



Job title: **Assistant Headteacher - Designated safeguarding lead (DSL)**

Salary range: Leadership 1 - 4

Hours: Full time (0.8 will be considered for the right candidate)

Contract type: Permanent

Reporting to: Headteacher and Governors

Responsible for: Safeguarding and Child Protection at Franche Community Primary School and Extended Services

Main purpose

The DSL will take lead responsibility for safeguarding and child protection across the school and extended services. They will safeguard and promote the welfare of children and young people, co-ordinate and manage the wider safeguarding team across the school, including line-management of the Attendance Lead as the school Designated Senior Lead for Attendance. Some safeguarding actions may be delegated to DDSL's, although the DSL will retain lead responsibility for the work of DDSL's and will ensure it is completed to the highest standard.

The DSL will attend child protection, strategy discussions, inter-agency meetings, and contribute to the assessment of children. They will advise and support other members of staff on children's wellbeing, safeguarding/child protection matters, early help and liaise with relevant agencies such as the local authority and police.

The DSL will be required to follow school policies and the staff code of conduct.

Duties and responsibilities

Managing referrals

- Refer cases of suspected abuse to the Local Authority Children's Social Care
- Support staff who make referrals to Local Authority Children's Social Care
- Refer cases to the Channel Programme where there is a radicalisation concern
- Support staff who make referrals to the Channel Programme
- Refer cases to the Disclosure and Barring Service where a person is dismissed or left due to risk or harm to a child
- Refer cases where a crime may have been committed to the police
- Keep detailed, accurate and secure written records of concerns and referrals in accordance with school policy and relevant legislation

Working with others

- Act as a source of support, advice and expertise for all staff
- Act as a point of contact with safeguarding partners
- Ensure all staff access and understand the school's safeguarding and child protection policy and procedures
- Inform the headteacher of ongoing safeguarding concerns, where appropriate, especially S47 enquiries and police investigations
- Liaise with the case manager and the Local Authority's Designated Officer for child protection concerns in all cases where a member of school staff is involved
- Ensure a holistic approach when deciding whether a referral should be made by liaising with all relevant stakeholders on matters of safety, safeguarding, and well-being
- Understand the lasting impact that adversity and trauma can have, including on children's behaviour, mental health and wellbeing, and what is needed in responding to this in promoting educational outcomes.
- Act as a source of support, advice and expertise for staff
- Understand and actively use the assessment process for providing early help and intervention, liaising and engaging with families as appropriate
- Work with external organisations, leading and attending multi-agency meetings, including child protection meetings and supporting/implementing relevant plans
- An ability to challenge, where appropriate. This can include professionals, staff (including the Headteacher), parents and use the Worcestershire County Council escalation policy when necessary
- Ensure all staff have up-to-date and appropriate level of safeguarding training for their role

Training

- Undergo training to develop and maintain the knowledge and skills required to carry out the role
- Undergo Prevent/FGM/CSE/Child-on-Child abuse and online safety training and be able to:
 - Support the school in meeting the statutory reporting processes associated with concerns
 - Provide advice and support to staff on protecting and identifying children at risk
 - Report serious online safety incidents to CEOP, and support others to do so
- Refresh knowledge and skills as set out in KCSIE to remain up to date with any developments relevant to the role
- Obtain access to relevant resources

Raise awareness

- Ensure the school's safeguarding and child protection policy is read and understood by all staff

- Ensure the safeguarding policy is available and easily accessible to everyone in the school and extended services community
- Ensure staff receive safeguarding induction training and subsequent refresher training
- Work with the governing body to ensure the school safeguarding and child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly
- Ensure that parents have access to the safeguarding policy, are aware that referrals about suspected abuse or neglect may be made, and the role of the school in this
- Liaise with the local safeguarding agencies and ensure staff are aware of training opportunities and the latest local policies on safeguarding
- Be alert to the specific needs of children in need and those with additional vulnerabilities
- 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 and adopt a culture of "It could happen here"

Other areas of responsibility

- Where children leave the school, securely transfer their child protection file to their new school within 5 school days of the child's start date at the new establishment (this will be done separately from the main pupil file)
- Undertake safer recruitment training and support the school to follow best practice
- Audit the single central record and ensure it complies with all relevant legislation
- Provide half termly safeguarding reports to the Pupil, Achievement and Well-being (PAW) committee and Full Governing Body Head's report
- Complete the Section 175 audit and share this with Governors before submitting to Worcestershire County Council
- Submit all relevant documentation in line with requirements and legislation
- Ensure a comprehensive understanding of the DfE Meeting Digital and Technology standards guidance and carry out Filtering and Monitoring checks in line with this guidance
- Line manage and work closely with the Attendance lead to improve attendance and meet the expectations set out in 'Working together to improve school attendance'
- Model best practice and uphold the principles of confidentiality and GDPR at all times
- Working with the leadership team to raise standards of achievement and support the development of teaching and learning across the school.
- Being responsible for the provision of safeguarding advice and access to a trained deputy DSL for the hours that the school and extended services is operational. When the DSL is not available, there will be a clearly communicated procedure and timetable for staff to access support and guidance with a named DDSL.

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 DSL will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date:

Next review date:

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____