREVENT coordinators, the police, local authority and other relevant multi-agencies in relation to PREVENT.

**In addition to the above, specific responsibilities, the post holder will carry out any other reasonable duties relevant to the role as directed by the Principal. This Job Description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.**

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## Penketh High School

### Person Specification

Designated Safeguarding lead

Education, Qualifications & Experience	<ol style="list-style-type: none"><li>1. Senior Designated Safeguarding Officer training, or willingness to undertake this.</li><li>2. Evidence of continued educational development.</li><li>3. Excellent skills in literacy, numeracy and ICT.</li><li>4. Highly developed organisational and presentational skills.</li><li>5. Experience of working in primary or secondary school environment, or similar.</li><li>6. Experience of working in a team, and of taking on a leading role in a team.</li></ol>
Knowledge, Skills & Understanding	<ol style="list-style-type: none"><li>1. Understand the assessment process for providing early help and intervention.</li><li>2. Have a working knowledge of how local authorities conduct a Child Protection case conference and be able to attend and contribute to these effectively.</li><li>3. Ensure each member of staff understand the Child Protection Policy and procedures.</li><li>4. Be alert to the specific needs of children in need and those with Special Educational Needs and Young Carers.</li><li>5. Be able to keep detailed, accurate, secure written records of concerns and referrals.</li><li>6. Have a thorough understanding of the PREVENT Duty and how to protect children at risk of radicalisation.</li><li>7. Have access to resources and be willing to attend relevant training in relation to the role.</li></ol>

Professional Expertise	<ol style="list-style-type: none"> <li>1. Develops excellent relationships with students in order to gain their trust.</li> <li>2. Ability to be a role model for young people.</li> <li>3. Ability to communicate effectively with staff, parents and students, and to work as part of a team.</li> </ol>
Monitoring, Evaluation & Review and Accountability	<ol style="list-style-type: none"> <li>1. Ability to keep written records and accurate files on student progress and development.</li> <li>2. Ability to provide written reports or presentations to relevant meetings, including SLT.</li> <li>3. Willingness to undertake training to develop in role.</li> <li>4. Willingness to accept advice from school leaders.</li> </ol>
Other Professional Requirements	<ol style="list-style-type: none"> <li>1. Has the ability to work with parents, external agencies and the wider community.</li> <li>2. Ability to identify barriers to learning and understand how to address them.</li> <li>3. Ability to lead by example, setting high standards of punctuality, dress and conduct.</li> <li>4. Clarity of thought and vision with proven ability to finish a task.</li> <li>5. Positive, team based approach to school improvement, with a 'can-do' attitude to making Penketh High School an 'outstanding' school.</li> <li>6. Desire and aptitude to continue to develop professionally</li> </ol>