



Job Description

JOB TITLE	Deputy Designated Safeguarding Lead
JOB FAMILY	Pastoral
PHASE	Primary and Secondary
SALARY GRADE	Paygrade 4
HOURS	37 hours per week, 39 weeks per year
REPORTING TO	The Designated Safeguarding Lead
RESPONSIBLE FOR	N/A

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

Duties and Responsibilities

Managing Referrals

- Support DSL in referring cases of suspected abuse to the local authority children's social care
- Support DSL in referring cases to the Channel programme where there is a radicalisation concern.
- 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 the 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 Headteacher in 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 and complete appropriate referrals.



- 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.
- Triage the causes for concern and respond to ensure that safeguarding practice is followed in regards to all statutory responsibilities.
- Be present on site when the DSL is off-site.
- Have the oversight of staff training records.
- Distribution of information on safeguarding to staff.
- Upkeep of safeguarding notice boards and displays.
- Attend meetings with external agencies i.e. TAC/CIN.
- Coordinate meetings of professionals where needed.
- Assist the DSL in producing safeguarding reports to the governing board

Training

- Undergo training to develop and maintain the knowledge and skills required to carry out the role.

Refresh knowledge and skills at least annually so 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.

Raise awareness

- Support the DSL in ensuring the school's child protection policies are known, understood and used appropriately.
- 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 (LSCB) 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

- Be aware of and comply with policies and procedures relating to child protections, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Establish constructive relationships and communicate with other agencies/professionals.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Attend Best Practice Forums and Support Groups.
- Work together as a team with other members of the Pastoral Team providing support in times of absence where need.

Generic Duties relevant to all members of Staff

The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- You will be based at Plympton Academy. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.



ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

Equal Opportunities

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and service delivery.

Data Protection



- Ensure confidentiality of personal data at all times by sharing, processing, obtaining and advising on data in line with Trust Data Protection policies and procedures. Having due regard for the high level of personal and special category data processed within your role.
- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of a Deputy Designated Safeguarding Lead.

Name:.....

Signed:

Date: