



Job Description:	Safeguarding lead DSL
Reports to:	Head Teacher
Hours:	37.5 Hours Typically 8:15am – 4:00pm Mon- Friday – 3 weeks across holidays

Review and Amendment: *This job description will be reviewed annually and may be subject to modification and amendment following consultation between the Head teacher, Behaviour and welfare lead and the position holder.*

Job Purpose

The DSL will take lead responsibility for safeguarding and child protection across the school. They will 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 liaise with relevant agencies such as the local authority and police.

Some safeguarding activities may be delegated to staff, although the DSL will retain lead responsibility for the work of staff and will ensure it is completed to the highest standard.

You will lead on overseeing student risk assessments and working alongside clinical team to ensure these are updated and accurate.

As a safeguarding lead you will provide a range of support to our students and their families. You will work directly with parents in a non-judgmental way, empowering them and their families to get the most out of the educational opportunities at Park School.

You will have the ability to offer calm, appropriate and supportive advice to ensure the highest level of support for our children and families in line with the expectations and ethos of our school.

You will work as part of the safeguarding, pastoral and behaviour team and support families with parenting, attendance, safeguarding and school issues.



Safeguarding responsibilities:

- Create and sustain arrangements for learning about safeguarding of all staff within the team at every level.
- To oversee the induction of staff into the school, as well as safeguarding induction.
- To manage/ supervise DSLs and hold them to account for the quality of the work they have produced.
- To oversee family support programs, early help, CIN, LAC, FSP, CP.
- To track actions from child protection meetings and hold staff to account in completing each action.
- To ensure that records are kept safely and effectively and in line with the law
- To obtain safeguarding records in relation to new starters and pass on records to new establishments ensuring that they comply with the law.
- Make Prevent/ Channel referrals
- To oversee staff relationships risk assessments annually or as required unless a family member of your own.
- To plan and oversee the training of DSLs, their portfolios and ongoing training.
- Ensure that DSLs have read and understood their JD annually and that this is kept on their file
- To undertake investigations under the direction of the Head with the support of HR.
- To audit safeguarding and S175 annually.
- To ensure that all policies pertaining to safeguarding are up to date.
- Lead on internet safety across the school

Managing referrals

- Refer cases of suspected abuse to the local authority children's social care within the appropriate time lines
- 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 where a crime may have been committed to the police
- Keep detailed, accurate and secure written records of concerns and referrals

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 radicalization.
- Undergo training on female genital mutilation (FGM) and be able to advise and support to staff on protecting and identifying children at risk of FGM
- Refresh knowledge and skills at least annually so remain up to date with any developments relevant to the role

Raise awareness

- Ensure all staff understand the school's child protection policies and that they are used appropriately
- Ensure the safeguarding policy is available and easily accessible to everyone in the school community
- Ensure 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.

Other areas of responsibility

- Undertake safer recruitment training and support the school to follow best practice
- 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

The 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 DSL 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. You will also create a rota to cover all holiday periods across the safeguarding team.

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 post holder may be required to do other duties appropriate to the level of the role.