Job Title Designated Safeguarding Lead (DSL) / Family Liason Officer (FLO)

Responsible to: Head of School

Responsible for: Safeguarding/ Main point of contact between family and school

JOB PURPOSE

- They will signpost families and refer for support when appropriate and liaise with external agencies such as Housing, NSPCC, Sure Start, Social Care, Early Intervention Teams, Passenger Transport, YOS and Police.
- The DSL will take lead responsibility for safeguarding and child protection across both School sites.
- 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 deputies, although the DSL will retain lead responsibility for the work of deputies and will ensure it is completed to the highest standard.
- The FLO will engage with vulnerable families to formulate a package of support and act as a point of contact in school for families in need of support.
- They will complete appropriate referral forms to external agencies as and when required and attend multi-agency meetings as appropriate.
- They will carry out home visits where necessary
- To maintain record keeping in accordance with the policies and procedures in place in school, including case studies

KEY TASK AREAS & 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 radicalization 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.

- Ensure staff can access and understand the school's child protection and safeguarding policy and procedures (especially new and part time staff).

- Inform the Head of School of safeguarding issues, especially ongoing enquiries into whether a child is at risk of harm, 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 e.g. LADO referrals.
- Liaise 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.
- Develop a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference.
- Attend and contribute to child protection case conferences effectively when required to do so.

- Provide consistent support to all pupils, responding appropriately to individual pupil needs
- Assist with the development and implementation of Individual Education Plans and Behaviour Plans
- Promote inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Promote self-esteem and independence, employing strategies to recognise and reward achievement within established school procedure
- Provide feedback to pupils in relation to progress and achievement under the guidance and direction of the teacher
- Use specialist (curricular/learning) skills/training/experience to support pupils
- Assist in the administering of routine and emergency medication

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 radicalisation.
- Undergo training on female genital mutilation (FGM) and be able to: o Provide advice and support to staff on protecting and identifying children at risk of FGM.
    - Report known cases of FGM to the police and help others to do so.
- Refresh knowledge and skills at least annually so remain up to date with any developments relevant to the role.
- Obtain access to relevant resources.
- Deliver whole school CPD to all staff on all safeguarding matters.
- Play an active role in the induction of new staff to ensure all new starters are aware and confident on all safeguarding matters.

Raise awareness

- Ensure the school's child protection policies are known, understood and used appropriately.
- Ensure the school child protection policy is reviewed annually (as a minimum) and the procedures and implementation are updated and reviewed regularly.

- Ensure the safeguarding policy is available and easily accessible to everyone in the school community.
- 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.
- Ensure the school is aware of any national safeguarding changes and provide annual training on the Keeping Children Safe documentation.

Other areas of responsibility

- Where children leave the school, securely transfer their child protection file to their new school as soon as possible, separately from the main pupil file.
- Undertake safer recruitment training and support the school to follow best practice.
- Provide safeguarding reports to the Executive Head Teacher for governance.
- Model best practice and uphold the principles of confidentiality and data protection at all times.
- Contribute to Health & Safety in the school in accordance to the ISS.

Key Tasks to Support Staff

- Support the Pastoral Lead in identifying patterns of absences and implementing structures to improve attendance
- To support the Senior Leaders in identifying possible under attainment and underachievement linked to poor attendance or other barriers external or internal.
- To assist in the implementation of pupil documentation and take an active role in the review process
- Create and maintain a purposeful, orderly and supportive environment, in accordance with plans
- In liaison with the teacher/other senior learning staff, utilise strategies to support pupils in achieving identified personal targets
- Report pupil achievement, progress and issues as appropriate in agreed format
- Undertake pupil record keeping as requested
- Promote good pupil behaviour, dealing with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy
- Establish constructive relationships with parents/carers and communicate information as required.

Key Tasks to Support the School

- Be aware of and comply with school policies and procedures relating to child protection, pupil behaviour and discipline, health and safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned)
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the school ethos, aims and development/improvement plan

- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings as appropriate and report back
- Participate in training and other learning activities as required
- Establish own best practice and use to support others
- Accompany teaching staff and pupils on visits, trips and out of school activities as required
- Assist in the planning, delivery and evaluation of training, advice, guidance and support to colleagues in other schools
- Establish and maintain inventories of equipment and resources

Additional

- High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements
- To be responsible for improving your own practice through observation, evaluation, discussion & training
- To comply with the Data Protection Act and School policies and procedures
- 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.
- To comply with the School's Health and Safety Policy and associated safe working procedures and guidelines.
- To comply with the School's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
- To comply with the School's Data Protection Policy and Code of Practice within the service area of the post.
- To carry out the duties in the most effective and efficient manner available.
- To continue personal development in the relevant area.
- To participate in the staff review and development appraisal process.
- To carry out RPI using CPI principles.
- Participate in regular update sessions in Team Teach techniques.
- Attend weekly staff meetings and daily staff briefings.

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.

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.

PERSON SPECIFICATION

Outcomes First Group

Experience	Essential	Desirable
Successful leadership and management experience in a school or other relevant organisation	□□	
Experience of managing safeguarding in a school or other relevant organisation, including: • Building relationships with children and their parents, particularly the most vulnerable • Working and communicating effectively with relevant agencies • Implementing and encouraging good safeguarding practice throughout a large team of people • Demonstrable evidence of developing and implementing strategies to help children and their families • Experience of handling large amounts of sensitive data and upholding the principles of confidentiality	□□	
Skills	**Essential**	**Desirable**
Expert knowledge of legislation and guidance in safeguarding and working with young people, including knowledge of the responsibilities of schools and other agencies	□□	
Ability to work with a range of people with the aim of ensuring the safety and welfare of children	□□	
Awareness of local and national agencies that provide support for children and their families	□□	
Excellent record keeping skills and attention to detail, in order to produce reports, take minutes of meetings, and document safeguarding concerns	□□	
Good IT skills, including previous use of EXCEL	□□	
Effective communication and interpersonal skills	□□	
Ability to communicate a vision and inspire others	□□	
Ability to build effective working relationships with staff and other stakeholders	□□	
Qualifications & Training	**Essential**	**Desirable**
GCSE (or equivalent) in English and Maths	□□	
Degree (Social worker / Education)		□□
Management	□□	
Other	**Essential**	**Desirable**

Commitment to ensuring the safety and welfare of children	□□	
Uphold and promote the ethos and values of the school	□□	
Act with integrity, honesty, loyalty and fairness to safeguard the assets, financial	□□	
integrity and reputation of the school	□□	
Ability to work under pressure and prioritise effectively	□□	
Maintain confidentiality at all times	□□	
Commitment to equality	□□	